

SECTION II

Terms and
Conditions of
Employment

A. FULL-TIME TEACHER’S SCHEDULE

Full-time instructors are scheduled for 36 hours and 40 minutes each week:

25 hours	-student contact time
2 hours, 30 minutes	-lunch time
9 hours, 10 minutes	-planning & preparation time

B. PART-TIME TEACHER’S SCHEDULE - CONTRACT OF EMPLOYMENT

Our center primarily employs teachers in a part-time capacity. Part-time teachers are those who are paid on an hourly basis. These teachers may be regular contract teachers or other employees in the school system who work additionally in the adult education program (limited to 24 hours per week, Board Rule 6Gx13- 4B-1, 05), or they may work in the school system only as hourly employees with a limit of 25 hours per week.

As per contract between UTD and M-DCPS, part-time hourly instructional employees in adult education programs are hired for the length of the course or the term (trimester) provided the enrollment meets and maintains the minimum required to support the class. Employees who are terminated for reasons other than maintenance of minimum enrollment will be subject to disciplinary action based upon just cause.

Prior to the opening of each trimester or a class, teachers are informed of their teaching assignments and a Contract of Employment for Part-Time Adult Education Teachers®, FM-5772 (12-97) is issued. This form is signed by the teacher and the principal. An acknowledgement log is kept on file.

C. TEACHER CERTIFICATION

It is the responsibility of each instructor to keep his/her certificate current. Certification requirements are set by the State of Florida and changed periodically by the legislature. **An expired certificate will result in the termination of the instructor=s employment.**

Detailed information regarding certification is available from M-DCPS=s Instructional Certification Department and the center=s administrative staff.

D. TEACHER ABSENCE OR TARDINESS FOR ON-CAMPUS CLASSES

If you are going to be late (less than 30 minutes) for your on-campus class, please inform the school by telephone and indicate your expected arrival time.

If you are unable to be on-campus within the first 30 minutes of your class, call the principal=s secretary. Other arrangements will be made for your class. If you are going to be absent, please observe the following:

1. Notify the principal=s secretary as soon as possible so that substitute arrangements can be made.
2. **Under no circumstances should teachers contact substitutes directly.** The employment of substitute teaching personnel is assigned to the principal=s secretary and approved by an administrator.
3. You are responsible for providing appropriate lesson plans during your absence. Also, each instructor needs to have **TWO EMERGENCY LESSON PLANS** on file. **EMERGENCY LESSON PLANS** should be generic in nature, i.e., activities that the class can benefit from anytime during the course. It is advised that the teacher work with the assigned administrator. ESOL instructors can also be assisted by their department chairperson.

E. PAYROLL POLICY: GENERAL

Full-time instructors are paid according to the prevailing salary schedule set by the Miami-Dade County Public School Board and UTD. **Part-time instructors are paid an hourly rate for the actual time spent in teaching students.** The hourly rate is dependent on the teacher=s degree and the number of hours accumulated during the teacher=s part-time employment with Miami-Dade County Public Schools. There is a different salary schedule for community school employees.

Payroll processing is automated and we have no choice but to follow specific district timelines. **One of your professional responsibilities is to sign in/out accurately.**

Payroll forms are official and auditable documents. The Code of Ethics for Florida Educators states that you shall not submit fraudulent information on any document in connection with professional activities. It further states that violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate or the other penalties as provided by law.

1. An employee who receives an actual payroll check must sign his/her **full signature** under the Signature column as verification of having received his/her check.
2. An employee who receives a stub/payroll advice needs to pick-up the payroll stub within one week of issuance. When the stub is not picked-up as indicated, the stub will be placed in an envelope and put in the employee's mailbox. For an off-campus employee, his/her stubs will also be placed in an envelope and attached to his/her attendance reports.

F. PAYROLL POLICY: OFF-CAMPUS

Off-campus personnel must submit their payroll forms on the due dates. To be paid on time, you must turn in your payroll forms on time. At this center, we provide you with a payroll schedule; the due dates are also clearly printed on each payroll form.

Teachers must sign the payroll form prior to submitting it to the center. The service provider must also sign this form acknowledging its accuracy. It is most important that payroll forms are filled out accurately and neatly.

When an off-campus employee submits his/her payroll form late, we normally hold it and submit it two weeks later with the next payroll. This means that your check will be delayed for three weeks. Please be advised that we do not submit [write-ins](#) for late payrolls.

G. CLASS VISITATION FORM FOR OFF-CAMPUS PART-TIME TEACHERS

The [Class Visitation](#) form is the current tool utilized to monitor part-time off-campus instructors and to improve the instructional delivery system. A copy of this form is provided at the end of this section.

H. OFF-CAMPUS TEACHERS: GENERAL GUIDELINES

Off-campus non-school-site locations are those facilities where classes are being taught on property not owned by the Miami-Dade County Public School System. This section will provide off-campus teachers with basic information pertaining to their work situation.

Off-campus teachers are expected to observe the following essential guidelines:

1. Off-campus teachers are, in essence, guests at their class location. Teachers must adhere to the off-campus location policies, as well as to Miami Springs Adult School policies. A good working relationship with the site supervisor is an integral part of a successful program.

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2. The teacher's classroom/working area must be kept in good condition. Furniture is to be returned to its original place and all materials removed unless storage space has been provided.
3. Teachers are expected to be punctual for all classes. If the teachers is to be late or absent, the site must be notified. The center must also be notified by contacting Mr. Miguel Ramirez, at (305) 885-3585. **Classes must be in session for the entire scheduled time.**
4. No class schedule changes will be made without the approval of the site supervisor in coordination with the off-campus coordinator and school administration. Schedule changes are not permitted within a trimester.

5. If a teacher is injured on the job at an off-campus location, and the injury is serious enough for the class to be dismissed, please do so. If at all possible, notify the site supervisor that the class is being dismissed. Report the injury to the school office within 24 hours. If classes will be interrupted, contact the site supervisor and the off-campus coordinator.
6. If a student sustains an injury in your class at an off-campus location, it is your responsibility to report that injury to the off-campus service provider immediately, and to our school office within 24 hours.

I. REGISTRATION FOR OFF-CAMPUS SITES

Each teacher is expected to pre-register students for the upcoming trimester near the end of each trimester. All off-campus locations have students' biographical information available. Teachers are encouraged to maintain an updated list in their files for registration purposes. As each new student enters the class, a new registration form must be completed and submitted to the registrar's office.

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J. ATTENDANCE REPORTS FOR ALL CLASSES (ON AND OFF-CAMPUS)

Attendance reports must be submitted every two weeks (or on their due dates) to the designated attendance clerk for review. Attendance reports are legal documents and must be signed. **Black ink is to be used. Errors should be crossed out and corrections placed on the first available blank space. You are not to use any white-out.**

K. CLASSROOM MANAGEMENT PROCEDURES

It is our belief that all students who enroll at our center have the potential for learning and the ability to fulfill their dreams and expectations. With this in mind, teachers are expected to compliment these expectations by arriving with a positive

mental attitude and a high degree of enthusiasm for the tasks ahead. Teachers are therefore expected to adhere to the following classroom management guidelines:

1. Review and explain to the students the Code of Student Conduct. The teacher should establish classroom rules that reflect appropriate student behavior. If problems arise, please refer to the Administrative Referral System at the end of this section.
2. Develop and utilize the best possible program based on the curriculum content or program objectives.
3. Submit orders for needed classroom supplies to the appropriate administrator no later than three weeks prior to the beginning of each trimester.
4. Keep accurate records concerning students'. These are to include attendance, grades when applicable, and student folders which may include samples of students= work, indicating progress and the completion of the course objectives.
5. Inform students that they are expected to perform required work while they are in class, and conduct themselves in an acceptable manner.

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L. HIGH SCHOOL GRADING SCALE AND CREDIT

Senate Bill 636 amended the statewide grading scale by lowering the required ranges of percentages grades and grade points. Please see the chart below:

GRADE	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUES
A	90 - 100%	Outstanding Progress	4
B	80 - 89%	Above Average Progress	3
C	70 - 79%	Average Progress	2
D	60 - 69%	Lowest Acceptable Progress	1

F	0 - 59%	Failure	0
I	0	Incomplete (secondary only)	0

In addition, a specific number of hours is now required to complete a credit course. Since the district office does not allow us to deviate from this rule, we will not approve any grade unless a student has completed at least 75% of the number of hours required and completed all classwork and objectives.

<u>CREDIT</u>	<u>MAX/HOURS</u>	<u>75%/HOURS</u>
1	90	68
1/2	45	34

M. PERSONAL INFORMATION

It is very important that the main office keep a current file of addresses and telephone numbers on all employees. Please update this information when changes occur. This file is confidential and not available to the general public.

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N. PLANNING DAYS

Full-time faculty and staff work on teacher planning days. Part-time teachers do not report for work on planning days.

O. MONEY COLLECTION

No monies are to be collected by teachers without prior approval of the administration. The administration will provide detailed procedures to

concerned instructors. When registration fees are collected, written official school board receipts must be given to students at the time the collection takes place. Any funds collected must be brought to the school office as directed.

P. TELEPHONE CALLS

Please be reminded that personal long distance phone calls made by you from any of the school=s private lines are your responsibility. If you need to use a school line to make a long distance phone call, please have a phone card, credit card, your personal calling card, etc. available to make the call. This will help to avoid inconsistencies with the school=s phone bill.

It has always been our policy that adult center-related long distance calls are to be made from the private line number in the principal=s office. These calls need to be logged in the provided form also located in the principal=s office.

In addition, please refrain from using cell phones in class.

Q. ON-CAMPUS VISITATION FORM

R. OFF-CAMPUS VISITATION FORM

See the following two pages for sample copy.

S. OFF-CAMPUS TESTING

Teachers of students requiring testing please refer to page 2-11 for specific procedures and form to be given to the Off-Campus teacher coordinator.

MIAMI SPRINGS ADULT AND COMMUNITY EDUCATION CENTER

ON-CAMPUS

CLASS VISITATION FORM FOR PART-TIME INSTRUCTORS

Teacher's Name: _____

Room #: _____

Date of Visitation: _____ Time Arrived: _____ Departure: _____

Class/Ref. #: _____

GENERAL INFORMATION

1. Did class start on time?
2. Was attendance record accurate?
3. Number of students enrolled in class?
4. Number of students present at time of visit?

INSTRUCTIONS/MANAGEMENT PROCEDURES

1. Were lesson plans available and current?
2. Did classroom activities coincide with lesson plans?
3. Was the classroom atmosphere conducive to learning?
4. Were students engaged in learning activities?

Administrator's Comments: _____

Administrator's Signature: _____ Date: _____

**MIAMI SPRINGS ADULT AND COMMUNITY EDUCATION CENTER
OFF-CAMPUS VISITATION FORM FOR PART-TIME TEACHERS**

TEACHER'S NAME: _____ LOCATION: _____

COURSE TITLE: _____ REF #: _____

TIME ARRIVED: _____ VISITATION DATE: _____ DEPARTED: _____

I.	ATTENDANCE REPORT (AR) PROCEDURES	Y	N	*NOT OBSERVED (N/OB)
A.	Was the AR available and up-to-date?	_____	_____	

- B. How many students were registered as per AR?: _____
- C. Was attendance taken at the proper time? _____
- D. How many students were marked present on AR?: _____
- E. How many students were present during your visit?: _____
- F. Student attendance was verified by requesting that the teacher take attendance. Names were called out loud. The students in class were the same persons as those on the AR? _____

II. MANAGEMENT PROCEDURES

- A. Payroll form is up-to-date. _____
- B. Class starting time is adhered to. _____
- C. Class ending time is adhered to. _____
- D. If a 15 min. Δbreak@ is permitted for this class, is it taken appropriately? _____

III. INSTRUCTIONAL PROCEDURES

- A. Are lesson plans available? _____
- B. Are lesson plans current? _____
- C. In ESOL class are students folders/ progress sheets up-to-date and on file? _____
- D. In ABE/Elderly class are ΔAIEPs@ up-to-date and copies kept in manual? _____
- E. In ABE/Disabled class are ΔAIEPs@ up-to-date and copies kept in manual? _____

VISITATION COMMENTS: _____

STUDENT S.S # _____

DATE STUDENT ENTERED

Teacher's Signature

Date Submitted

OFFICE USE ONLY

Date entered into VACS
