

Brevard County (Florida)
Administrative Procedures

3120D - GUIDELINES FOR DETERMINING WHEN A TEACHER IS IN-FIELD AND/OR OUT-OF-FIELD.

Specific Authority: F.S. 1012.42 and Rule 6A-1.09441, F.A.C.

A teacher is considered IN-FIELD if one (1) of the following conditions are met:

- A. Holds a valid Florida Educator's Certificate with an **appropriate coverage** as provided in the Course Code Directory for teaching the course(s),

OR

- B. Holds a valid Florida Educator's Certificate and has demonstrated sufficient subject area expertise in the subject area(s) in which the instruction was provided based on the Highly Objective Uniformed State Standard of Evaluation (HOUSSE) NCLB (No Child Left Behind) **prior to July 1, 2017**, in accordance with the implementation of the Every Student Succeeds Act (ESSA), **AND** has not had a break in service with Brevard Public Schools,

OR

- C. Holds a valid Florida Educator's Certificate in an area of Exceptional Student Education **AND** has demonstrated sufficient subject area expertise in the ACCESS course subject area(s) which the instruction is provided through an established plan as approved by the Board.

Notes:

- A. This provision **may not** be used for ESOL teachers who are out-of-field.
- B. This provision **may not** be used for guidance counselors or vocational teachers.

- C. Placing a teacher in-field using **the HOUSSE/NCLB, prior to July 1, 2017, does not give the teacher certification in the subject area.** On or after July 1, 2017 the teacher will be required to complete certification requirements and apply for certification in that subject area with the Florida Department of Education. Teachers will not be available to be Out of Field in subsequent years until this process is successfully completed and verified.

PLEASE NOTE:

Subject area expertise must be documented and placed in the personnel file for auditing purposes.

A teacher is considered OUT-OF-FIELD if the teacher:

- A. Holds a valid Florida educator's certificate with coverage other than that deemed appropriate as provided for in the Course Code Directory as adopted by reference in Rule 6A-1.09441, F.A.C., and has been approved by the school board to teach out-of-field after determination that a teacher with appropriate certification coverage is not available. All evidence of such qualifications and approval must be reflected in the individual's official personnel record; provided, however, that such approval may be granted by the school board only under one (1) of the following conditions:
1. The individual is in the first year of employment in the out-of-field assignment and has not been granted, during any preceding year in the district, approval by the school to be employed out-of-field in an area for which specific certification is otherwise required,
- OR**
2. The individual has earned the college credit or inservice training in an approved district add-on program or district approved subject content professional development program.
- B. A teacher out-of-field in a subject area other than ESOL shall complete at least six (6) semester hours of college credit or the equivalent inservice toward the appropriate certification required within one (1) calendar year from date of initial appointment to the out-of-field assignment and each calendar year thereafter until all requirements are completed for the appropriate subject certification;

Notes:

- A.. The teacher will be required to complete certification requirements and apply for certification in that subject area with the Florida Department of Education. Teachers will not be available to be Out of Field in subsequent years until this process is successfully completed and verified.

PLEASE NOTE:

Subject area expertise must be documented and placed in the personnel file for auditing purposes.

Revised: 4/9/21