

Related Entries: 5.04

Guest Teachers

The following procedures shall be followed for the employment of Guest Teachers:

- (1) Applicants for appointment as Guest Teachers shall submit employment information as determined by the Superintendent or Superintendent's designee.
- (2) Applicants for appointment as Guest Teachers shall meet one or more of the following requirements:
 - (a) Have completed a minimum of sixty (60) semester hours of college credit;
 - (b) Hold a minimum of an Associate Degree;
 - (c) Be currently employed by the District as an Instructional Paraprofessional or Helping Teacher and obtain Human Resources approval;
 - (d) Be appointed by the Superintendent or Superintendent's designee, if there is an emergency or critical need.
- (3) The Superintendent shall recommend applicants whose qualifications are found satisfactory for approval as Guest Teachers to the Board.
- (4) The Superintendent or designee may assign Guest Teachers to teaching duties prior to Board approval provided they are submitted for approval at the next feasible meeting of the Board.
- (5) Guest Teachers shall be paid in conformity with the approved salary schedule.
- (6) Personnel records with respect to guest teachers shall be maintained in the same manner as for regular teachers.
- (7) Retired Teachers who are eligible for reemployment and Teachers on Board approved leave which permits such action, and who are not being recompensed by Board monies, may substitute.
- (8) All Guest Teachers shall be subject to the fingerprinting and background screening procedures outlined in Board Policy 5.04.

- 44 (9) All Guest Teachers shall complete an initial orientation and training program in District
45 policies and procedures addressing school safety and security procedures,
46 educational liability laws, professional responsibilities and ethics.
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- 48 (10) The Principal or the Principal's Designee is responsible to obtain Guest Teachers for
49 the Teachers at his/her school.
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- 51 (11) The Board authorizes the Superintendent to design and implement procedures for
52 the purpose of removing Guest Teachers from the Board approved list. A Guest
53 Teacher shall be notified in writing when his or her name is removed from the Guest
54 Teacher list. An affected Guest Teacher may appeal the decision of the Director of
55 Professional Standards to remove him or her from the Guest Teacher list to the Chief
56 Human Resource Officer whose decision shall be final and binding. A Guest Teacher
57 shall have no property rights in or expectation of continuing employment.
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60 **STATUTORY AUTHORITY:** §1001.42, 1001.43, 1012.23, 1012.35, 1012.39, Florida
61 Statutes
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63 Adopted: 3/20/12
64 Revised: 8/9/16
65 Revised: 2/9/2021