



TALENT ACQUISITION AND OPERATIONS, INSTRUCTIONAL

- OUT-OF-FIELD
 - Guide for Teachers
 - Elementary Education and ESE

Topics

What Makes You Out-of-Field?

What Must You Do When Out-of-Field?

What About Involuntary Assignments?



What Makes You Out-of-Field?

The Florida Course Code Directory

Florida Course Code Directory (CCD) <http://www.fldoe.org/articulation/CCD/>

All courses funded through the Florida Education Finance Program and courses for which students may earn credit toward high school graduation

Indicates acceptable certification(s) by course

CCD is separated by sections and includes general information and courses by grade levels



2021-2022 Course Directory

2020-2021 Course Directory

2019-2020 Course Directory

2018-2019 Course Directory

- [Section 1 – Narrative Section](#) (PDF)
- [Section 1 – Narrative Section](#) (Word)
- [Section 2 – Administrative, Curricular, Service Assignments Course Listing](#) (PDF)
- [Section 2 – Administrative, Curricular, Service Assignments Course Listing](#) (Word)
- [Section 3 – Grades PreK to 5 Education Course Listing](#) (PDF)
- [Section 3 – Grades PreK to 5 Education Course Listing](#) (Word)
- [Section 3 – Grades 6 to 8 Education Course Listing](#) (PDF)
- [Section 3 – Grades 6 to 8 Education Course Listing](#) (Word)
- [Section 3 – Grades 9 to 12 and Adult Education Course Listing](#) (PDF)
- [Section 3 – Grades 9 to 12 and Adult Education Course Listing](#) (Word)
- [Section 4 – Exceptional Student Education Course Listing](#) (PDF)
- [Section 4 – Exceptional Student Education Course Listing](#) (Word)
- [Section 5 – Career Technical Education Program and Course Listing](#) (PDF)
- [Section 5 – Career Technical Education Program and Course Listing](#) (Word)
- [Section 6 – Adult General Education Course Listing](#) (PDF)
- [Section 6 – Adult General Education Course Listing](#) (Word)



Example

7810012* ACCESS M/J LA 2
Access M/J Language Arts 2

/Y

ESE 6/ELEM ED K
ESE 6/ELEM ED @3
ESE 6/ENGLISH @3
MNTL HNDCP @6/ELEM ED K
MNTL HNDCP @6/ELEM ED @3
MNTL HNDCP @6/ENGLISH @3
VARYING EX @6/ELEM ED K
VARYING EX @6/ELEM ED @3
VARYING EX @6/ENGLISH @3
EMTL HNDCP @6/ELEM ED K
EMTL HNDCP @6/ELEM ED @3
EMTL HNDCP @6/ENGLISH @3
SPC LRN DS @6/ELEM ED K
SPC LRN DS @6/ELEM ED @3
SPC LRN DS @6/ENGLISH @3
ESE 6/ENGLISH 1
ESE 6/MGIC ?C
ESE 6/MG ENG C
MNTL HNDCP @6/ENGLISH 1
MNTL HNDCP @6/MGIC ?C
MNTL HNDCP @6/MG ENG C
VARYING EX @6/ENGLISH 1
VARYING EX @6/MGIC ?C
VARYING EX @6/MG ENG C
EMTL HNDCP @6/ENGLISH 1
EMTL HNDCP @6/MGIC ?C
EMTL HNDCP @6/MG ENG C
SPC LRN DS @6/ENGLISH 1
SPC LRN DS @6/MGIC ?C
SPC LRN DS @6/MG ENG C

Effective with the 2018-2019 school year, the Florida Department of Education requires teachers who are assigned access courses (in a content area - e.g. math, science, language arts, social science) to hold certification in ESE and Elementary Education OR ESE and the specific content area.



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

- When you are assigned a course for which you do not hold appropriate certification

We compare required certification(s) for assignment against the current certification(s) you hold

Match = infield

No match = out-of-field



What Must You Do?

Training Requirements*

Complete two courses (six college credits) each year

OR

pass the subject area exam

OR

document infield status via rubric

*Yearly deadline is the end of April



The Infield Rubric Option

Board Policy 4003.4 establishes the infield designation option for teachers out-of-field in specified subject areas.

Teachers may use the [Infield Status Rubric](#) to document experience in the subject area. A minimum of 100 points must be achieved with experience in the subject area and a classroom observation rating of effective or higher required. Additional points may be obtained in professional development (district in-service) and college coursework in the subject area. ***Do not fill in the points awarded on the rubric - when your rubric is received and evaluated, points will be notated on the form.***

Elementary Education: <https://www.browardschools.com/Page/47844>

https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/12647/Infield_Status_Rubric_General_rev_fillable.pdf

ESE: <https://www.browardschools.com/Page/50737>

https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/12647/Infield_Status_Rubric_General_rev_fillable.pdf



The Infield Rubric: Elementary Education

Lesson Plans

(Student Work Sample for
each Lesson)



The Infield Rubric: ESE

2 Finalized IEPs
(Student # Only)

4 Lesson Plans
(Student Work
Sample for each
Lesson)



The Infield Rubric: ESE

Lesson Plans



Content Area: ELA, Math, Social Studies, Science



Learning Goal



Standards Alignment (Access Points)



Objectives



Pre-Assessment



Instruction



Post Assessment



Student Work Samples



The Infield Rubric: ESE

Attach documents and email to keondra.pierre@browardschools.com

- Lesson Plans
- Work Samples
- Photos
- Certification Rubric



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 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



What About Involuntary Assignments?

- Defined as an assignment that places you OOF, is for one school year only, and for which you do not agree to complete mandated OOF training.
- Cannot be used for ESOL.
- Must indicate when acknowledging the OOF Notification (selected when newly reported as out-of-field).
- You are not responsible for satisfying OOF training requirements for the involuntary assignment; however, this means you may not be placed OOF in any area (unless you are in compliance with the mandated training for the oof area).



General Reminder:

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.



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