

Section 2

TERMS AND CONDITIONS OF EMPLOYMENT

ACADEMIC YEAR

The academic year is divided into three trimesters, each approximately 15 weeks in length

1. August until mid-December - Fall Trimester
2. Beginning of January until late April - Winter Trimester
3. Late April until late July - Spring/Summer Trimester

The official school calendar is approved annually by The School Board of Miami-Dade County, Florida. Teacher workdays and recesses change yearly. Classes are scheduled according to this calendar. A calendar is in the appendices.

FULL-TIME TEACHER'S SCHEDULE

Full-time instructors are scheduled in accordance with the teaching contract

PART-TIME TEACHER'S SCHEDULE

American Adult and Community Education 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 25 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 total from all work locations. Part-time employment is for one trimester at a time if there is sufficient enrollment to keep the class open to the end of the trimester. When enrollment falls below the required minimum number of students in actual attendance, it may become necessary to close a class.

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 are changed periodically by the legislature. **Expired certificates will result in the instructor being removed from the payroll and from the classroom.**

Teachers must initiate the re-certification process six or more months in advance. Certification renewal is usually a matter of submitting a renewal form and fee. Teachers whose certificates expire June 30th cannot be hired to teach for the spring/summer

trimester. For details regarding certification, speak with an administrator

FUNDING PROGRAMS IN ADULT EDUCATION

The American Adult and Community Education Center is governed by the same rules and regulations' regarding funding as is every adult/vocational center in Miami-Dade County. Each year, the Office of Budget sets standards for course operation depending upon the state's funding allocation formula. Generally, in order to fund a general adult education class, the requirement is 25 students to 1 teacher ratio. To fund a vocational class, a 23 to 1 ratio is required. This new funding formula is based on students earning occupational with literacy completion points.

The new workforce development legislation will not provide state funding for persons unable to meet specified benchmarks for educational attainment. For each school year, the center may receive 85% of the funding from the previous school year. Fifteen percent or more of the funding is based in students reaching educational benchmarks within a program, completing a program and being placed on a job. The current student enrollment has a limited time to complete a course and repeating is not funded.

Miami-Dade County Public Schools (MDCPS) will evaluate and make major changes in the delivery of services to convalescent homes and adult congregate living facilities. It is anticipated that costs related to these programs will be directly passed on to the agency or organization, as most of the programs offered will be funded through user fees.

LESSON PLANS

Lesson planning is an integral part of any educational experience, and is required in **all** courses conducted by American Adult and Community Education Center. The actual planning process has been reduced to a one-page sheet where the instructor prepares:

1. Instructional Objective
2. Instructors develop weekly lesson plans which describe objectives, activities, materials (including page numbers and workbook exercises) and evaluation mechanisms for work to be accomplished. Lesson plans should be available in the classroom at all times for review by the principal or his/her designee.
3. State Curriculum frameworks, student performance standards and course curriculums are adhered to when providing adult classes.
4. Methods of evaluation to determine if the objective has been accomplished.

Teacher should adhere to the following guidelines:

- One sheet is required for each class taught each week.

- Grouping of lesson plans is allowed where an instructor teaches the same subject matter and level in more than one location.
 - Lesson plans are to be kept in evidence at each class meeting.
 - The lesson plans should be consistent with the curriculum objectives designated for the specific course.
5. Lesson plans shall adhere to provisions of the United Teachers of Dade (UTD) contract.

ESOL teachers are required to adhere to the delivery format plan below in preparing lessons plans.

CURRICULUM REQUIREMENTS

The adult program curriculum requirements are found in the State Florida Curriculum Frameworks, and more specifically, the Course Student Performance Standards. Additionally, M-DCPS Competency –Based Curriculum (CBC) is utilized in the classroom in order to guide instruction.

SUPPLEMENTARY CLASS MATERIALS

Critical Reading for Adults

SRA Reading Kits

Audio tapes/recorders

Homework assigned nightly

Bi-weekly quizzes

Teacher portfolio with checklist of competencies covered, samples of handouts and assessments.

Student portfolios with assessments and curriculum competencies with mastery dates recorded and initialed by the instructor.

FOLDERS FOR STUDENTS

In addition to lesson plans, all instructors are required to maintain student folders on each student. These folders must include a listing of the competencies to be mastered with a check off noting the date each student mastered a competency. Samples of student work are required to be filed in the folder. This requirement provides documentation for the performance based funding system.

Folders are to be produced upon request of an administrator or district supervisor.

Vocational education instructors must also maintain student folder as described in the vocational education handbook or this handbook. Assistant Principals at each satellite location and the main campus are required to sign off on the competency checklist.

CLASS COVERAGE

Employees are required to remain in class actively teaching during the scheduled class hours. If there were an accident, and the instructor was not in the class, the instructor might be considered negligent in carrying out his/her duties.

MESSAGES

Only emergency messages will be delivered to teachers in the classroom. Any other message that comes into the office for a teacher will be left in the teacher's mailbox. Check your box before you leave the building after each class session.

TESTING PROCEDURES

All students registered for English for Speakers of Other Languages (ESOL) must be tested using the Comprehensive Adult Student Assessment System (CASAS) test.

All currently enrolled students will be pre-tested under the direction of the ESOL Department. Post- testing will take place no later than one week before the end of the trimester.

Those teachers who are entrusted tests are expected to maintain the most stringent security over the tests in their possession.

TEST OF ADULT BASIC EDUCATION (TABE)

All students registering for instructional classes in Adult Basic Education (ABE) or General Educational Development (GED) must be tested using the TABE before being registered.

Testing will take place at American Adult and Community Education Center. Anyone wishing to test must be in the counselor's office by 5:30 p.m. Monday-Thursday. Registration is required prior to testing.

The test chairperson is responsible for seeing that all test scores are entered into VACS.

FLORIDA COMPREHENSIVE ASSESSMENT TEST (FCAT)

The FCAT will be administered in October, March, and June/July as per the Miami-Dade

County Public Schools' schedule.

The FCAT is now the only graduation test.

Eligible students should pre-register at least two weeks prior to the actual test dates in order to be guaranteed an opportunity to test. Students must appear in person in order to pre-register and must present a current I.D.

GENERAL EDUCATION DIPLOMA (GED)

The GED examination is not given at any American Adult satellites. Students may be referred to Miami Lakes Education Center's GED office.

GED Practice Test

All students under the age of eighteen (18) must take and pass the GED OFFICAL PRACTICE TEST before being referred for GED testing. The GED OFFICAL PRACTICE TEST will be administered upon request, to obtain the age waiver.

Passing scores on the GED OFFICAL PRACTICE TEST are a minimum 500 on each of five sub- tests for students under age 18 who are requesting an age waiver.

REQUIREMENTS FOR TESTING APPLIED TECHNOLOGY (VOCATIONAL) STUDENTS

For students enrolled in **an applied technology (vocational) program**, a basic skills test must be administered before registration into the program to determine any need for remediation.

After a student completes the tutorial program prescribed for basic skills deficiencies, the student shall be retested using alternate form at the same level of the examination that was used for initial testing. Students who choose not to attend the tutorial program prescribed for basic skills deficiencies provided by the school may be retested in 6 weeks.

Students enrolling in job preparatory classes who possess an associate of arts, baccalaureate, or graduate-level degree and/or who have passed the College-Level Academic Skills Test (CLAST) **do not require** basic skills testing.

For students enrolling in **job supplemental or continuing workforce education** classes, the basic skills assessment is not required.

All testing procedures which are described in the Miami-Dade County Public Schools Adult and Vocational Testing Procedures 2005-2006 are in effect at all satellite sites until superseded by a newer edition of the procedures manual.

GED and ADULT BASIC EDUCATION LESSONS

Teachers are expected to utilize the TABE test and student item report in order to individualize classroom instruction to ensure that each student masters items missed.

SUBSTITUTE TEACHERS - (EMERGENCY LESSON PLANS)

It is incumbent upon all teachers to inform an administrator of the effectiveness of the employed substitute, so that, whenever feasible, we may be assured of a competent replacement in case of absences. To assist substitutes in more difficult assignments, each staff member is to provide the class site with a specific set of emergency plans, which will enable the substitute to instruct with a constructive lesson. These plans **must** be updated periodically.

Under no circumstances should teachers contact substitutes directly. The employment of all substitute-teaching personnel should be handled by the office after the teacher notifies the designated substitute locator, currently Mrs. Dragon, of an absence.

- **Off-Campus Instructor(s)** - have the responsibility of contacting both the office and the off-campus site regarding an intended absence.
- **Make-up Classes** - Classes that are missed because of teacher absence may not be rescheduled as a make-up class.

EMERGENCY SUBSTITUTE PROCEDURES

1. **DUTY HOURS:** Substitutes are expected to work the same hours as the regular teacher.
2. **SUPERVISION OF STUDENTS:** Teachers shall not leave their classes unsupervised. If any emergency occurs, the principal or principal's designee or "off campus" activity director must be notified to provide temporary supervision.
3. **ACCIDENT REPORTS/UNUSUAL INCIDENTS:** If a student is injured in any way, the supervising teacher must be certain that an accident report is filled out and filed in the office. Notify the office or the supervising administrator immediately if an injury occurs to either a student or to you, the teacher.
4. **BREAKS:** There is no break for classes, unless specified by trimester.
5. **Electronic Hand Punch Machine/signing in and out:** On campus sites provide an electronic hand punch machine. "Off Campus" sites provide a sign in/out sheet. In both cases, you are required to sign in upon arrival and out upon departure. **IT IS ILLEGAL TO SIGN IN AND OUT AT THE SAME TIME.**
6. **PAYROLL CARDS:** All off campus substitutes complete a payroll card. Fill out the

site, date, time in/out, and secure the signature of the activity director or designated signature at the end of each class. For school site classes do not use the payroll card. Sign in by using the electronic hand punch machine.

7. **LESSON PLANS:** Lesson plans will be provided for you by the regular teacher. It is the substitute teacher's responsibility to secure lesson plans from the assistant principal or substitute locator and follow these plans for school site classes. "Off campus" classes have emergency plans on site. These are available from the activity director. It is good practice to bring supplemental material to off campus sites.
8. **ATTENDANCE:** Anyone recording attendance must be properly trained. If you have not been trained, ask Registrar. **Only the teacher of record is to sign the CAR for Instructor Signature.** Each assistant principal will also sign the CAR bi-weekly for the teachers under their supervision.

TEACHER/STAFF ABSENCES

Any time an employee is absent from the work site the following procedure is to be followed: Notify Mrs. Margarete Dragon after 2:00 P.M. telephone American Adult and Community Education Center, (305) 557-3770 ext. 2294. The back-up person to notify is Ms. Flavia Cabral extension 2230. In their absence speak to an Assistant Principal. Notification must be made a minimum of two hours prior to the beginning of the workday. Regular attendance is required by all employees. All employees are expected to be at the work location on time and remain at work during the entire workday, and follow the assigned schedule.

If you are teaching at an off campus site, you may not notify a member of the staff at the site in lieu of reporting the absence to the payroll clerk.

SICK LEAVE/PERSONAL LEAVE

Part-time instructors have no sick/personal leave. Full-time instructors are entitled to sick/personal leave in accordance with School Board Policy. Personal leave is deducted from sick leave. If there is no sick leave, there is no personal leave.

Employees are required to go to the payroll clerk to sign a leave card prior to departure from the work location or immediately upon return.

Vacation leave must be approved on a signed leave card by the principal in advance of the absence. Vacation leave will not be approved during the first two weeks of a trimester.