



The Teacher Advisor

HUMAN RESOURCE SERVICES — RECRUITMENT & EDUCATOR QUALITY

Dear Teachers,

As educational professionals, we continue to “sharpen the saw.” If you have recently passed another subject area exam that will build upon your existing knowledge or enhance your skills within the field — congrats!

In order for your certification records to be as up-to-date and accurate as possible, you must notify the Certification Office when/if you take and pass an additional Florida Teacher Certification Exam that is not yet reflected on your teaching certificate.

We rely heavily on our teachers to keep us in the loop because the FLDOE does not notify any of the 67 school districts when an employee passes an exam or adds a new subject to their existing teaching certificate.

Once the notification is received by the Certification Office, please allow up to 30 days to see the change reflected on your certification record in SAP and Staff Portal.

Sincerely,
Your Certification Advisors

IN THIS ISSUE

- Spotlight: Certification Status and Out-of-Field Assignments
- New Teacher Seminars
- Florida Teaching Certificate Renewal Pop Quiz
- Useful Tips
- Where do I find...?
- Dear Aunt Agony
- Temporary Certificate Advisement
- Teacher Engagement Corner

Have a topic you'd like to see covered? Contact us!

(Contact information can be found on the last page.)

NEW TEACHER SEMINARS

5:30–8:00PM

Dinner provided.

Topics include:

- SAO's
- Google Classroom
- Conscious Teaching

For questions, contact:

jessica.solano@polk-fl.net

Feb. 19, 2019

Haines City Senior High
2800 Hornet Drive
Haines City, FL 33844

March 20, 2019

Jim Miles Professional
Development Center
5204 U.S. 98
Lakeland, FL 33812

April 15, 2019

Haines City Senior High
2800 Hornet Drive
Haines City, FL 33844

IMPORTANT DATES

June 30, 2019

Deadline for an expiring temporary certificate to upgrade to the professional certificate

Deadline to renew an expiring 2019 professional certificate

1 Year from Hire Date

Deadline to pass the General Knowledge Test



SPOTLIGHT

Certification Status and Out-of-Field Assignments

The primary responsibility of the Certification Office is to ensure that all instructional and administrative-level staff maintain compliance with state and federal laws, as well as any district-imposed requirements. In order to accomplish this goal, the office must monitor hiring, transfer requests, and course assignment changes regularly.

To avoid putting your employment status and the district at risk, it is important that you know your *current* certification status, and if you choose to accept an out-of-field assignment, your compliance responsibilities, deadlines, and the repercussions for not clearing any deficiencies.

You may access your certification status at any time through *Staff Portal*. Please notify the Certification Office right away if you discover a certification discrepancy(ies) so that we may verify your status and update your SAP certification record.

WHAT YOU NEED TO KNOW ABOUT OUT-OF-FIELD

You should only be assigned courses for which you are fully qualified (i.e., certified and qualified) to fill. However, the district recognizes that occasionally a teacher may be interested in teaching in an out-of-field

subject area, or a school may request that a teacher facilitate courses for which he/she is not currently certified to fill (in order to address a school need).

You are not required to accept (at a school's request) an out-of-field assignment. Per Article 14.9-2 of the Collective Bargaining Agreement: Teachers not new to the system may not be assigned to courses which will cause the teacher not to be fully qualified unless the teacher volunteers for the assignment and the principal has pre-approval from the Director of Recruitment and Educator Quality.

- ▶ The duration of such assignments will be limited to one year.
- ▶ In order for the teacher to continue in the assignment beyond the year, he/she must pass the appropriate Subject Area Examination and add the subject area to his/her certificate.

- ▶ Teachers who are assigned according to the aforementioned provision must pass at least one Subject Area Examination and add the area to their certificate

each year until all state and federal required areas are added.

Refer to State Statute 6A-1.0503 for additional out-of-field related information.

FLORIDA TEACHING CERTIFICATE RENEWAL POP QUIZ

(ANSWERS ON PAGE 5)

- 1) **True/False:** My Polk County Inservice Record can be accessed via netCONNECT.
- 2) **True/False:** An employee who holds a Florida Professional Teaching Certificate may renew as early as July 1st of year in which his/her certificate expires.
- 3) **True/False:** An employee who holds a Florida Professional Teaching Certificate may use any of the following methods to renew his/her certificate: college credit, passing score on subject area exam, inservice points, National Board Certification, college teaching experience, and/or teaching experience within a School of Excellence.
- 4) **True/False:** An employee can visit the FDLRS website to view the list of courses that are available through the district to meet the Students With Disabilities (SWD) requirement.
- 5) **True/False:** The cost to renew a Florida Professional Teaching Certificate is \$100.

USEFUL TIPS

- To renew your expiring 2019 5-year professional teaching certificate, follow the steps found here: polkschoolsfl.com/certification
- To Add a Subject Area or Endorsement to a Professional or Temporary Certificate follow the steps found here: polkschoolsfl.com/certification

DEAR AUNT AGONY

HELP! I am interested in fulfilling my lifelong dream of becoming a school-based dean but I am not certified in Educational Leadership.

You're in luck! Your lifelong dream is within reach. Any instructional employee who has an interest in serving as a school-based dean may be eligible to go out-of-field in educational leadership as long as they meet the following requirements.

The employee must:

- Already hold a 5-Year Professional Certificate in any subject *and*
- Hold a certification in Educational Leadership K-12, or provide evidence that he/she is enrolled in an approved Educational Leadership Program from an accredited college/university.

The employee will be approved to go out-of-field in the academic area of Educational Leadership and must adhere to the District's Agreement to Earn Compliance requirements.

- Aunt Agony



WHERE DO I FIND...?

Where can I access information about adding an additional subject area or endorsement to an existing FLDOE teaching certificate?

You can find information on updating an existing teaching certificate at polkschoolsfl.com/certification.

Where can I obtain assistance with preparing for the General Knowledge Test?

The **Professional Development Department** and **Rising Educators Program** at East Area Adult School offer a variety of free assistance options for the General Knowledge Test. Visit polkschoolsfl.com/pd for additional information.

Where do I find the number of inservice points I've accumulated with the district?

Your District Inservice Record is found in **netCONNECT**. You can reach out directly to the Professional Development Department for additional questions regarding your netCONNECT Record or Transcript.

Where do I find a copy of my Florida Teaching Certificate?

- 1) **Login** to your FLDOE account.
- 2) On the Quick Start Menu under "View Documents," **click on** "Select" to print your certificate.
- 3) Print certificate.

(Only applicable to those teachers with certificates issued after November 2017 through the FLDOE's new VERSA system.)

Where can I send a general certification question?

Email general certification questions to certificationoffice@polk-fl.net. Please include your **SAP#** in the subject line.

Temporary Certificate Advisement

Newly hired teachers holding or deemed eligible to hold a Temporary Certificate may view and/or receive a Temporary Certificate Advisement from the Certification Office.

The advisement is an additional resource to assist teachers in upgrading from a 3-year non-renewable Temporary Certificate to a 5-year Professional Certificate.

The information provided on the advisement is based on the Official Statement of Status of Eligibility (SOE) received from the Florida Department of Education. The advisement cannot be generated until an SOE has been issued by the FLDOE.

To locate your SOE, please access your FLDOE account or contact the FLDOE for assistance.

COMING SOON TO THE CERTIFICATION LIBRARY – FALL 2019! (2 NEW COURSES)

- ▶ Upgrading to the Professional Certificate
- ▶ Launching Into Your 5-Year Professional Teaching Certificate



POLK COUNTY PUBLIC SCHOOLS
STUDENTS FIRST

Human Resource Department

Temporary Certificate Advisement to Upgrade to the Professional Certificate

Date Sent from Certification Office:	1-30-2019
Teacher Name, SAP#:	Ana Rodriguez Doe
Temporary Certificate Expiration Date:	June 30, 2020

Please refer to your Statement of Status of Eligibility (SOE) from the Florida Department of Education (FLDOE)

<u>FIRST YEAR</u>	
<u>REQUIREMENT</u>	<u>DEADLINE DATES</u>
General Knowledge Test (GK):	One year from Hire Date as a Teacher
Subject Area Exam (SAE)	Prior to Certificate Expiration Date
Elem K-6	
ESE K-12	
<u>SECOND YEAR</u>	
<u>REQUIREMENT</u>	<u>DEADLINE DATES</u>
Professional Education Competence Program (PEC):	Prior to Certificate Expiration Date
Education Courses:	Requirements Met
<u>THIRD YEAR</u>	
<u>REQUIREMENT</u>	<u>DEADLINE DATES</u>
Professional Education Test:	Prior to Certificate Expiration Date
On-line application to Upgrade for a Professional Certificate:	After all other requirements met prior to Certificate Expiration Date
<u>Additional Information</u>	
<ul style="list-style-type: none"> GK Test: As indicated on your SOE, "a passing score on the Florida General Knowledge Test earned no more than ten (10) years prior to the date of application. By law <i>"this requirement must be satisfied within one (1) year of employment in any Florida public school under the Temporary Certificate"</i>. Contact your employer for important information concerning this deadline. If one year from hire date as a teacher falls after 	

FLORIDA TEACHING CERTIFICATE RENEWAL POP QUIZ ANSWERS:

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1) T: Your netCONNECT Transcript is managed through the Professional Development Department</p> <p>2) T</p> <p>3) T</p> | <p>4) T</p> <p>5) F: The cost to renew your certificate is \$75. Employees can complete the payment step of the renewal process through Staff Portal.</p> |
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Engagement Efforts

Our teacher engagement efforts are focused on interacting with teachers in authentic ways to boost morale, community, and engagement. Our goal is help teachers feel prepared, supported, and connected with our district, leading to increased teacher retention rates. Some of our programs include:

- ▶ New Teacher Seminars
- ▶ Encouragement for Educators
- ▶ New Teacher Interviews
- ▶ New Teacher Welcome Reception
- ▶ Extending Excellence Peer Collaboration Program
- ▶ Affinity Groups
- ▶ Leading from the Classroom – Teacher Leadership Cohorts

Contact jessica.solano@polk-fl.net to find out more information on teacher engagement and to share your thoughts and experiences with our staff.

AFFINITY GROUPS

Affinity Groups are teacher-led interest groups that were established to offer a way for you to link up with other teachers with common interests to broaden and deepen your professional network.

Each group engages in unique group activities and is encouraged to participate in a community service project during the school year.

For more information on upcoming Teacher Engagement events and activities, visit: teamup.com/ks7pt4xa32rvicqgu



RECRUITMENT DEPARTMENT

The Recruitment Department implements a variety of strategies to build the teacher talent pipeline here at Polk County Public Schools. Our team participates in career fairs throughout the country to meet our district's every-growing staffing needs. Some of our programs include:

- ▶ Hosting district job fairs
- ▶ Participating in career fairs
- ▶ Subject Area Exam reimbursements
- ▶ Greenhouse Tuition Reimbursement Program for non-instructional personnel

The Recruitment Department is exploring new and innovative ways to bring teachers into our classrooms while our Engagement Department is working to enhance experiences that will help teachers engage with their school and local community, resulting in a lasting, rewarding career. As we kick off our recruiting season and start traveling the country to bring in top talent, we would like to partner with our teachers who are already in our classrooms to help fill our vacancies. If you know of a teacher who would make an excellent addition to the PCPS team, please refer their information to our Recruitment Department at qualitycounts@polk-fl.net. We'd love to connect with them and introduce them to why Polk County Public Schools is their best choice in school districts.

GET SOCIAL!

Help us spread the word about why PCPS is the best place to teach and work! Follow us on social media and share your #LovePolkSchools moments. Know someone who would make a great teacher? Send us their information by emailing austin.dollison@polk-fl.net so we can help bring them on to the PCPS team.

The Teacher Advisor

ANNISSA WILFALK

Director

annissa.wilfalk@polk-fl.net

Supervises the Recruitment and Educator Quality staff and spearheads efforts to create a diverse, qualified teaching staff for Polk County Public Schools. She monitors district compliance with federal, state, and local education regulations.

KAREN PFISTER

Senior Coordinator of Teacher Certification

karen.pfister@polk-fl.net

Delivers training in certification policies and procedures; provides certification advice to high school, middle school, and district staff; manages data collection/analysis to accurately reflect teachers' credentials and qualifications.

MIGDALIA ALVAREZ-MORALES

Certification Specialist

migdalia.alvarez-morales@polk-fl.net

Assists in hiring and reappointment of elementary teachers and provides certification advisements; manages the Comparable Methods procedure to ensure ESE teachers benefit from the alternative-qualifications provision of the Every Student Succeeds Act (ESSA).

JOANELLE ARANA

Certification Specialist

joanelle.arana@polk-fl.net

Assists in hiring and advises elementary and industry-trained teachers; requests issuance of temporary certificates; processes certificate renewals and add-ons; and facilitates Career Technical Education (district) certificates.

KIMBERLY GOOCH

Certification Specialist

kimberly.gooch@polk-fl.net

Evaluates credentials of prospective paraeducators; provides assistance in hiring and advises teachers at select elementary schools; handles certificate renewals and add-ons.

LIZ HARGIS

Personnel Assistant I

liz.hargis@polk-fl.net

Creates and updates records related to certification of instructional personnel; scans incoming transcripts and maintains a related database; manages paperwork for individuals in out-of-field assignments; answers phone calls and provides general information about certification procedures.

CONTACT NUMBERS

P: 863-534-0781

F: 863-534-0737

FIND PAST ISSUES ON THEHUB

thehub.polk-fl.net/hr/certification