

School Board of Polk County, Florida
Human Resource Services Division
PO Box 391
Bartow, FL 33831

CONDITIONAL EMPLOYMENT AGREEMENT

The undersigned, as a designated representative of the Superintendent of Schools, Polk County, Florida, hereafter "Superintendent", hereby extends to _____, hereafter "Candidate",

Candidate's Name

A conditional offer of employment as a teacher with _____ for the

School or District

2010-2011 school-year with a proposed teaching assignment of _____.

Position/Title

Assignment at this school location is contingent upon placement of teachers who currently work for Polk County Schools. The School Board of Polk County reserves the right to adjust assignments and schedules to meet the needs of schools.

This offer is conditional and subject to the following terms and conditions:

1. The Candidate shall complete fully and promptly submit an Application for Employment with Polk County Schools and an application for Florida Teacher Certification with the Florida Department of Education Bureau of Educator Certification if he/she **does not** hold a valid certificate for full-time employment.
2. The Candidate **must document requisite subject area knowledge in his/her proposed teaching assignment** according to School Board Policy, Florida Statutes, NCLB Guidelines and the current Florida Course Code Directory **within 90 workdays from his/her first contract day**. (Refer to the backside of this agreement for *Certified, Qualified, Highly Qualified* explanation.)
3. Satisfactory references, fingerprint, physical, and drug-testing clearance, and completion and submission of required employment paperwork are required prior to the employment start date.
4. The Candidate acknowledges that the undersigned representative of the Superintendent does not have the legal authority to employ the Candidate. Formal action by the School Board of Polk County will be required before the Candidate is employed, and that such formal action will only occur within the discretion of said School Board, subject to the Candidate's satisfactory completion of the pre-employment process and the discretionary recommendation by the Superintendent.
5. This agreement expires after ninety (90) working days from the date of this signed agreement, or ninety (90) working days from the first teacher contract day, whichever is later.

The Candidate's actual salary shall be based upon a number of factors determined in accordance with the bargained and duly adopted Salary Schedule then in effect. The Candidate acknowledges that if he/she is unable to satisfactorily establish and document requisite subject area knowledge in his/her proposed teaching assignment as described in (2) above, his/her employment ceases upon notification by Human Resource Services of said deficiency. At Human Resource Services option, it may enter into a new agreement with the Candidate at a later date. Additionally, the Candidate understands that he/she will not be authorized or permitted to start work without an official "**Start Date**" from the Human Resource Services Division and Board Approval. Also, if this agreement refers to a specific school, the Candidate understands that he/she is bound by this agreement to that school and may **not** enter into another agreement until released by Human Resource Services.

SIGN AND SEND THE ORIGINAL CONDITIONAL EMPLOYMENT AGREEMENT TO YOUR HIRING ADMINISTRATOR.
THE HIRING ADMINISTRATOR WILL SIGN AND SEND THE ORIGINAL TO THE HUMAN RESOURCE SERVICES
DEPARTMENT. REQUEST A SIGNED COPY FROM THE HIRING ADMINISTRATOR.

This Conditional Employment Agreement becomes effective upon execution by all parties.

Signature, Candidate's Name

Signature, Superintendent's Designated Representative

Address: _____

Title: _____

DATED this _____ **Day of** _____ 20 _____

Phone(s): _____

Email: _____

Applicant Reference No.: _____

The School Board of Polk County, Florida prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, activities, or employment. If you require any type of accommodation to complete the employment process due to a disability, please call the Human Resource Services Division at (863)-534-0781. If you are deaf or hard of hearing, please contact the Polk County School District by calling Florida Relay Service at 1-800-955-8771.

Revised 3/24/11

SCHOOL BOARD OF POLK COUNTY, FLORIDA

CERTIFIED, QUALIFIED and HIGHLY QUALIFIED

Certified

All teachers must hold or be deemed eligible (by a Florida Statement of Status of Eligibility) to hold a valid Florida certificate for full-time teaching.

Qualified

Teachers must hold certificates covering subject/s required by *Florida Course Code Directory (FCCD)* for their teaching assignments.

Teachers not appropriately certified according to the *FCCD*, must be approved by the Board to teach out-of-field and must comply with their Agreements to Earn, or ESOL Plans of Study. Allowable out-of-field endorsement areas are Gifted, ESOL, Reading and Work Experience.

Teachers entering the Polk County School system under temporary certification (in a teaching assignment which requires a bachelor's level subject area) are required to document a passing score on the requisite Florida Subject Area Test before being placed under contract, and before being paid regular teacher's salary.

Highly Qualified – Core Academic Areas (English, Civics, Reading, Government, Language Arts, Economics, Math, Music, Drama & Art, Science, History, Foreign Languages, Geography)

K-6 Art – Certification in Art K-12; and either a passing score on the Art K-12 Florida Subject Area Examination; or, Verification of an Out of State Subject Area Content Test for either K-6 or K-12 Art; or, Verification of an Out of State HOUSSE Plan for either K-6 or K-12 Art

K-6 Drama – Certification in Drama K-12; and either a passing score on the Drama K-12 Florida Subject Area Examination; or, Verification of an Out of State Subject Area Content Test for either K-6 or K-12 Drama; or, Verification of an Out of State HOUSSE Plan for either K-6 or K-12 Drama

K-6 Music – Certification in Music K-12; and either a passing score on the Music K-12 Florida Subject Area Examination; or, Verification of an Out of State Subject Area Content Test for either K-6 or K-12 Music, or, Verification of an Out of State HOUSSE Plan for either K-6 or K-12 Music

K-6 or PreK/Primary Education – Certification in the appropriate subject according to grade level assigned; and either a passing score on appropriate Florida subject area exam (SAE) for grade level assigned; or, Verification of an Out of State Subject Area Content Test or Verification of an Out of State HOUSSE Plan for level assigned.

K-6 Foreign Language – Certification in the appropriate Foreign Language; and either a passing score on the (appropriate to assignment) Foreign Language Florida Subject Area Examination; or, Verification of an Out of State Subject Area Content Test for either K-6 or K-12 (appropriate to assignment) Foreign Language; or, Verification of an Out of State HOUSSE Plan for either K-6 or K-12 (appropriate to assignment) Foreign Language

Secondary 6-12 (Except Reading and Social Science) – Certification in the subject area/s taught

Secondary 6-12 Reading – Certification in either the Reading Endorsement or the Reading Subject Coverage (This is an allowable Out-of-Field Assignment if certified English 6-12 or Middle Grades English 5-9 or Middle Grades Integrated Curriculum.)

Middle Grades & Secondary Social Science – Certification in the appropriate subject according to the Florida Course Code Directory; and, either a passing score on the appropriate Florida Subject Area Test or Verification of an Out of State HOUSSE Plan in the area assigned to teach

Exceptional Student Education (ESE) –

- **ELEMENTARY LEVEL:** Certification in Exceptional Student Education (ESE); and either a passing score on the Florida K-6 Subject Area Examination; or, Verification of an Out of State Subject Area Content Test in K-6 Elementary Education; or, Verification of an Out of State HOUSSE Plan for K-6.
- **MIDDLE SCHOOL LEVEL:** Certification in Exceptional Student Education (ESE); and documentation of HQ at elementary level (as noted above) AND passing score on the Middle Grades Integrated Curriculum Subject Area Exam.
- **SENIOR HIGH LEVEL:** Certification in Exceptional Student Education (ESE); and documentation of HQ at elementary level (as noted above) AND certification in secondary core academic subject(s) assigned OR passing score on the subject area exam for each secondary core academic assigned.

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