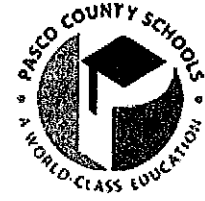




**Certification OOF Process Updates**  
**Human Resource and Educator Quality (HREQ)**  
*Vision: Each Student is Supported by the Very Best People*  
*Mission: Attract, Support, & Retain a World Class Team*



**Summary:** In an unprecedented year that offered numerous challenges in staffing, The District is adjusting Out-of-Field (OOF) compliance procedures.

**NEW OOF Guidelines & Procedures**

The District will continue to monitor OOF compliance with the expectation that schools work to place employees in-field whenever possible. Teachers that are placed out-of-field are still expected to follow the guidelines to fulfill all out-of-field requirements and apply for extensions as applicable.

**OOF Teachers With Extension Options**

Teachers who are OOF and have options for extensions should submit the summer OOF extension request when they receive this information in April.

There is still a professional expectation that teachers attempt to clear all out-of-field areas.

**OOF Teachers With NO Extension Options: OOF Teachers Currently Teaching In-Field**

Teachers that are currently teaching in-field but have a prior OOF tag from a previous year will remain in their current position for the 2023-2024 school year. These teachers may NOT go out-of-field again for any reason. Florida Statute prohibits these teachers from teaching OOF until they clear their current OOF tag. HREQ will send written notice to each of these teachers along with their building administrator.

**OOF Teachers With NO Extension Options: OOF Teachers Currently Teaching OOF Core Subjects**

Teachers that are teaching OOF as of the last teacher contract day will be transferred to a position in which they are certified, provided an appropriate placement is available. The first placement option will be at the employee's current work location. If the school does not have a vacancy, HREQ will attempt to transfer the employee to another location into a position in which they are certified and qualified in the judgement of the Superintendent. These teachers may not go OOF again unless they clear their current OOF status. Should there not be any positions available in the District matching the employee's certification, the teacher would be non-reappointed. HR will reach out to individual schools regarding each of these teachers. Schools may be required to hold a current vacancy, where available, for these teachers at their current work location.

**Teachers OOF With NO Extension Options: Gifted, ESOL, and ASD**

The District currently offers coursework and professional development classes for gifted, ESOL, and ASD. Teachers that have not fulfilled their OOF requirements for Gifted, ESOL, and ASD are still required to meet this requirement. Teachers who have exhausted all OOF extension options and are still tagged OOF in Gifted, ESOL, or ASD will be non-reappointed due to certification compliance effective May 31, 2023. These teachers may be rehired once they clear their current gifted, ESOL, or ASD OOF status.

**HREQ will communicate directly with each school regarding the status of your current OOF teachers.**