



TALENT ACQUISITION AND OPERATIONS, INSTRUCTIONAL

- OUT-OF-FIELD
 - Guide for Teachers
 - ESOL

Topics

What Makes You Out-of-Field?

And

What Must You Do When Out-of-Field?



ESOL

Instructional staff assigned to work with one or more Limited English Proficient (LEP) students and who have not completed the state-mandated training for working with LEP student(s) are indicated as out-of-field and must work on completing the required training.

The specific training required and the deadline by which training must be completed is dictated by your instructional assignment/subjects assigned



So.....What Does This All Mean?

- When you are assigned a student population (such as with LEP-identified students) for which you have not completed the required training...

We compare required ESOL training for assignment category against the current training and certification you hold

Match = in field

No match = out-of-field



What Must You Do? Part 1

First, identify your ESOL training category:

ESOL Training Categories

- Category I: Assigned to teach Elementary Education (e.g. assigned to teach all subjects to include language arts) as a classroom teacher, Reading, and/or English/Language Arts
- Category II: Assigned to teach Mathematics, Social Studies, Science, and/or Computer Literacy
- Category III: Assigned to teach a subject not covered in Category I or II
- Category IV: Assigned as a Guidance Counselor or School Administrator

If you teach subjects across multiple categories, you will default to the higher category of training. For example, you are assigned to teach both English and Social Studies – you are considered Category 1 for ESOL training purposes.

Next, identify the option you will use to complete the training for your category.....



What Must You Do? Part 2

ESOL Category	Teaching Assignment	Training Requirements	Timeline/Due
Category 1	Elementary, Reading, or Language Arts/English <i>(includes ESE teachers assigned to teach one or more of the listed subjects through general education or access courses)</i>	Complete the Category 1 courses: <i>(district in-service or college credit or a combination)</i> Methods of Teaching English to Speakers of Other Languages ESOL Curriculum & Materials Development Cross-cultural Communication & Understanding Testing & Evaluation of ESOL Applied Linguistics -OR- Pass the ESOL K-12 subject area exam	Complete Category 1 courses by April of the 2 nd school year. Continue to complete at least one additional course each year until all five courses are completed. (Total 300 in-service points). Once complete, the ESOL Endorsement <u>must</u> be added to the certificate
Category II	Mathematics, Social Studies, Science, and/or Computer Literacy	Complete the Category 2 course: ESOL Strategies for Content Area Teachers	Complete Category 2 course (60 in-service points) by April of the 2 nd school year
Category III	All other assignments, except Guidance	Complete the Category 3 course: Issues & Strategies for Teaching LEP Students	Complete Category 3 course (18 in-service points) by April of the 2 nd school year
Category IV	Guidance Counselor	Complete the Category 4 course: ESOL Training for Guidance Counselors	Complete Category 4 course (60 in-service points) by April of the 2 nd school year



Satisfying Training Requirements is Important Because...

- ✓ It ensures high quality instruction
- ✓ It ensures adherence to state mandates
- ✓ It avoids financial penalties

Important points (as required by the state):

- If you are assigned as oof you must be Board approved (for ESOL Category 1)
- You are presented with and are requested to sign an OOF Agreement when newly identified as oof
- You are presented with an OOF Reminder each oof period thereafter after
- The parents of all your affected students must receive notification that you are oof
- You must complete the required training



General Notes/Reminders:

- Any indication of out-of-field is based on what your location (or a previous location you were employed at) assigned you. If you feel you were mis-identified as out-of-field you must contact your location. Per Florida Statute 1012.42 and Florida Administrative Code 6A-1.0503, if you are assigned course(s) and/or a student population for which you are not appropriately certified you are required to be identified as out-of-field and required to complete training/obtain certification in the out-of-field subject area(s) regardless of the method you are providing instruction through (e.g. virtual or in-classroom) and regardless of whether you continue in the out-of-field assignment.
- If you have completed all five Endorsement courses for ESOL and were identified as out-of-field for ESOL Category 1, you are still considered out-of-field (and are presented with an Out-of-Field Notice) until the subject area is added to your certificate.



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