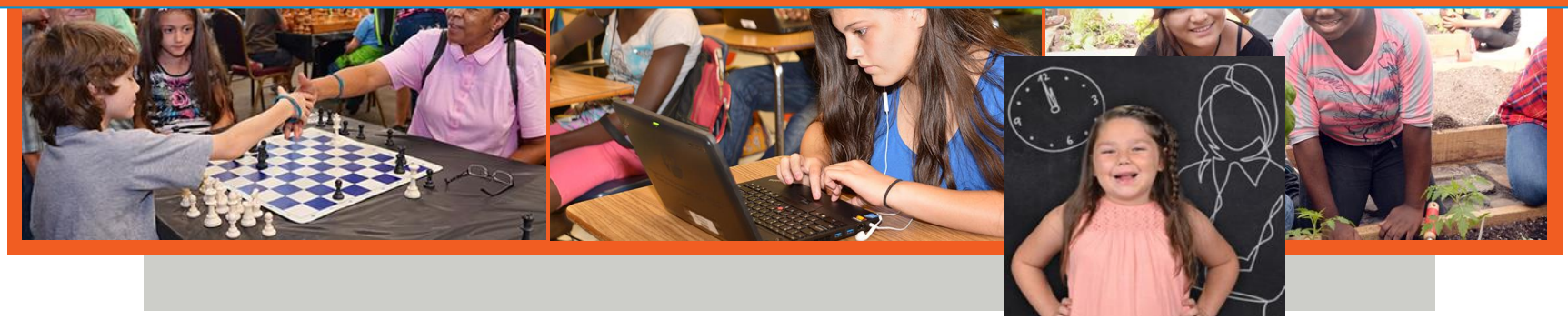
Broward County Public Schools

Talent Acquisition & Operations Instructional Department



Welcome to the Instructional Onboarding Session!

School Year 2024-2025

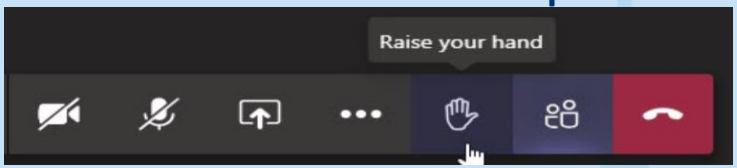
3:30pm

Established 1915
BROWARD
County Public Schools

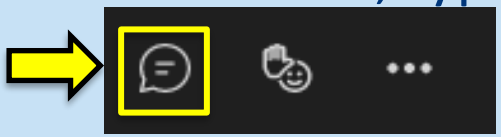
Updated 8/27/24

Ground Rules

- Camera off
- Microphones muted
- Hold questions until the end.
- During question time:
- Use the “raise hand” feature to ask a question.



  - Once called on, unmute to ask your question.
    - You may turn on your video while asking your question.
    - If you don’t have this feature, type your question in the chat box.



Onboarding Agenda

- Resources
- Next Steps
  - Getting Started
  - Single Sign On (SSO)
- Compensation, Salary Placement
- Teaching/Non-Teaching Work-Related Experience Credit
- Payroll & “Understanding My Paycheck”
- Other Items: Sick Leave Earned/Transferred from Another Florida Public School, Child Abuse Training/Teacher Support, SmartFind Express - Reporting Absences
- Certification & Licensure

On-boarding email

Congratulations! Welcome to Broward County Public Schools!

The next step in our hiring process is for you to attend the Virtual Onboarding Employment session.

The session is facilitated by Talent Acquisition & Operations - Instructional.

During the presentation we will review payroll, salary and compensation, work experience credit, and other important items.

Click here to Attend Onboarding Session

Click here for Salary Information. This will be reviewed during your Onboarding Session.

Shortly, you will receive communication from the Benefits Department regarding your health care benefits and a separate email

to guide you through completing the benefits selection.

Please review the Benefit Plan Options available on the district's website: Benefits Information

Your insurance will take effect approximately 90 days from your official start date. Example: If your start date was 8/14/23 your benefits should take effect 11/1/23. Allow the benefits department to contact you by email regarding your enrollment.
It should take about 2 weeks. Check your junk folder/mail in your personal email account.

If you have not received any information from the Benefits Department, email: newhire@browardschools.com

If you need to report an absence and/or need a substitute, information is located at:

Smart Find Express Information

We have also attached information from our partner Bright Star Credit Union (BSCU).
BSCU provides many great offers to Broward County Public Schools employees for you to utilize!

We wish you a rewarding and successful year.

If you have any questions email teach@browardschools.com

Talent Acquisition & Operations Instructional Department

Bright Star CREDIT UNION®

*We guarantee **BRIGHT** Service every time*

Your Partner in Education...

Learn about Your Credit Union
With all the **benefits** and **special products**
created just for you!

Scan to watch the short video and learn more @
www.welovebrowardschools.com

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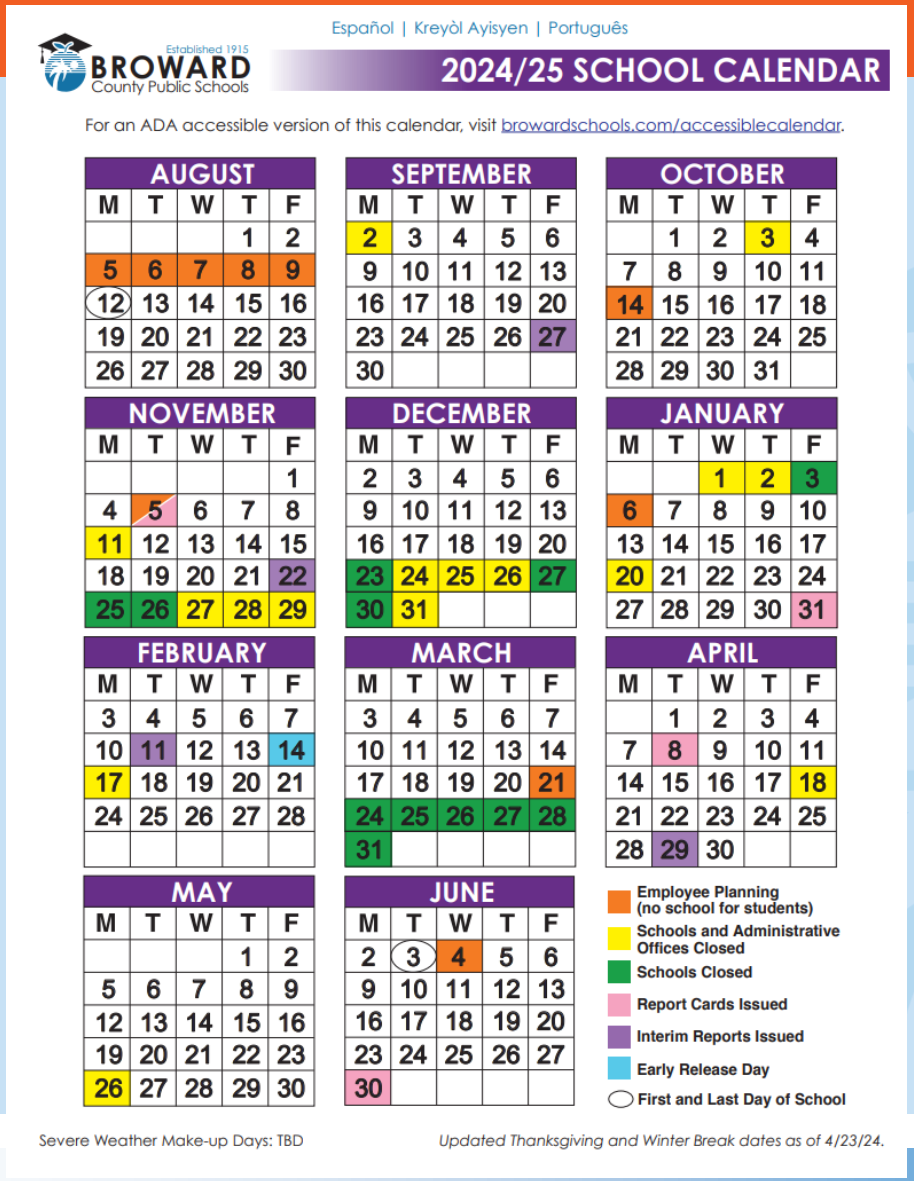
Broward County Public Schools

browardschools

@bcpsteach

2024-25 School Year Calendar



Español | Kreyòl Ayisyen | Português

Established 1915 BROWARD County Public Schools

2024/25 SCHOOL CALENDAR

For an ADA accessible version of this calendar, visit browardschools.com/accessiblecalendar.

AUGUST

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

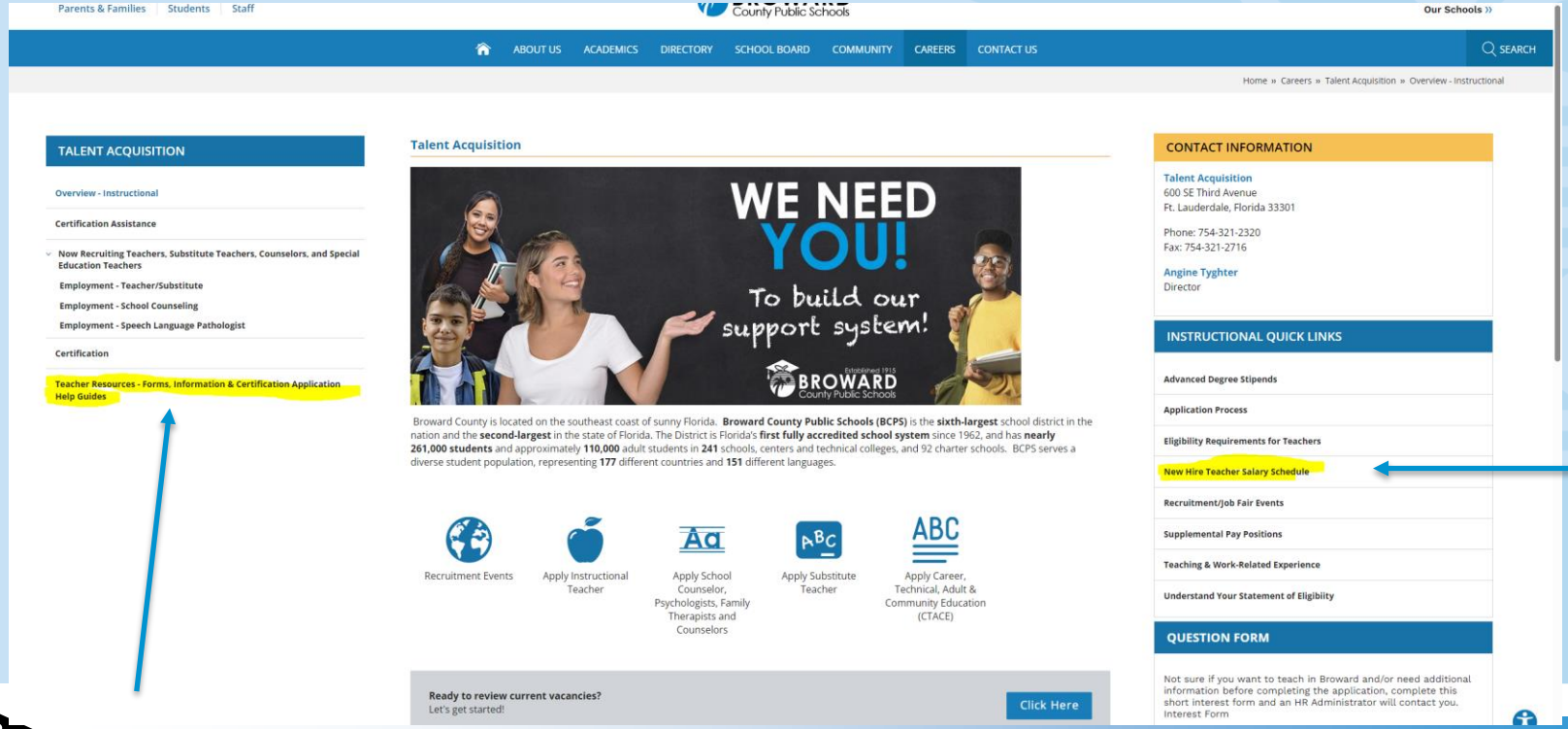
- Employee Planning (no school for students)
- Schools and Administrative Offices Closed
- Schools Closed
- Report Cards Issued
- Interim Reports Issued
- Early Release Day
- First and Last Day of School

Severe Weather Make-up Days: TBD

Updated Thanksgiving and Winter Break dates as of 4/23/24.

Onboarding Resources

- www.browardschools.com/teacher
- Current Teacher Resources
- New Hire Schedule Salary -shows specific calendars/ salary schedules:



Benefits

- **Your insurance will take effect the first of the following month up-to-90-days from your official start date (example, start date 8/5/2024, benefits will become effective 11/1/2024).**

- **As a result, please allow the Benefits Department up to 2 weeks after your start date to contact you by email regarding the enrollment of your benefits.**

- **In most cases, the notification will be sent to both your personal (as provided) and BCPS email accounts.**
  - Failure to complete your Benefits Enrollment by the deadline stated in the email, will result in **NO BENEFITS COVERAGE** for the remainder of the calendar year.

- **Please ensure you check your "junk folder/mail" in your personal email account.**

- **If you have not received any information from the Benefits Department, please email: newhire@browardschools.com.**

Broward Single Sign-On (SSO)

Clever | Broward County Public Schools

http://sso.browardschools.com

One-Stop Access - many of the technology applications you use daily will be available in one location.

To Access:

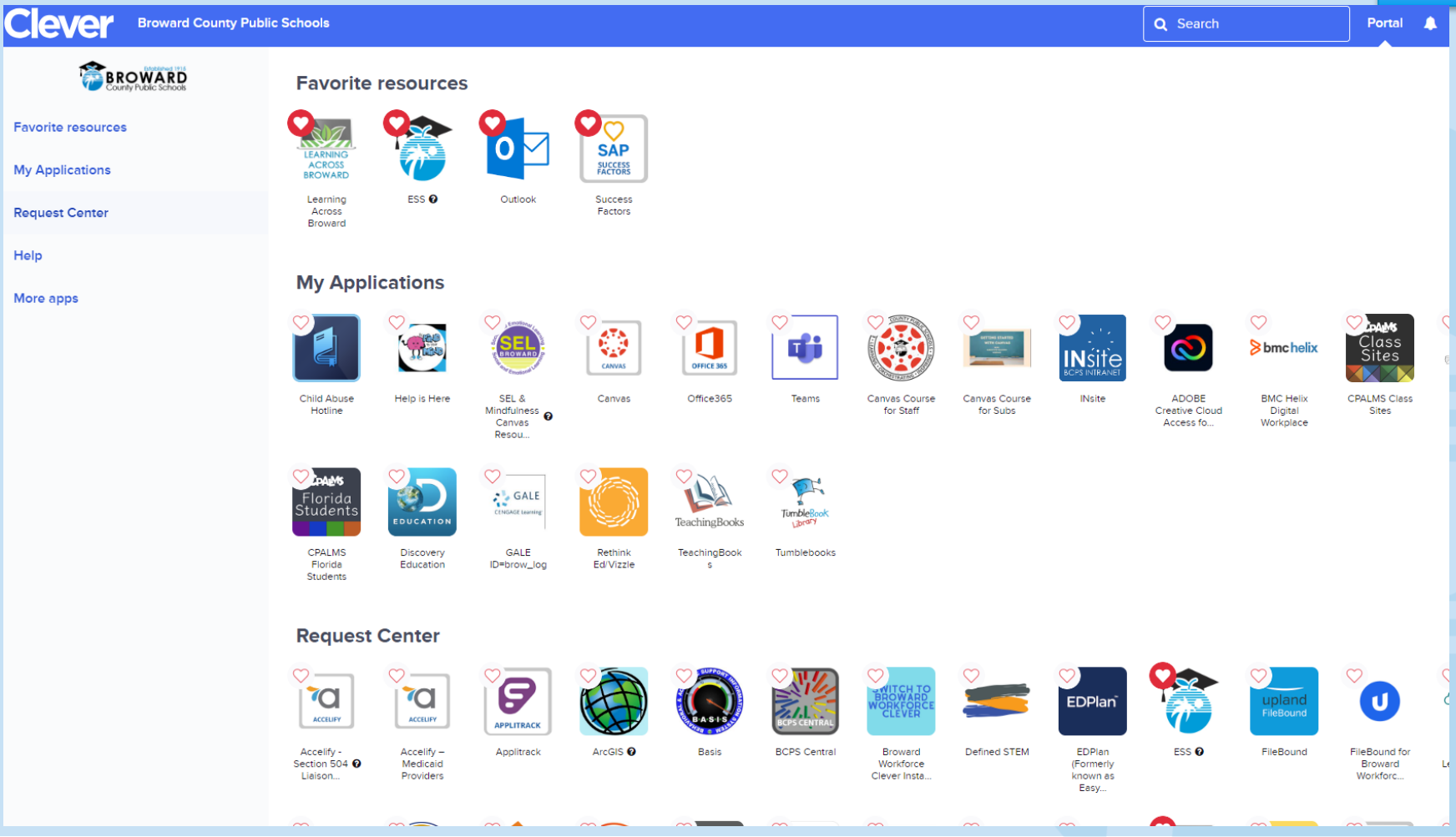
Personnel Number: P000XXXX and Password

Easier Access from Home: The Broward SSO Launchpad link will be accessible from home.

Contact the Help Desk for assistance:

754-321-0411 or ITServiceDesk@browardschools.com

Single Sign-On *via Clever*



LEARNING ACROSS BROWARD (LAB)

LEARNING ACROSS BROWARD

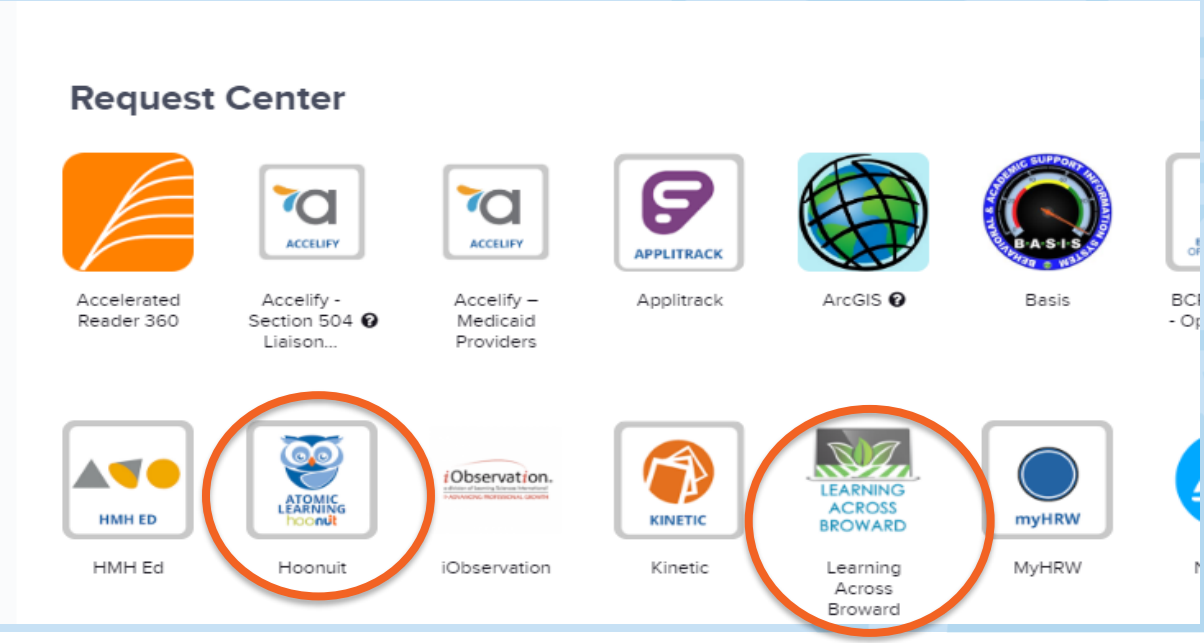
Learning Across Broward (LAB)

Professional Development Learning Management System

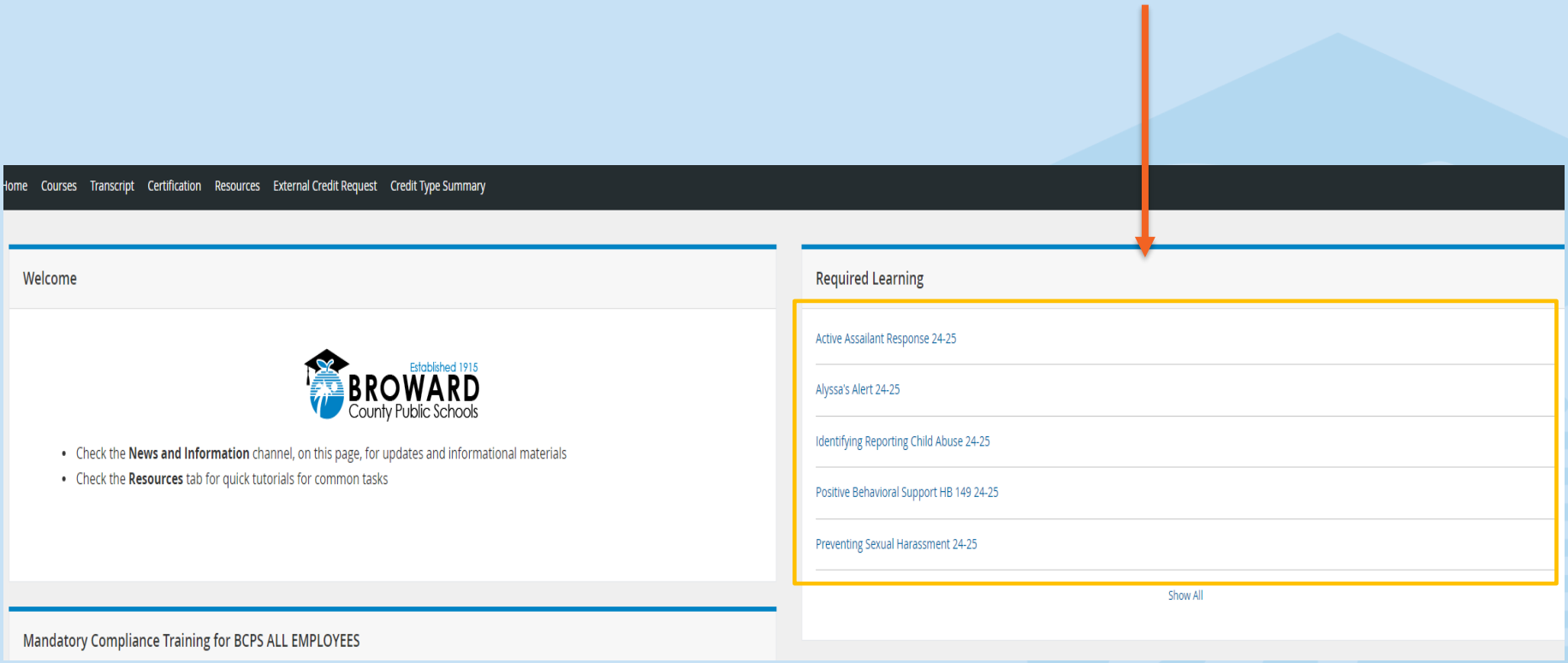
Here you will be able to:

- **Search and register for courses**
- **Review your profile**
- **Access your Transcript/Certification(s)**
- **Complete and Submit your Feedback Forms**

Each teacher will have a “playlist” designed for them



REQUIRED LEARNING (Mandatory)



SUPPORT FOR INSTRUCTIONAL STAFF NEW TO BROWARD

Classroom and non-classroom instructional staff with less than one year of experience are eligible for mentoring support in the form of a TIER Mentor or an Induction Coach based on certain criteria.

- **TIER Liaison:** The "go-to" person who will orient you to your location and help with the assignment of a TIER mentor. All new instructional staff will attend monthly collaborative meetings hosted by the TIER Liaison.

- **TIER Mentor:** Provides ongoing, structured support to new instructional staff. Mentors are assigned from the school or district location. If assigned a TIER Mentor, the state of Florida recommends weekly support.

SUPPORT FOR INSTRUCTIONAL STAFF NEW TO BROWARD (*CONTINUED*)

Induction Coaches: (If eligible) Are assigned from the Teacher Development and Support Department and will support new teachers in developing teaching strategies, best practices and its correlation to student learning. If assigned an Induction Coach, you will participate in weekly support with your coach.

Contacts Teacher Development and Support Department:

- If you are assigned a TIER Mentor and have additional questions, email Jacqueline A. Smith at Jacqueline.Smith@browardschools.com
- If you have not heard from a mentor or if you are assigned an Induction Coach and have additional questions, you can email Michelle C. Dalessandro at michelle.dalessandro@browardschools.com

NEW TEACHER ORIENTATION

This event is required for all new Instructional employees to Broward County Public Schools.

Next session is Saturday, October 26th

Pompano Beach High School

More information will be provided in the future.

NEW TEACHER ACADEMY (NTA)

New Teacher Academy

New Teacher Academy (NTA) is a four-day professional learning opportunity designed for teachers new to the profession, on a temporary teaching certificate, or new to BCPS with prior teaching experience.

LEARNING

Participants will receive an introduction to:

Classroom Culture, Lesson Preparation, Standards-Based Planning, Instructional Technology, FOCUS, Life Skills and Wellness, B.E.S.T. Standards and ESOL

REGISTRATION

All BCPS teachers, use Clever Single Sign-On:

1. Access LAB on Clever portal, click Courses
2. Search "New Teacher Academy" or Course "10584719"

All Charter and Private school teachers:

1. **Account Creation Link**
   - Please complete the form and click Save. Once you have your number and have logged into LAB, below are some useful tutorials.
     - **Course Search Tutorial** (https://tinyurl.com/2kftb8rv) - The Search window allows for easy searching, filtering, and registering for courses. Searches can be filtered by course title, section title, course number, and section number.
     - **Registering for a Course Tutorial** (https://tinyurl.com/yrveshrc) - Registering for a Course in LAB with a few simple clicks.
     - **Registering for a Course with a Prerequisite Tutorial** (https://tinyurl.com/5n6s4p3r) - Registering for a Course with a Prerequisite in LAB.
2. **LAB Login Link** (https://tinyurl.com/yck4anu6)
   - NOTE: This is the only login page for External employees.

The School Board of Broward County, Florida Lori Alhadeff, Chair • Debra Hixon, Vice Chair • Torey Alston • Brenda Fam, Esq. • Daniel P. Foganholi
Dr. Jeff Holness • Sarah Leonardi • Nora Rupert • Dr. Allen Zeman • Dr. Howard Hepburn, Superintendent of Schools

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or email eeo@browardschools.com. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email eeo@browardschools.com. browardschools.com

EARNING

Participants will be eligible for a $360 stipend and 27 in-service points, if they:

- Attend all four (4) days
- Complete self-paced online learning modules as implementation activity
- Submit Professional Learning Feedback survey in Learning Across Broward (LAB)

WHEN?

FALL 2024

Saturday, September 7
Saturday, September 14
Saturday, September 21
Saturday, September 28

TIME

8:30 AM - 3:30 PM
with 1-hour lunch

WHERE?

FAU Davie Campus
Educational Science Building
3200 College Avenue
Davie, FL 33314

Please bring a fully-charged laptop or electronic device, if possible.

CONTACT US

newteacheracademy@browardschools.com

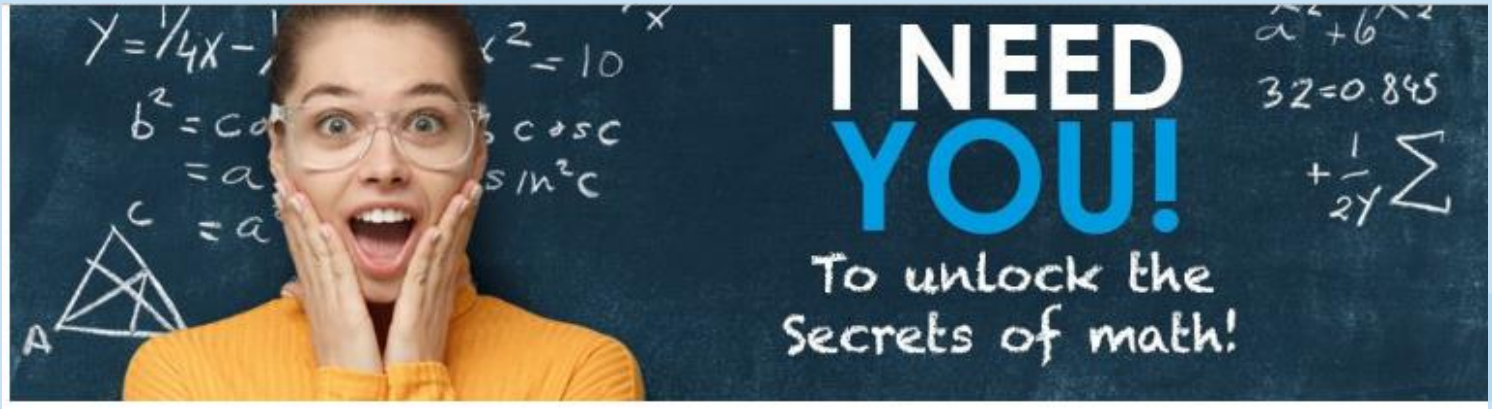
Additional NTAs will be announced in the near future

BROWARD County Public Schools | Teacher Development and Support Department
Office of Academics

New Teacher SEMINAR

The New Teacher Seminar (NTS) is a one-day event that provides teachers who are new to Broward County Public Schools (BCPS) with essential information about multiple academic departments within our District. The primary goal of NTS is to ensure instructors are equipped before they enter a classroom. Participants will learn how to access the support and resources they need to navigate their roles more effectively.

The Department of Teacher Development and Support will register cleared teachers to attend one of the sessions after receiving the list of teachers from Talent Acquisition. If you are cleared as a new teacher, you may also contact TDS directly by emailing NewTeacherSeminar@browardschools.com to be assigned an NTS session. If you have any questions, contact Teacher Development and Support at (754) 321-5024 or NewTeacherSeminar@browardschools.com.



SALARY AND PAYROLL SCHEDULES

&

UNDERSTANDING YOUR PAYCHECK

Salary Placement

- Each year salary is negotiated between the Broward Teacher's Union & The District

- Collective Bargaining Agreement (CBA)
  - Article 19 = Professional Compensation
  - Appendix E = includes the salary schedules
  - Appendix F = Supplement Schedules

- There are two Instructional Salary Schedules:
  1. **Pay-for-Performance (PFP) Schedule**
     - Newly hired instructional employees are placed on the Pay For Performance (PFP) salary schedule.

  2. **Grandfathered Schedule**
     - Instructional employees employed with Broward Schools **prior to 2011** without a break-in-service (resignation, retirement, released, etc.)
       - Newly hired teachers to Broward **cannot** be placed on this schedule per Florida Statute

Salary Initial Placement
Pay for Performance Schedule
for 2023-2024

This chart is solely for initial placement.

Years of Experience	Salary	Supplement*	Total
0 - 16	$ 50,266.00	$ -	$50,266.00
17	$ 50,266.00	$ 535.00	$50,801.00
18	$ 50,266.00	$ 1,184.00	$51,450.00
19	$ 50,266.00	$ 1,841.00	$52,107.00
20	$ 50,266.00	$ 2,507.00	$52,773.00

- Hourly rate is based on a 7.5-hour day.

- **E**xperience Credit
  - Experience MUST be verified within 4 months of hire.
  - Teachers with 17 or more years of experience must submit the appropriate Teaching and/or Non-Teaching Work Related Experience Form(s) to receive credit for the experience.

*Supplement: The years of experience credit will be paid as a supplement over 20 payments after verified. If hired after the first day of school, the amount will be prorated.

NOTE: Per FS 1012.22, instructional employees on Pay for Performance will receive a percentage increase based on your overall end of year evaluation. Therefore, newly hired teachers are not eligible for the Pay for Performance until they have an overall evaluation.

Pay for Performance Schedule
Other Calendars

***Based on 2023-2024 salary schedule*

Teachers on a calendar greater than 196 will receive pay for the additional days. The formula is the following:

Hourly rate ($32.32) x *Hours worked (7.5)* x *calendar days (e.g., 206)*

		*Plus Supplement for Years of Experience			
	Yearly Salary	17 years	18 years	19 years	20 years
206	$ 51,421.17				
216	$ 53,917.35	$ 535.00	1184	1841	2507
242	$ 60,407.40				

Referendum Payment

- All teachers are eligible for the referendum payment. **Newly hired teachers**, regardless of your years of experience, will receive a one-time referendum bonus payment of $500.00 the year they are hired.
  - Teachers with an effective date prior to December will receive the payment in December. Teachers with an effective date after December will receive the payment in May.
- The following school year, newly hired teachers will be paid the referendum payment based on their verified years of experience.
- NOTE: Verified years of experience MUST be submitted within 4 months of your hire date.

Referendum Payment (Continued)

Listed below are the referendum amounts that teachers will receive through June 2027. Newly hired teachers – regardless of experience - will receive $500 their first year. The following year, the newly hired teacher will be eligible for the referendum funds based on their **verified** years of experience*.

New Hire	$500
1-2 years	$2,000
3-5 years	$3,000
6-7 years	$5,500
8-9 years	$6,000
10 years	$7,500
11-14 years	$10,000
15 + years	$12,000

*Verified years of experience must be submitted within 4 months of hire. If hired after March 1, verification must be received by June 15.

Salary Summary

- Newly hired teachers on a 196 calendar with 0-16 years of experience will have a starting base salary of $50,266

- Newly hired teachers on a 196 calendar with 17-20 years of teaching and/or non - teaching related work experience will start at $50,266 *until appropriate work credit forms are verified*.

- All newly hired teachers with years of teaching experience are encouraged to submit the Teaching Experience Forms so your record can reflect your years of teaching experience even if salary credit is not received*.

- Teaching Experience Forms are submitted to: HRSupportServices@browardschools.com

- *Experience Credit MAY be used for other incentives i.e.: referendum money

Cafeteria Plan/Benefit Enhancement $300

Cafeteria Plan/Benefit Enhancement $300

- The Board will provide twenty-five dollars ($25) per month not to exceed three hundred dollars ($300) per employee per school year.
- Employees hired after the commencement of the school year, shall receive twenty-five dollars ($25) per month for each full month of employment.
- The $300 will slightly increase your hourly rate ($300/196= $1.5306)

Advanced Degree Payments

Advanced Degrees:	Master's Degree = $3,650
Official transcripts *MUST* be on file to receive supplement	Specialist Degree = $6,800
	Doctorate Degree = $8,000

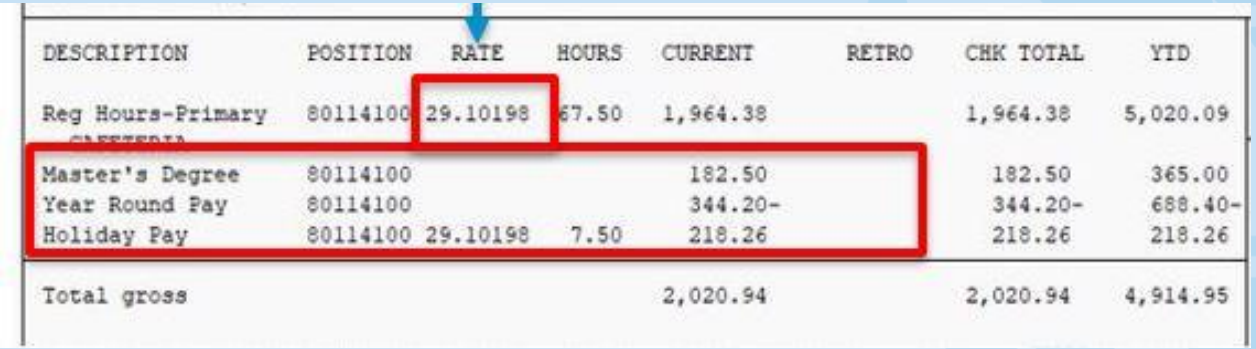
To receive credit, your Advanced Degree must be in an area of Education; and if not, must match the area(s) shown on your Florida certificate.

- Example **1**: Have a certificate in Elementary Education and a master's degree in Education ✔
- Example **2**: Have a certificate in Middle Grades Science and a master's degree in Teaching & Learning. ✔
- Example **3**: Have a certificate in Biology and a master's degree in Biology. ✔
- Example **4**: Have a certificate in Middle Grades Science and a master's degree in Political Science
  - Must add Social Science to certificate for payment.

Advanced Degree Notification

Those eligible for an advanced degree payment will be able to verify payment by reviewing your paycheck.

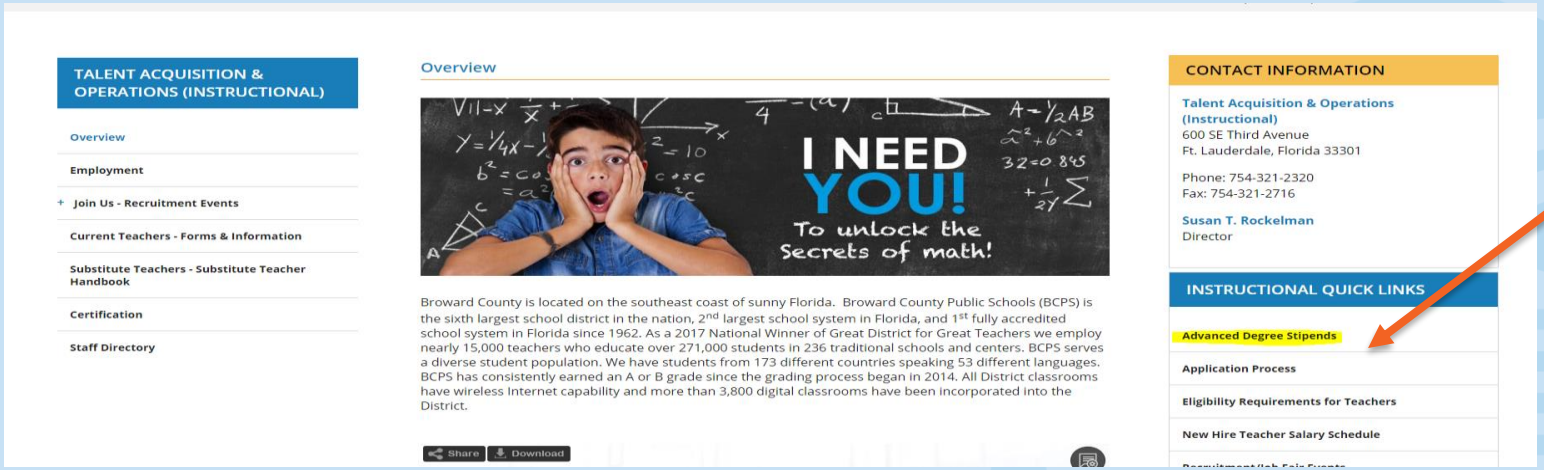
***Note**: Advanced degree payments are paid as a recurring payment in 20 equal installment starting 2nd check in September and ending 2nd check in May. If hired after school year begins, will receive retro to pay period following date of hire and will receive full 20 payments following school year.*



DESCRIPTION	POSITION	RATE	HOURS	CURRENT	RETRO	CHK TOTAL	YTD
Reg Hours-Primary	80114100	29.10198	67.50	1,964.38		1,964.38	5,020.09
Master's Degree	80114100			182.50		182.50	365.00
Year Round Pay	80114100			344.20-		344.20-	688.40-
Holiday Pay	80114100	29.10198	7.50	218.26		218.26	218.26
Total gross				2,020.94		2,020.94	4,914.95

ADVANCED DEGREE RECEIVED AFTER CLEARANCE?

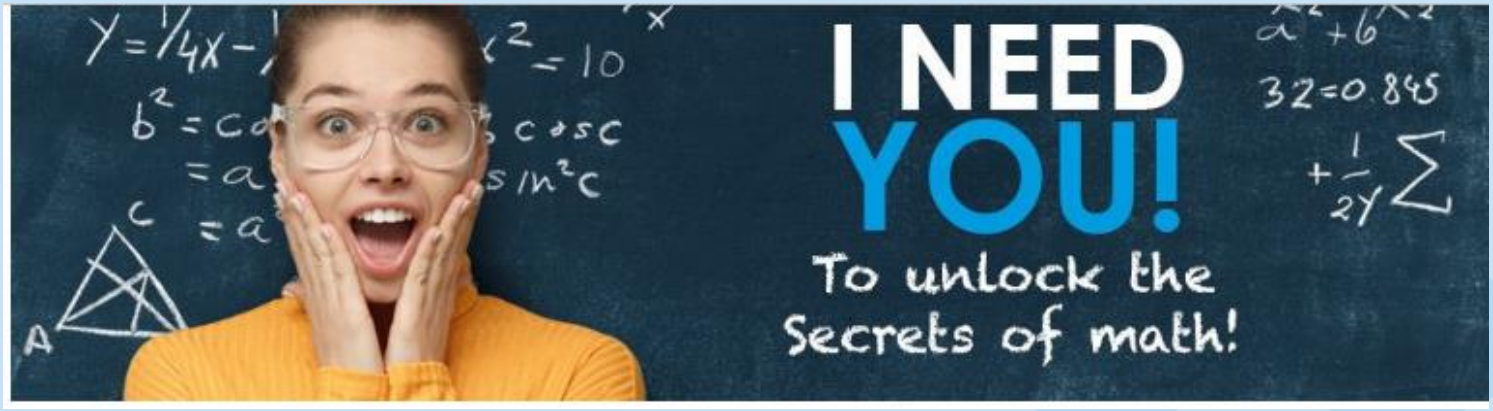
https://www.browardschools.com/teacher



- Download ‘Request for Advanced Degree Payment’ and submit official transcript showing "DEGREE CONFERRED" or a Foreign Credential Evaluation Report

  https://www.browardschools.com/Page/31927

- Your eligibility for an advanced degree payment cannot be evaluated until an **official transcript** or an **original foreign credential evaluation** reflecting the degree conferral is received with the form



WORK EXPERIENCE CREDIT

Teaching Experience Credit

Teaching Experience (more than 16 years of experience)

Credit may be given if you were a full-time, under contract employee who was (1) receiving benefits, (2) held at least a bachelor's degree, **and** (3) worked the full academic year or at least one day more than half a year.

Experience must have been completed at one of the following:

- Public school including public charter
- Private school that is accredited by a recognized agency
- Preschool school teaching curriculum
- Teaching experience that was out of the country
- College or university (adjunct professor positions are not eligible)

*Interim substitute teacher, teacher aide or assistant (support positions) experience will **not** be considered for this purpose.*

EXPERIENCE CREDIT

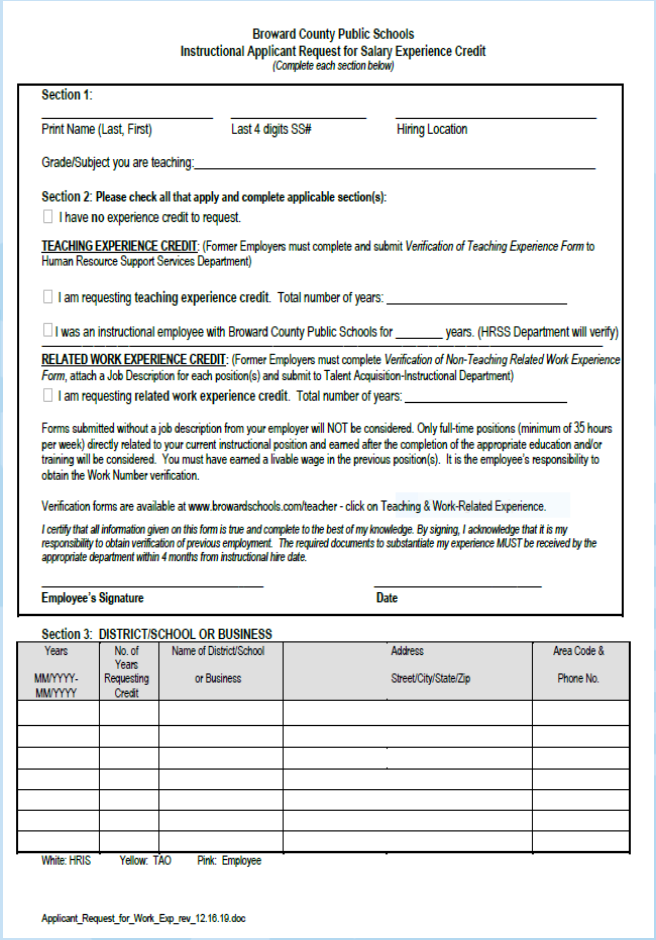
https://www.browardschools.com/page/31929

In your packet of employment papers, you completed an **Instructional Applicant Request for Salary Experience Form (**form was submitted in hire documents packet).

If requesting work experience credit (more than 16 years): forms must be received within (4) months of your start date. Send to:

- **Human Resource Support Services (HRSS)**
  - Verification Teaching Experience request.
- **Talent Acquisition –Instructional**
  - Verification of Non-Teaching Related Work Experience request.

Forms are reviewed to determine if credit will be awarded. If awarded, employee will see adjustment (retro pay) in check.



Broward County Public Schools
Instructional Applicant Request for Salary Experience Credit
(Complete each section below)

Section 1:

Print Name (Last, First) _____ Last 4 digits SS# _____ Hiring Location _____

Grade/Subject you are teaching: _____

Section 2: **Please check all that apply and complete applicable section(s):**

☐ I have no experience credit to request.

TEACHING EXPERIENCE CREDIT: (Former Employers must complete and submit *Verification of Teaching Experience Form* to Human Resource Support Services Department)

☐ I am requesting **teaching experience credit**. Total number of years: _____

☐ I was an instructional employee with Broward County Public Schools for _____ years. (HRSS Department will verify)

RELATED WORK EXPERIENCE CREDIT: (Former Employers must complete *Verification of Non-Teaching Related Work Experience Form*, attach a Job Description for each position(s) and submit to Talent Acquisition-Instructional Department)

☐ I am requesting **related work experience credit**. Total number of years: _____

Forms submitted without a job description from your employer will NOT be considered. Only full-time positions (minimum of 35 hours per week) directly related to your current instructional position and earned after the completion of the appropriate education and/or training will be considered. You must have earned a livable wage in the previous position(s). It is the employee's responsibility to obtain the Work Number verification.

Verification forms are available at **www.browardschools.com/teacher** - click on Teaching & Work-Related Experience.

I certify that all information given on this form is true and complete to the best of my knowledge. By signing, I acknowledge that it is my responsibility to obtain verification of previous employment. The required documents to substantiate my experience MUST be received by the appropriate department within 4 months from instructional hire date.

_____ _____

Employee's Signature **Date**

Section 3: DISTRICT/SCHOOL OR BUSINESS

Years MM/YYYY-MM/YYYY	No. of Years Requesting Credit	Name of District/School or Business	Address Street/City/State/Zip	Area Code & Phone No.

White: HRIS Yellow: TAO Pink: Employee

Applicant_Request_for_Work_Exp_rev_12.16.19.doc

VERIFICATION OF TEACHING EXPERIENCE FORM

- If you have teaching experience but less than 16 years and you want your record to reflect this teaching experience, you will need to have your former school district(s) submit the *Employer Verification of Teaching Experience Form* to the Human Resource Support Services (HRSS) Department either by mail, *or* email to HRSupportServices@browardschools.com.

- Once your experience is verified, your record will reflect the experience credit

- It is not required that you verify your teaching experiences for salary purposes if you have less than 16 years**.

***It is recommended to have your experience verified should changes occur within the Educator Professional (EP) Collective Bargaining Agreement.*

VERIFICATION OF TEACHING EXPERIENCE FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
HUMAN RESOURCES SUPPORT SERVICES
7720 West Oakland Park Blvd, Suite 101A, Sunrise, FL 33351
HRSupportServices@browardschools.com

Verification of Teaching Experience

Candidate: Complete this section and submit to your former school district.

Last Name (Print) | First Name (Print) | Social Security Number | Date Completed

Choose One:

☐ I am seeking an instructional position.
☐ I have secured a position for _____ (School Year (i.e. 2019-20)) at _____ (Location Name)

Dear Verifier:
The above candidate has applied for an instructional position with Broward County Public Schools. Years of past experience in the instructional field will be used to compute his/her salary based on our salary schedule. We would request that you verify his/her length of service in your school system. Credit for a year of service is only given when the period of service exceeds one-half of an annual contractual period by at least one day. For this reason, we request that you show the number of days actually taught as well as the contractual number of days in the school year. Each year of service must be listed separately. (See example below.)
This form must be completed with either notarized or school stamp. HR Support Services will also accept completed forms via USPS mail or email directly from the school district.

School Year(s) MMYY - MMYY	Name/Address of School	Contractual Days in School Year	*Actual Days taught in School Year	Status: Full Time	Status: Part Time	Hours per Week	Position Held
2018 - 2019	*Broward County Public Schools (Example)*	*196*	*173*	*X*		*37.5*	*Teacher*
2019 - 2020	*Broward County Public Schools (Example)*	*196*	*162*	*X*		*37.5*	*Teacher*

*Days paid under contract less unpaid leave and religious holidays leave.

Name of School District | City | State | Grade Level(s) of School

Authorized Signature | Print Name

Title | Telephone Number

NOTARY/SCHOOL STAMP

SMG: 08/25/2020

Go to www.browardschools.com/teacher under the Quick Links

- Forms can be mailed to:
  The School Board of Broward County
  Human Resources Support Services
  7720 West Oakland Park Boulevard, Suite 101A
  Sunrise, FL 33351
- Or emailed to:
- HRSupportServices@browardschools.com
- Forms emailed directly from school district without being notarized are acceptable.

Work Related Experience Credit

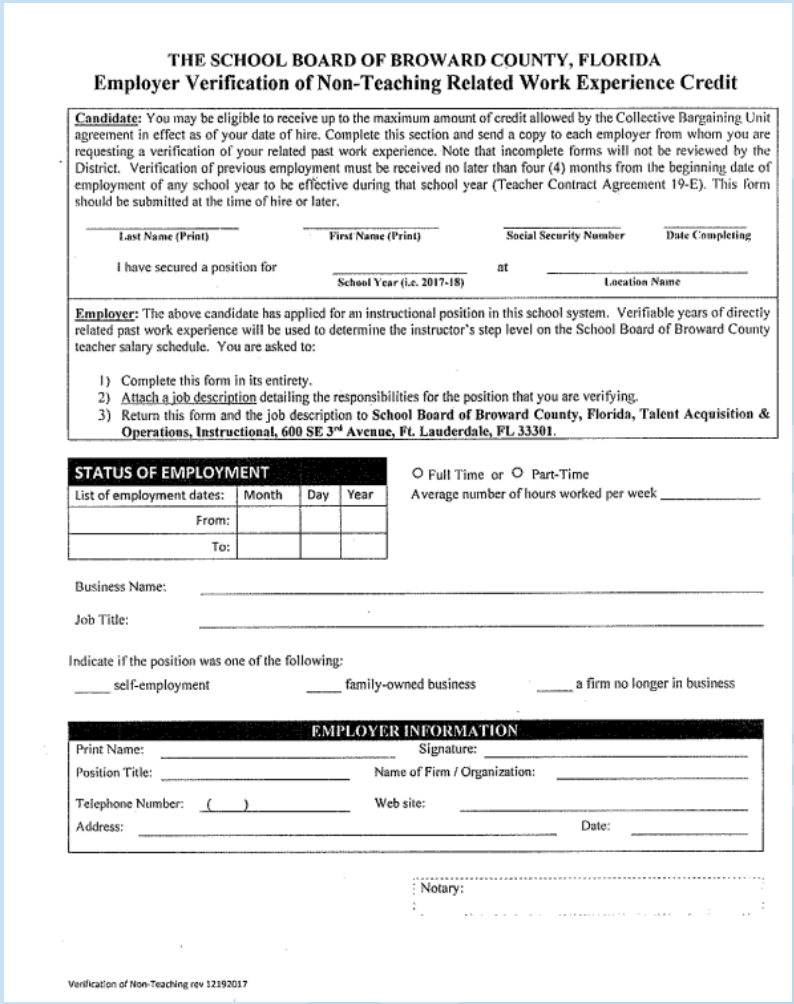
Related Work Experience Credit (more than 16 years of experience)

- If you have had **directly related and/or related to the instruction of children experience,** you may be eligible to receive credit.
- Examples of directly related experience:
  - Chemist teaching chemistry, Nurse teaching science, an Accountant teaching math.
- Examples of instruction of children:
  - Director of a Preschool, Assistant Principal, Curriculum Specialist
- The experience must have been completed after graduation from college and/or specialized training as a wage earner and appropriate to the field being taught and for which certification is requested.

•*As a reminder, experience as a substitute teacher, teacher aide or assistant (support positions) will not be considered for this purpose.*

Employer Verification of Non-Teaching Related Work Experience Form

- Self-employment must be verified by accountant or attorney of record. IRS documents may be required to be submitted as evidence
- Job description required with form submission
- Submit forms to Teach@browardschools.com
- Notary not required



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Employer Verification of Non-Teaching Related Work Experience Credit

Candidate: You may be eligible to receive up to the maximum amount of credit allowed by the Collective Bargaining Unit agreement in effect as of your date of hire. Complete this section and send a copy to each employer from whom you are requesting a verification of your related past work experience. Note that incomplete forms will not be reviewed by the District. Verification of previous employment must be received no later than four (4) months from the beginning date of employment of any school year to be effective during that school year (Teacher Contract Agreement 19-E). This form should be submitted at the time of hire or later.

Last Name (Print) | First Name (Print) | Social Security Number | Date Completing

I have secured a position for _____ School Year (i.e. 2017-18) at _____ Location Name

Employer: The above candidate has applied for an instructional position in this school system. Verifiable years of directly related past work experience will be used to determine the instructor's step level on the School Board of Broward County teacher salary schedule. You are asked to:

1) Complete this form in its entirety.
2) Attach a job description detailing the responsibilities for the position that you are verifying.
3) Return this form and the job description to **School Board of Broward County, Florida, Talent Acquisition & Operations, Instructional, 600 SE 3rd Avenue, Ft. Lauderdale, FL 33301.**

STATUS OF EMPLOYMENT			
List of employment dates:	Month	Day	Year
From:			
To:			

○ Full Time or ○ Part-Time
Average number of hours worked per week _____

Business Name: _____

Job Title: _____

Indicate if the position was one of the following:
____ self-employment ____ family-owned business ____ a firm no longer in business

EMPLOYER INFORMATION

Print Name: _____ Signature: _____
Position Title: _____ Name of Firm / Organization: _____
Telephone Number: (___) _____ Web site: _____
Address: _____ Date: _____

Notary:

Verification of Non-Teaching rev 12192017

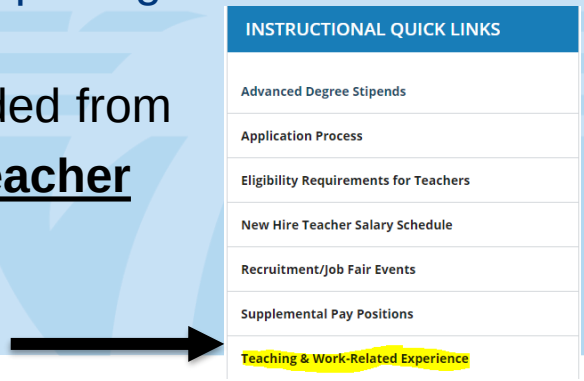
VERIFICATION OF EXPERIENCE DEADLINE

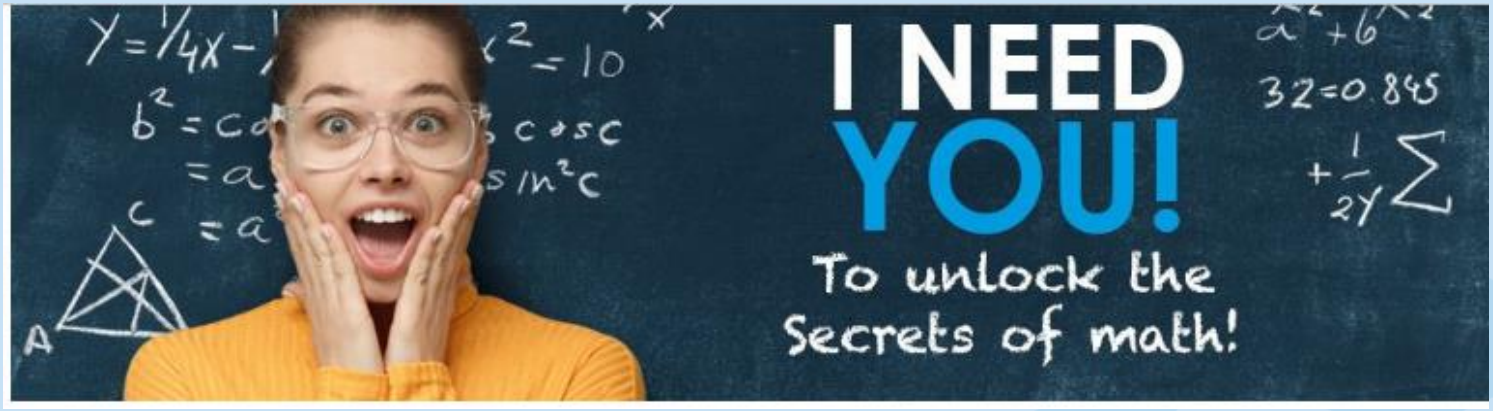
It is **YOUR** responsibility to obtain the appropriate employer verification within **4 months** of employment to receive credit for the current school year. If hired after March 1, verification MUST be received by June 15.

- Teaching Experience Credit Requests go to Human Support Services (HRSS) Department.
- Non-Teaching Related Work Credit Requests go to Talent Acquisition-Instructional. A job description must be attached.
- Self-employment must be verified by an accountant or attorney of record. It cannot be self-verified. IRS and supporting evidence must be submitted

Verification Forms can be downloaded from

https://browardschools.com/teacher





PAYROLL DETAILS

HOW & WHEN DO I GET PAID?

Explanation of Salary Payments

- Salary payments are directly deposited into a financial institution of your choosing. Your financial institution can be updated via Employee Self-Service (ESS).

- Instructional employees are paid every other Friday. Start and end dates are dependent on the calendar you assigned (i.e. 196, 216, etc.).

- The first and last check may be for partial amounts depending on when the pay period starts and ends. The remaining checks will be equal amounts.

- **If you did not complete a Year-Round Pay (YRP)form, you will not be eligible for Year-Round Pay (YRP) this year. You will receive notification at the end of this school year to opt for YRP for the 25-26 School year.**

Payroll Schedule

BCPS Has 2 Payroll Schedules:
Instructional Employees Are On AA PAYROLL

AA PAYROLL - MOST INSTRUCTIONAL, ESPs, AND SUBSTITUTE TEACHERS

SUMMARY 2024-2025 Schedules - AA Payroll Area

Period	Period Begin		Period End		Time Entry / Approval Deadline		Time Evaluation Payroll Run (No I-Forms)		Pay Date		Calendars 187	Calendar 188	Calendar 189	Calendars 196/197	Calendar 199	Calendar 204A	Calendars 206/207A	Calendars 207B	Calendars 216A/217	Calendar 216B
13	Mon	6/3/24	Sun	6/16/24	Sat	6/15/24	Mon	06/17/24	Fri	6/21/24	22/Yrp①	22/Yrp①	22/Yrp①	23/Yrp①	23/Yrp①	23/Yrp①	23	23/Yrp①	24	23
14	Mon	6/17/24	Sun	6/30/24	Sat	6/29/24	Mon	07/01/24	Fri	7/5/24	Yrp②	Yrp②	Yrp②	Yrp②	Yrp②	Yrp②	24/Yrp①	Yrp②	25/Yrp①	24/Yrp①
15	Mon	7/1/24	Sun	7/14/24	Sat	7/13/24	Mon	07/15/24	Fri	7/19/24	Yrp③	Yrp③	Yrp③	Yrp③	Yrp③	Yrp③	Yrp②	Yrp③	Yrp②	Yrp②
16	Mon	7/15/24	Sun	7/28/24	Sat	7/27/24	Mon	07/29/24	Fri	8/2/24	Yrp④	Yrp④	Yrp④	Yrp④	Yrp④	1/Yrp④	Yrp③	1/Yrp④	1	1/Yrp③
17	Mon	7/29/24	Sun	8/11/24	Sat	8/10/24	Mon	08/12/24	Fri	8/16/24	Yrp⑤	1/Yrp⑤	1/Yrp⑤	1/Yrp⑤	1/Yrp⑤	2	1	2	2	2
18	Mon	8/12/24	Sun	8/25/24	Sat	8/24/24	Mon	08/26/24	Fri	8/30/24	1	2	2	2	2	3	2	3	3	3
19	Mon	8/26/24	Sun	9/8/24	Sat	9/7/24	Mon	09/09/24	Fri	9/13/24	2	3	3	3	3	4	3	4	4	4
20	Mon	9/9/24	Sun	9/22/24	Sat	9/21/24	Mon	09/23/24	Fri	9/27/24	3	4	4	4	4	5	4	5	5	5
21	Mon	9/23/24	Sun	10/6/24	Sat	10/5/24	Mon	10/07/24	Fri	10/11/24	4	5	5	5	5	6	5	6	6	6
22	Mon	10/7/24	Sun	10/20/24	Sat	10/19/24	Mon	10/21/24	Fri	10/25/24	5	6	6	6	6	7	6	7	7	7
23	Mon	10/21/24	Sun	11/3/24	Sat	11/2/24	Mon	11/04/24	Fri	11/8/24	6	7	7	7	7	8	7	8	8	8
24	Mon	11/4/24	Sun	11/17/24	Sat	11/16/24	Mon	11/18/24	Fri	11/22/24	7	8	8	8	8	9	8	9	9	9
25	Mon	11/18/24	Sun	12/1/24	Sat	11/30/24	Mon	12/02/24	Fri	12/6/24	8	9	9	9	9	10	9	10	10	10
26	Mon	12/2/24	Sun	12/15/24	Wed	12/11/24	Thu	12/12/24	Fri	12/20/24	9	10	10	10	10	11	10	11	11	11
1	Mon	12/16/24	Sun	12/29/24	Tue	12/17/24	Wed	12/18/24	Fri	1/3/25	10	11	11	11	11	12	11	12	12	12
2	Mon	12/30/24	Sun	1/12/25	Sat	1/11/25	Mon	01/13/25	Fri	1/17/25	11	12	12	12	12	13	12	13	13	13
3	Mon	1/13/25	Sun	1/26/25	Sat	1/25/25	Mon	01/27/25	Fri	1/31/25	12	13	13	13	13	14	13	14	14	14
4	Mon	1/27/25	Sun	2/9/25	Sat	2/8/25	Mon	02/10/25	Fri	2/14/25	13	14	14	14	14	15	14	15	15	15
5	Mon	2/10/25	Sun	2/23/25	Sat	2/22/25	Mon	02/24/25	Fri	2/28/25	14	15	15	15	15	16	15	16	16	16
6	Mon	2/24/25	Sun	3/9/25	Sat	3/8/25	Mon	03/10/25	Fri	3/14/25	15	16	16	16	16	17	16	17	17	17
7	Mon	3/10/25	Sun	3/23/25	Sat	3/22/25	Mon	03/24/25	Fri	3/28/25	16	17	17	17	17	18	17	18	18	18
8	Mon	3/24/25	Sun	4/6/25	Sat	4/5/25	Mon	04/07/25	Fri	4/11/25	17	18	18	18	18	19	18	19	19	19
9	Mon	4/7/25	Sun	4/20/25	Sat	4/19/25	Mon	04/21/25	Fri	4/25/25	18	19	19	19	19	20	19	20	20	20
10	Mon	4/21/25	Sun	5/4/25	Sat	5/3/25	Mon	05/05/25	Fri	5/9/25	19	20	20	20	20	21	20	21	21	21
11	Mon	5/5/25	Sun	5/18/25	Sat	5/17/25	Mon	05/19/25	Fri	5/23/25	20	21	21	21	21	22	21	22	22	22
12	Mon	5/19/25	Sun	6/1/25	Sat	5/31/25	Mon	06/02/25	Fri	6/6/25	21	22	22	22	22	23	22	23	23	23
13	Mon	6/2/25	Sun	6/15/25	Sat	6/14/25	Mon	06/16/25	Fri	6/20/25	22/Yrp①	23/Yrp①	23/Yrp①	23/Yrp①	23/Yrp①	24/Yrp①	23/Yrp①	24/Yrp①	24/Yrp①	24
14	Mon	6/16/25	Sun	6/29/25	Sat	6/28/25	Mon	06/30/25	Thu	7/3/25	Yrp②	Yrp②	Yrp②	Yrp②	Yrp②	Yrp②	Yrp②	Yrp②	Yrp②	25/Yrp①
15	Mon	6/30/25	Sun	7/13/25	Sat	7/12/25	Mon	07/14/25	Fri	7/18/25	Yrp③	Yrp③	Yrp③	Yrp③	Yrp③	Yrp③	Yrp③	Yrp③	Yrp③	Yrp②
16	Mon	7/14/25	Sun	7/27/25	Sat	7/26/25	Mon	07/28/25	Fri	8/1/25	Yrp④	Yrp④	Yrp④	Yrp④	Yrp④	Yrp④	Yrp④	1/Yrp④	1	1/Yrp③

24-25

①-⑩ Year Round Pay

First Day	8/12/24	8/8/24	8/8/24	8/5/24	8/1/24	7/25/24	7/29/24	7/22/24	7/15/24	7/22/24
Last Day	6/3/25	6/3/25	6/4/25	6/4/25	6/5/25	6/5/25	6/11/25	6/4/25	6/11/25	6/18/25

4/22/24

Note: Summer/Year Round Pay dates for 2025 are based on 2025-2026.

Explanation of Salary Payments

- Broward computes your bi-weekly paychecks using an All Days Paid computation. This means that all days in your work calendar (except Saturdays and Sundays) are counted. For example, a teacher on a 196-day calendar has 217 days paid.
  - 206 calendar = 227 all days paid
  - 216 calendar = 237 all days paid
  - 241 calendar = 261 all days paid

- This computation is used so each of your paychecks are an equal amount with a possible exception to your first and last check, depending on your start date.

- This allows you to receive equal payments throughout the school year, regardless of holidays (i.e., spring/winter break).

- An instructional employee's work calendar includes 6 paid holidays (schools closed) and 10 Employee Planning Days (no students).

UNDERSTANDING YOUR PAYCHECK

Paycheck

All days paid rate

NAME..... [redacted]
PERS. NO.... [redacted]
TAX STATUS.. Single/Married f/se
EXEMPTIONS.. 00

...ION.... [redacted]
POSITION....TEACHER-MATHEMATICS MIDDL
GROUP.....PFP-INST
STEP/RANGE..R0

CHECK DATE.....09/16/2022
PERIOD FROM... 08/29/2022
PERIOD THRU... 09/11/2022
PSA/CAL..... 196 Day Cal

	GROSS INCOME	PRE-TAX DEDUCTION	TAXABLE INCOME	TAXES	POST-TAX DEDUCTION	NET PAY
CURRENT	2,020.94	0.00	2,020.94	174.84	0.00	1,846.10
CAL YTD	4,914.95	0.00	4,914.95	387.18	0.00	4,527.77
ANNUAL SLRY	47,800.00					

DESCRIPTION	POSITION	RATE	HOURS	CURRENT	RETRO	CHK TOTAL	YTD
Reg Hours-Primary	80114100	29.10198	67.50	1,964.38		1,964.38	5,020.09
Master's Degree	80114100			182.50		182.50	365.00
Year Round Pay	80114100			344.20-		344.20-	688.40-
Holiday Pay	80114100	29.10198	7.50	218.26		218.26	218.26
Total gross				2,020.94		2,020.94	4,914.95

DEDUCTIONS SUMMARY

TAXES	CURR	YTD
FED W/H	174.84	387.18
TaxYTD	174.84	387.18

	BEG BAL	ADJUST	EARNED	USED	END BAL
VACATION	0.00	0.00	0.00	0.00	0.00
SICK	30.00	0.00	3.75	0.00	33.75
SPR *Included in SICK				0.00	
COMP TIME	0.00	0.00	0.00	0.00	0.00

DIRECT DEPOSIT Bank of America NA [redacted] 1846.10

Year Round Pay Bal 688.40

The School Board of Broward County, Florida

TEACHER EVALUATIONS

Employee Evaluations Department

Broward Instructional Development and Growth Evaluation System

(BrIDGES)

2024-2025

Established 1915
BROWARD
County Public Schools

iObservation Dates

BrIDGES Preview Window:

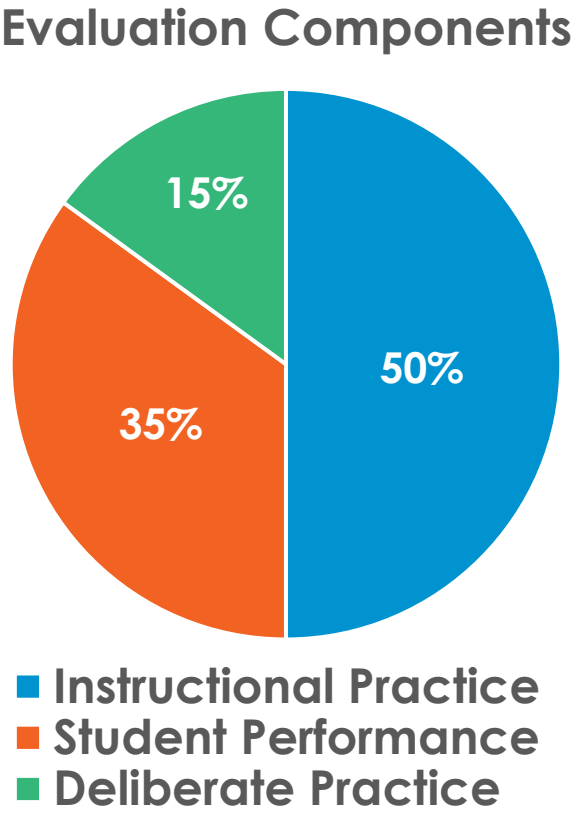
August 5, 2024 – September 6, 2024

Observation Window:

September 9, 2024 – May 5, 2025

www.ieobservation.com

BrIDGES Evaluation Components



Classroom OR Non-Classroom

Classroom Teachers are evaluated on the Classroom Focused Teacher Evaluation Model (FTEM).

Non-Classroom Teachers are evaluated on the Non-Classroom Instructional Support Evaluation Model.

Some positions that will be evaluated on this model are:

- Guidance Counselor
- ESE Specialist
- Media Specialist
- Speech Language Pathologist
- Literacy Coach

BrIDGES Classroom FTEM Map

Requirements for Classroom and Probationary Teachers

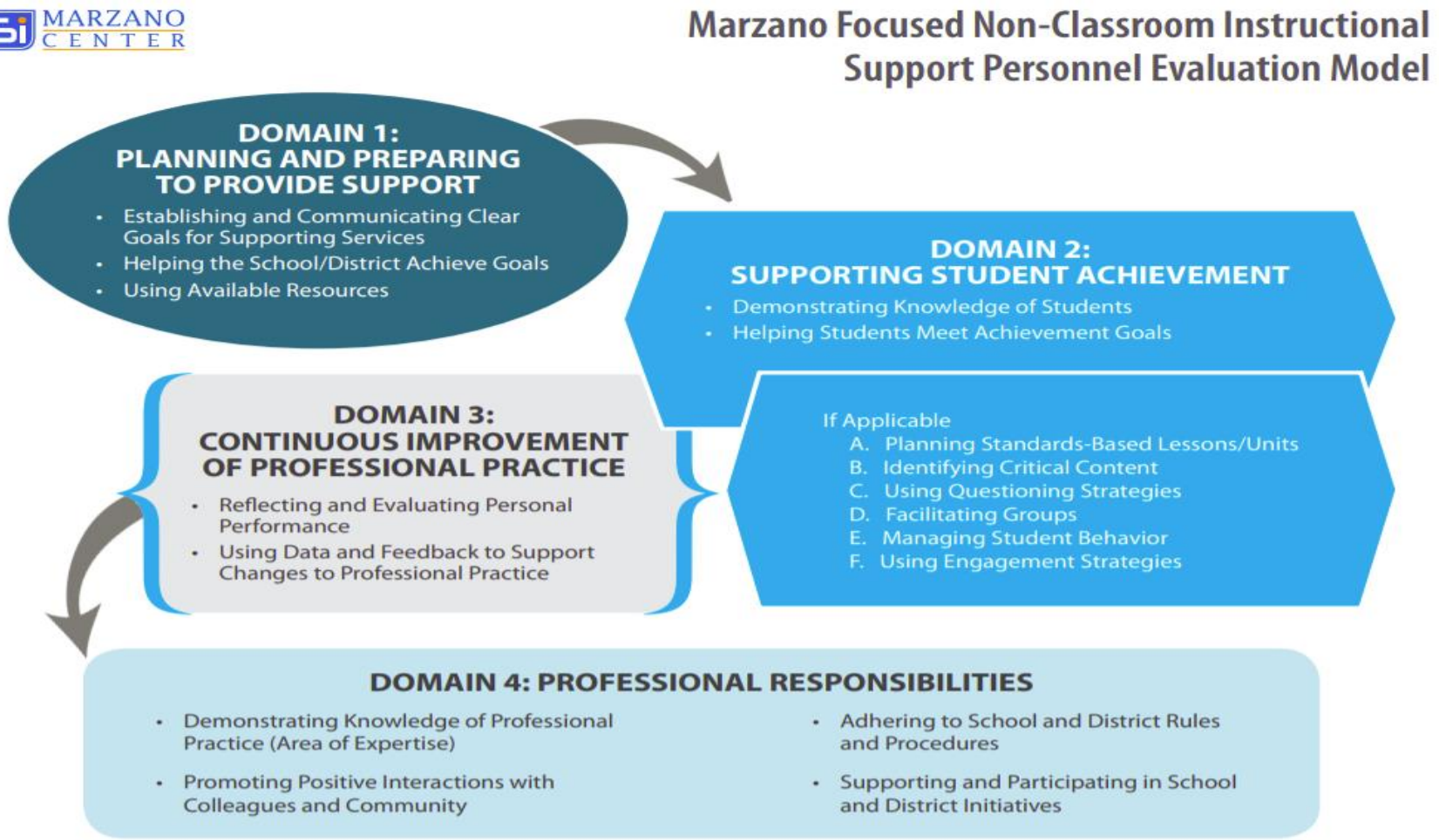
	Formal (at least 30 minutes)/ Informal (11-29 minutes)	Walkthrough (3-10 minutes)	Total Datamarks
Experienced Teachers	At least 1		At least 15
Probationary Teachers	At least 2		

- All teachers will earn datamarks during a Formal and/or Informal Observation Cycle.
- At least 15 datamarks will be awarded during the 2024-2025 school year.

Based on Florida State Statute (1012.335), probationary teachers will receive two evaluations within their first year of teaching.

- *If hired after November 15, 2023, the teacher will receive the 2nd evaluation at the end of the first semester.*
- *If hired on/before November 15, 2024, the teacher will receive the 1st evaluation at the end of the first semester.*

BrIDGES Non-Classroom Model Map



Requirements for Non-Classroom and Probationary Teachers

Teacher Classification	Planned Meetings and/or Formals	Total Datamarks
Experienced Teachers	At least 1	At least 15
Probationary Teachers	At least 2	

- All non-classroom teachers will earn datamarks during a required Planned Meeting and/or Formal Observation Cycle.
- If observed, the observation must be a Formal observation (at least 30 minutes), which includes a Planning Conference and a Reflection Conference.
- At least 15 datamarks will be awarded during the 2024-2025 school year.

Based on Florida State Statute (1012.335), probationary teachers will receive two evaluations within their first year of teaching.

- *If hired after November 15, 2023, the teacher will receive the 2nd evaluation at the end of the first semester.*
- *If hired on/before November 15, 2024, the teacher will receive the 1st evaluation at the end of the first semester.*

BrIDGES Protocols

Classroom FTEM

Planning to Close the Achievement Gap Using Data (Data obtained through student monitoring.)

Focus Statement: Teacher uses data to identify and plan to meet the needs of each student in order to close the achievement gap.

Desired Effect: Teacher provides data showing that each student (including English learners [ELL], exceptional education students, gifted and talented, socio-economic status, ethnicity) makes progress towards closing the achievement gap.

Planning Evidence

- ☐ Plans include a process for helping students track their individual progress on learning targets
- ☐ Plans specify accommodations and/or adaptations for individual ELL or groups of students
- ☐ Plans specify accommodations and/or adaptations for individual or groups of students receiving special education according to the Individualized Education Plan (IEP)
- ☐ Plans specify accommodations and/or adaptations for students who appear to have little support for schooling
- ☐ Plans cite the data and rationale used to identify and incorporate accommodations
- ☐ Plans include potential instructional adjustments that could be made based on student evidence/data
- ☐ Plans take into consideration equity issues (i.e. family resources for assisting with homework and/or providing other resources required for class)
- ☐ Plans take into consideration how to communicate with families with diverse needs (i.e. English is a second language, cultural considerations, deaf and hearing impaired, visually impaired, etc.)
- ☐ Productive changes are made to lesson plans in response to formative assessment (monitoring)
- ☐ A coherent record-keeping system is developed and maintained on student learning

Example Implementation Evidence

- ☐ Planned student assignments/work reflect accommodations and/or adaptations used for individual students or sub-groups (e.g. ELL, gifted, etc.) at the appropriate grade level targets
- ☐ Planned student assignments/work reflect accommodations and/or adaptations for individual or groups of students receiving special education according to the Individualized Education Plan (IEP) at the appropriate grade level targets
- ☐ Planned student assignments/work reflect accommodations and/or adaptations for students who appear to have little support for schooling
- ☐ Planned student assignments/work show students track their individual progress on learning targets
- ☐ Formative and summative measures indicate individual and class progress towards learning targets and modifications made as needed
- ☐ Information about student progress is regularly sent home
- ☐ Artifacts demonstrate the teacher helps others by sharing evidence of how to use data to plan and implement lessons/units that result in closing the achievement gap (e.g. PLC notes, emails, blogs, sample units, discussion group)

Needed	Emergent	Proficient	Accomplished	Exemplary
Makes no attempt to use data to identify and plan to meet the needs of each student in order to close the achievement gap.	Attempts to use data to identify and plan to meet the needs of each student in order to close the achievement gap.	Uses data to identify and plan to meet the needs of each student in order to close the achievement gap.	Uses data to identify and plan to meet the needs of each student in order to close the achievement gap *and* provides evidence of data showing that each student (including English learners [ELL], exceptional education students, gifted and talented, socio-economic status, ethnicity) makes progress towards closing the achievement gap.	Helps others by sharing evidence of using data showing that each student (including English learners [ELL], exceptional education students, gifted and talented, socio-economic status, ethnicity) makes progress towards closing the achievement gap.

Non-Classroom Model

Establishing and Communicating Clear Goals for Supporting Services

Focus Statement: Instructional support member establishes and communicates clearly stated goals, based on area of professional responsibility, to indicate the support and services provided to the school/district.

Desired Effect: School/district knows the supporting services provided by the instructional support member.

Example Instructional Support Member Evidence (Check any evidences demonstrated)

- ☐ Establishes a set of written goals or a defined work plan indicating the scope of services provided to the school
- ☐ Establishes a set of written goals or a defined work plan with timelines aligned with school and district goals
- ☐ Communicates goals to appropriate school or district personnel
- ☐ References and updates goals and plan for support throughout the year
- ☐ Goals confirm knowledge consistent with professional area of responsibility
- ☐ Supporting services demonstrate knowledge of human growth and development
- ☐ Data are used in the planning and goal setting process
- ☐ Elicits input from school regarding needed services and support
- ☐ Updates records (e.g. data bases, data notebook, etc.) to track progress towards implementation of goals and services

Example Implementation Evidence

- ☐ Students, colleagues, and/or administrators can explain how the instructional support member goals support the school or district
- ☐ Explains how goals support and align with school and/or district goals.
- ☐ Explains how data were used to establish goals
- ☐ Explains how their actions and/or activities relate to the goals
- ☐ Artifacts support clear communication of goals

Student is generically used to represent anyone the Instructional Support Member is supporting, including: PreK-12 students, adult students, faculty, staff, colleagues, parents, or community members.

School/District is generically used to represent students, teachers, staff, district personnel, or other colleagues in the instructional support member's area of responsibility.

Needed	Emergent	Proficient	Accomplished	Exemplary
Strategy was called for but not exhibited.	Uses strategy incorrectly or with parts missing.	Establishes and communicates clearly stated goals, based on area of professional responsibility, to indicate the support and services provided to the school/district.	Establishes and communicates clearly stated goals, based on area of professional responsibility, to indicate the support and services provided to the school/district *and* monitors if the school/district knows the supporting services provided.	Provides evidence of helping others by sharing how support goals were successfully established and communicated to the school/district.

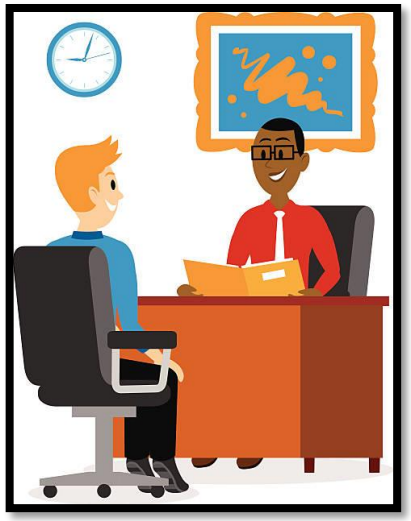
Observation Types

Classroom (5)

Formal Observation Cycle
Informal Observation Cycle
Walkthrough
Meeting
Feedback

Non-Classroom (4)

Formal Observation Cycle
Planned Meeting
Meeting
Feedback



BrIDGES Observations

- Walkthrough – For classroom teachers only
  (3 - 10 minutes)

- Formal
  (at least 30 minutes)
- Informal
  Classroom teachers only
  (11 - 29 minutes)

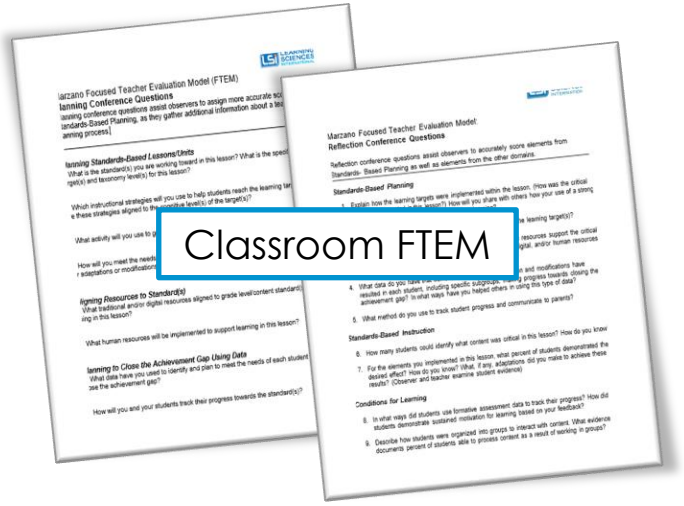
Planning Conference & Reflection Conference Forms

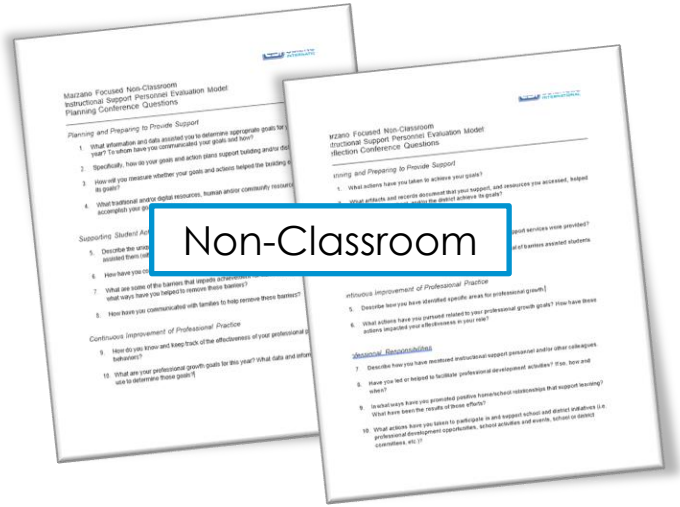
- Formal
  (at least 30 minutes)
- Informal

Classroom teachers only
(11 - 29 minutes)

Planning Conference
Observation
Reflection Conference

= **OBSERVATION CYCLE**



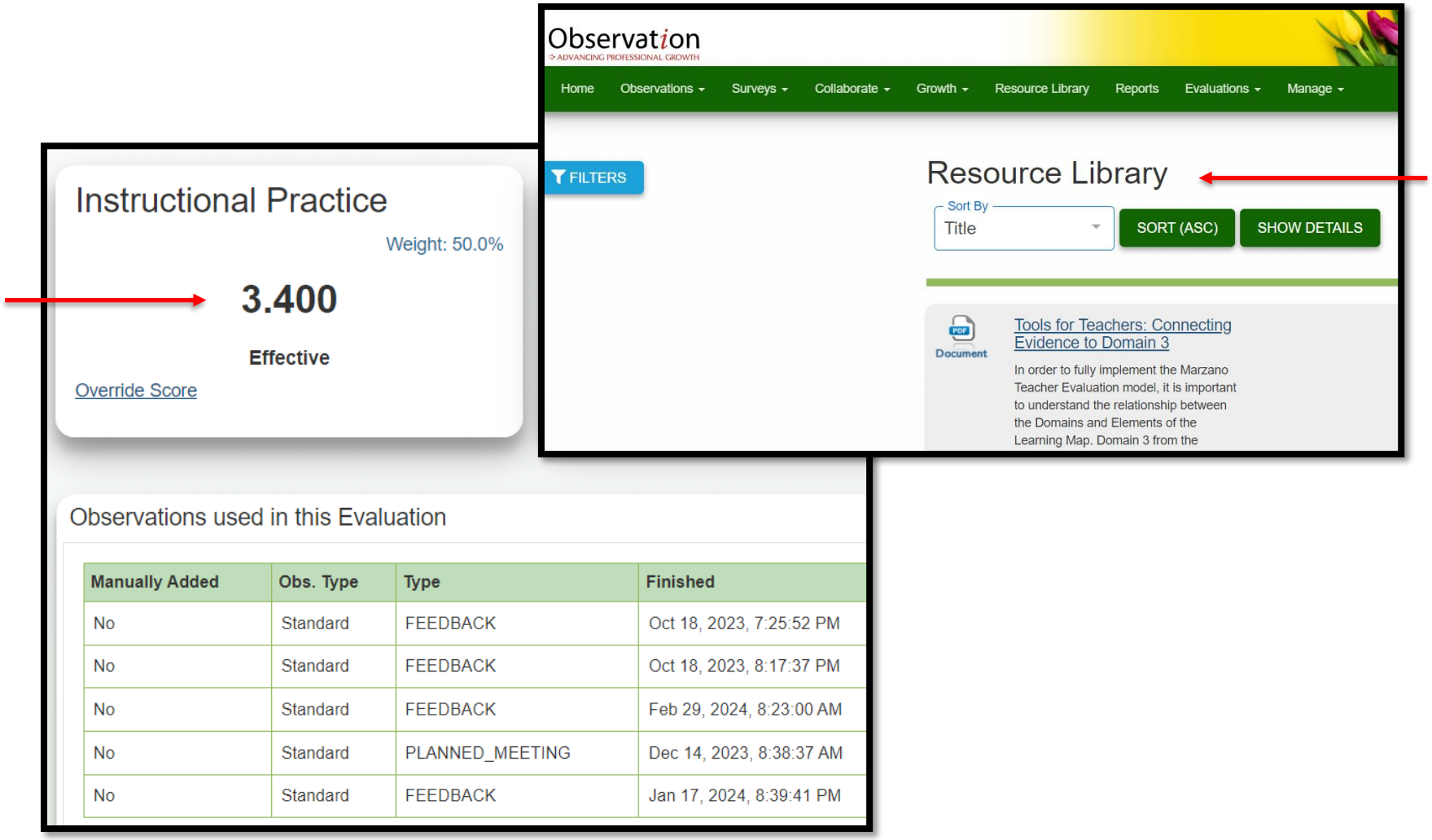


Forms found in iObservation and Canvas

iObservation Logon

www.ieobservation.com

iObservation



Deliberate Practice

- Instructional Practice
- Student Performance
- Deliberate Practice

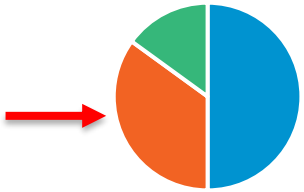
Deliberate Practice/Growth Plan

ACTION	DATES
Deliberate Practice details will be shared with teachers:	Week of October 7, 2024
Teachers complete their Self-Assessment within iObservation:	**October 7, 2024 – November 15, 2024 @ 11:59pm** ★
Teachers complete their growth plan:	November 18, 2024 – December 20, 2024
Administrators approve growth plans:	January 6, 2025 – February 7, 2025

Self-Assessment

Ratings Based on Meeting Deadline Date	
Highly Effective (4.0)	The educator completed and finished the Self-Assessment by November 15, 2024, at 11:59 pm.
Effective (3.0)	The educator started the Self-Assessment on time and finished after November 15, 2024.
Needs Improvement (2.0)	The educator started the Self-Assessment after the due date and finished it by April 17, 2025.
Unsatisfactory (1.0)	The educator does not start or finish the Self-Assessment by April 17, 2025.

Student Performance



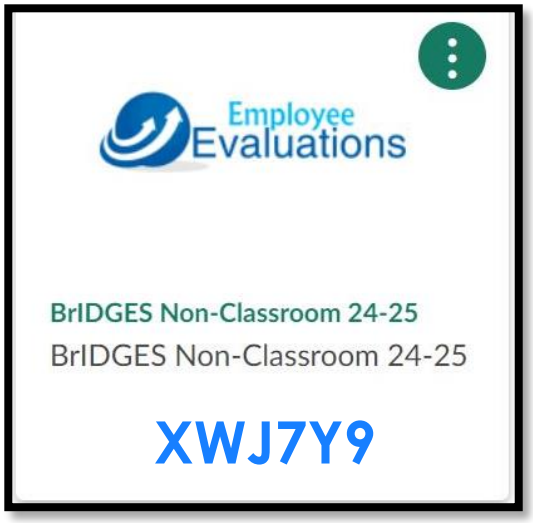
- Instructional Practice
- Student Performance
- Deliberate Practice

Student Performance

- Per Florida Statute 1012.34, Student Performance "must include growth or achievement data of the teacher's students."
- Student Performance shall include growth or achievement data of the teacher's students over the course of at least 3 years. If less than 3 years of data are available, the years for which data are available must be used.
- Be on the lookout for an email alert regarding Roster Verification, where you can review your roster for accuracy. Roster Verification occurs twice a year (December and April) and is optional.
- Additional information on Student Performance for the 2024-2025 school year will be forthcoming.

Resources in Canvas

https://browardschools.instructure.com/enroll/



Email:
employee.evaluations@browardschools.com

I NEED
YOU!
To build my mind
as strong as my body!
Established 1915
BROWARD
County Public Schools

OTHER ITEMS

SICK LEAVE EARNED & TRANSFER OF SICK LEAVE

- Receive four (4) days of sick leave up front each contract year.
- Earn one (1) day of sick leave for each month of service for a **total of ten (10) days if the full academic year worked.**
- Sick leave is credited at the end of each month.
- No limit to how many sick days you can accumulate.
- Sick leave may be transferred from other districts in Florida.
- The previous school district must submit a letter to our Payroll Department indicating how many days are to be transferred.
- Days are transferred at the same rate as they are accrued.

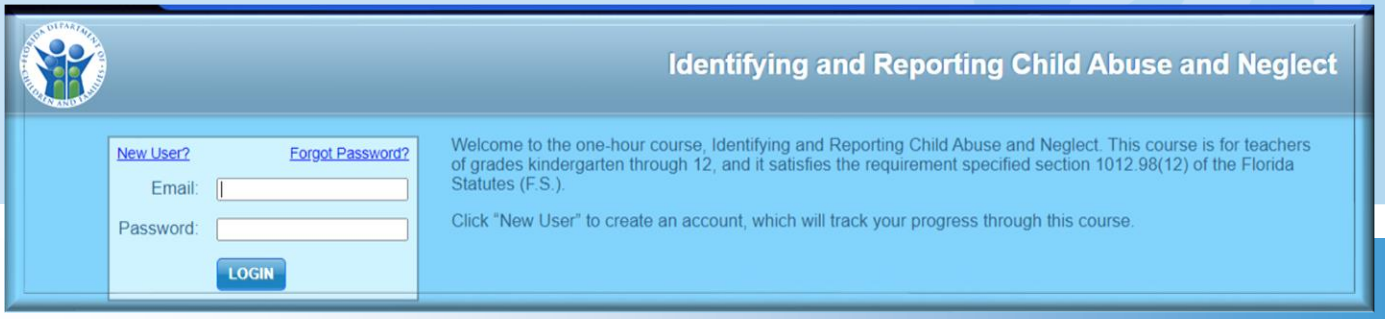
Child Abuse and Neglect Training Requirement

All BCPS staff **MUST** complete the following on-line trainings related to Child Abuse and Neglect:

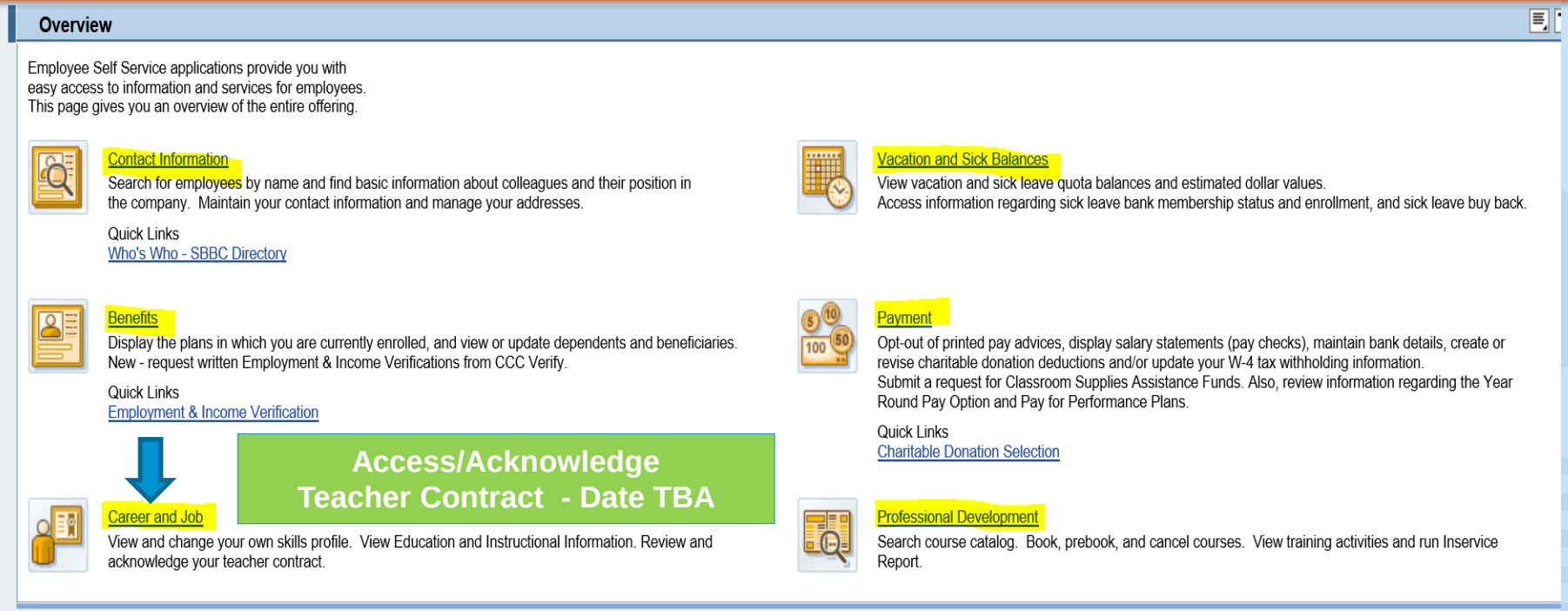
- During first year of employment, complete Child Abuse and Neglect Training.
- This training is a requirement listed on the State Competency Demonstration Checklist.
- On-line training link: https://www.browardschools.com/Page/38806

Child Abuse and Neglect Training Requirement (continued)

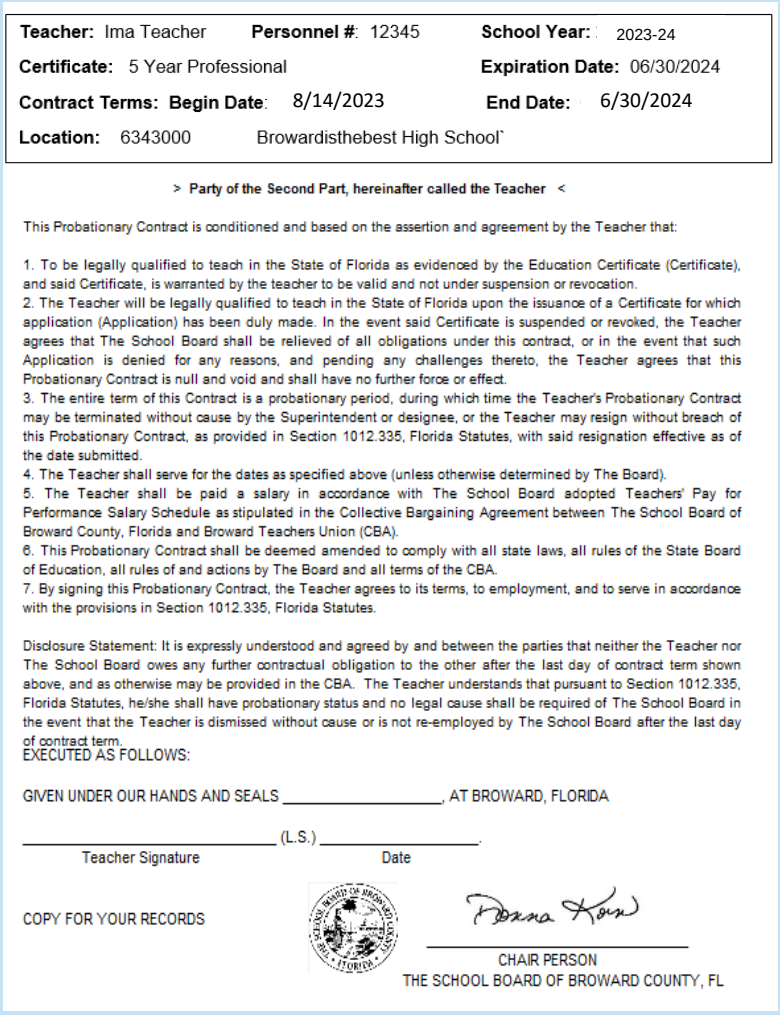
- Must be completed each school year.
- **Florida Department of Children and Families (DCF) Training** using the "Identifying and Reporting Child Abuse and Neglect" link: http://www3.fl-dcf.org/RCAAN/
- You must use your personnel number when creating the account and legal name listed in Employee Self-Service so that compliance can be monitored by the District.
- Present a copy of certificate of completion annually to your principal for placement in your personnel file.



Employee Self-Service (ESS)



INSTRUCTIONAL EMPLOYEE CONTRACT



Teacher: Ima Teacher **Personnel #:** 12345 **School Year:** 2023-24

Certificate: 5 Year Professional **Expiration Date:** 06/30/2024

Contract Terms: Begin Date: 8/14/2023 **End Date:** 6/30/2024

Location: 6343000 Browardisthebest High School`

> Party of the Second Part, hereinafter called the Teacher <

This Probationary Contract is conditioned and based on the assertion and agreement by the Teacher that:

1. To be legally qualified to teach in the State of Florida as evidenced by the Education Certificate (Certificate), and said Certificate, is warranted by the teacher to be valid and not under suspension or revocation.
2. The Teacher will be legally qualified to teach in the State of Florida upon the issuance of a Certificate for which application (Application) has been duly made. In the event said Certificate is suspended or revoked, the Teacher agrees that The School Board shall be relieved of all obligations under this contract, or in the event that such Application is denied for any reasons, and pending any challenges thereto, the Teacher agrees that this Probationary Contract is null and void and shall have no further force or effect.
3. The entire term of this Contract is a probationary period, during which time the Teacher's Probationary Contract may be terminated without cause by the Superintendent or designee, or the Teacher may resign without breach of this Probationary Contract, as provided in Section 1012.335, Florida Statutes, with said resignation effective as of the date submitted.
4. The Teacher shall serve for the dates as specified above (unless otherwise determined by The Board).
5. The Teacher shall be paid a salary in accordance with The School Board adopted Teachers' Pay for Performance Salary Schedule as stipulated in the Collective Bargaining Agreement between The School Board of Broward County, Florida and Broward Teachers Union (CBA).
6. This Probationary Contract shall be deemed amended to comply with all state laws, all rules of the State Board of Education, all rules of and actions by The Board and all terms of the CBA.
7. By signing this Probationary Contract, the Teacher agrees to its terms, to employment, and to serve in accordance with the provisions in Section 1012.335, Florida Statutes.

Disclosure Statement: It is expressly understood and agreed by and between the parties that neither the Teacher nor The School Board owes any further contractual obligation to the other after the last day of contract term shown above, and as otherwise may be provided in the CBA. The Teacher understands that pursuant to Section 1012.335, Florida Statutes, he/she shall have probationary status and no legal cause shall be required of The School Board in the event that the Teacher is dismissed without cause or is not re-employed by The School Board after the last day of contract term.

EXECUTED AS FOLLOWS:

GIVEN UNDER OUR HANDS AND SEALS _____, AT BROWARD, FLORIDA

_____ (L.S.) _____.
Teacher Signature Date

COPY FOR YOUR RECORDS

Donna Korn
_____
CHAIR PERSON
THE SCHOOL BOARD OF BROWARD COUNTY, FL

- Contracts are issued each school year (approximately in March)
- Acknowledge by electronic signature and print for your records

TYPES OF CONTRACTS

Probationary Contract (196 work days)

"Probationary contract" means an employment contract for a period of one (1) school year awarded to Instructional Personnel upon initial employment in a school district.

- A probationary contract shall be awarded regardless of previous employment in SBBC or another school district/state.

Annual Contract

"Annual contract teachers who receive an evaluation rating of Effective or Highly Effective based on the portion of the evaluation available at the time of contract renewal shall be provided an instructional position provided that a funded position for which they are certified exists at the school where they are currently employed."

REPORTING AN ABSENCE SMARTFIND EXPRESS

Teachers report their absence(s) in SmartFind and notify appropriate Administration.

Each school is responsible for determining how coverage will be provided.

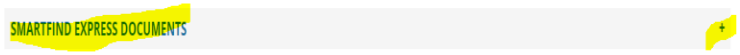
Instructions are available at: browardschools.com/teacher

Initial registration must be done by phone.

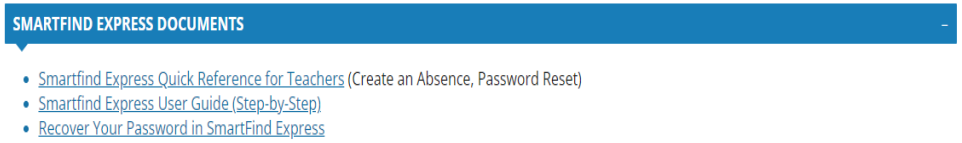
Step 1

Step 2

Step 3



Step 4



SMARTFIND EXPRESS LOG-ON

Accessible By: Phone (754-212-8164) or Internet: https://broward.eschoolsolutions.com

Must use Google Chrome as web browser

PLAIN LANGUAGE EMERGENCY PROTOCOLS

FIRST YEAR TEACHER SAFETY ORIENTATION VIDEO

Established 1915
BROWARD
County Public Schools

https://tinyurl.com/dmrnc9hn

Certificate Issuance

If you will receive a Florida Department of Education **Temporary Certificate:**

- TAO/Certification will ensure that fingerprint data and verification of employment is received by the Florida Department of Education (FLDOE) to request issuance of your certificate by the FLDOE

    - Note that the FLDOE does not mail out hard copy certificates. You will receive an email from the FLDOE once your certificate has been issued.
    - Please allow approximately eight weeks for issuance of your certificate.

If you are **Special Expertise (noncertificated):**

- You already signed the agreement that indicates your requirements. A "Certificate" is not issued.

If you have a **district-issued vocational certificate,** the TAO office processes these. You will be notified by our office when your certificate information is in LAB or Employee Self-Service, as no hard copy certificates are provided.

CERTIFICATION - ASSISTANCE

Alternative Certification:

You will be invited to attend an alternative certification assistance session for new teachers holding a valid state-issued temporary teaching certificate. During this session, staff from Teacher Development and Support will review district resources and options available to help you complete the requirements needed to earn your initial professional teaching certificate.

Specific Certification Meetings:

Information forthcoming on an array of virtual meetings to be held for out of field teachers and noncertificated teachers. Invites will be provided to impacted teachers; attendance will be mandatory.

HELPFUL CERTIFICATION RESOURCES

TEACHER RESOURCE GUIDES/HELPFUL INFO CAN BE FOUND ON OUR WEBSITE
https://www.browardschools.com/Page/32146.

For teachers on a State of FL temporary certificate:

- Help Guide - Steps to View/Print Your Statement of Status of Eligibility
- Understanding Your Statement of Status of Eligibility
- Help Guide - Steps to View/Print Your Florida Certificate
- Resource Guide for Teachers on a Florida Temporary Certificate
- Options for Satisfying Exam Requirements

For teachers on a State of FL professional certificate:

- Help Guide - Steps to Renew your State of Florida Five-Year Professional Certificate
- FAQs for Renewing a Florida Professional Certificate
- Help Guide - How to Calculate Points for Renewal in LAB
- Help Guide - Steps to Upgrade from Temporary to Professional Certificate

QUESTIONS?
HELPFUL EMAILS:

Benefits: newhire@browardschools.com

Certification: certificationrequests@browardschools.com

ESS Help: 754.321.0411

Payroll questions: payrollquestions@browardschools.com

TAO General Questions/Class Wallet: teach@browardschools.com

Please use this QR Code to complete a brief survey about your experiences as a New Teacher with Broward County Public Schools

CONGRATULATIONS!

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Lori Alhadeff, Chair
Debra Hixon, Vice Chair

Torey Alston
Brenda Fam, Esq.
Daniel P. Foganholi
Dr. Jeff Holness
Sarah Leonardi
Nora Rupert
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at (754) 321-2150 or Teletype Machine (TTY) (754) 321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at (754) 321-2150 or Teletype Machine (TTY) (754) 321-2158.

Next Steps

- ❑ You have completed the application file and certification review of your onboarding process.
- ❑ Your information has been submitted to the department that enters your information into our Payroll System (SAP).
- ❑ After your information has been entered into SAP, you will receive an email from "Workflow Admin". This email will contain your personnel number. Also, your office manager will have this info.
- ❑ Employment resources, forms and schedules are available at www.browardschools.com/teacher