



**POLICY 3.805**

**5-B** I recommend that the Board approve development of the proposed **revised** Policy 3.85, entitled "Employment of Substitute Teachers, Teachers of Adult Education, and Nondegreed Teachers of Career Programs."

[Contact: Pat Kaupe, PX 48043]

**Development**

**CONSENT ITEM**

- This proposed revision removes obsolete language and updates the policy to reflect current District practices. The revised process will result in a cost savings to the District

**POLICY 3.85**

**EMPLOYMENT OF SUBSTITUTE TEACHERS, TEACHERS OF ADULT EDUCATION, AND  
NONDEGREED TEACHERS OF CAREER PROGRAMS**

1. The Board authorizes the Superintendent to employ substitute teachers, teachers of adult education, and nondegreed teachers of career programs.
2. All the above referenced teachers must file a complete set of fingerprints as stipulated for employment, as required by Fla. Stat. § 1012.39. ~~Effective for all fingerprinting done after June 30, 2007, and following the procedures and provisions stated within form PBSD 2252, fingerprinting costs charged to a substitute teacher shall be credited back to the substitute teacher upon his/her request and upon providing verification of having served in that capacity for at least ten (10) days within six (6) months of the fingerprinting being completed. Form PBSD 2252 is incorporated herein by reference as part of this Policy and can be found on the District's web site at: [www.palmbeach.k12.fl.us/Records/FormSearch.asp](http://www.palmbeach.k12.fl.us/Records/FormSearch.asp).~~
3. Nondegreed substitute teachers are required to show evidence of a minimum of thirty (30) semester hours of college credit. [Compensation for substitute teachers](http://www.palmbeach.k12.fl.us/Jobs/pdfs/substituteteachers.pdf) can be found on the District's website at [www.palmbeach.k12.fl.us/Jobs/pdfs/substituteteachers.pdf](http://www.palmbeach.k12.fl.us/Jobs/pdfs/substituteteachers.pdf), and that document is incorporated herein by reference.
4. For adult and career program teachers, as provided by Florida law, a bachelor's degree or the appropriate license and/or verifiable work experience is required.
5. The above-referenced teachers must meet the requirements for their position and follow the employment procedures as set in the Florida Statutes and State Board of Education Rules, including but not limited to Fla. Stat. ~~§~~§ 1012.24, 1012.35, 1012.39, and 1012.43; and SBER 6A-1.0502, 6A-1.0503, 6A-4.001, 6A-6.010 and 6A-6.014.

STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41(2); 1001.43(11); 1012.23(1); 1012.39  
LAWS IMPLEMENTED: Fla. Stat. §§ 1012.22; 1012.35; 1012.39; 1012.24; 1012.43  
HISTORY: 7/11/90; 9/26/2007; 01/16/2008; \_\_\_/\_\_\_/2010

Legal Signoff:

The Legal Department has reviewed proposed Policy 3.85 and finds it legally sufficient for development by the Board.

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Attorney

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Date