

HUMAN RESOURCES NEWSLETTER



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FOR TEACHERS

Instructional Priority Transfer Information

(For teachers with four (4) consecutive years at current school)



Priority Window: April 18, 2022 through May 06, 2022

- ❖ All priority transfer applications will be sent via email
- ❖ Priority Transfer Application must be completed and returned to Human Resources by April 11, 2022 to be considered
- ❖ In addition, teachers **MUST** complete an online application and apply for posted Instructional Vacancies
- ❖ Priority transfer applicants are eligible to transfer after the priority transfer window closes.

For questions, contact Human Resources at 352.955.7727



New Reading Endorsement Requirements for Teachers

Florida's Department of Education requires that specific teachers be reading endorsed or certified in order to teach reading.

WHO MUST BE READING ENDORSED:

- Teachers who teach any grade 7-12 state-coded reading course
- **ANY** K-12 teacher, including ESE and ESOL, who is providing intensive reading intervention (i.e., MTSS Tier 3 students as defined by the district's K-12 Comprehensive Reading Plan) be reading endorsed and certified. Statute 1011.62(9)(c) 7.(d)1 F.S) takes effect at the beginning of the 2020-2021 school year.
- **Any** teacher, including ESE and ESOL, who is teaching reading to retained third graders, including summer camp students, must be reading endorsed or certified. Statute 1008.25 (7)(b)3 F.S) takes effect on July 1, 2020.

Please note: The Reading K-12 Subject Area Exam can be used to add the **Reading Endorsement ONLY**; it **does not** cover all the requirements for the Reading K-12 Subject Area Certification.

- The Reading K-12 Subject Area Certification **requires** a Master's Degree in Reading.
- The teacher is responsible for the cost (\$75.00) of adding the Reading Endorsement to their certificate

THE DISTRICT IS ABLE TO REIMBURSE TEACHERS FOR THE READING K-12 SUBJECT AREA EXAM REGISTRATION FEE FOR A LIMITED TIME.

Contact Laurie Bauer at bauerla@gm.sbac.edu or 352.955.7727 in Human Resources if you have questions about the new Reading Endorsement Requirements.

PUBLIC SERVICE LOAN FORGIVENESS

For more information on PSLF, visit [StudentAid.gov/publicservice](https://studentaid.gov/publicservice).
To apply online, visit [StudentAid.gov/PSLF](https://studentaid.gov/PSLF).



ADDITIONAL ASSISTANCE:

All Public school employees with federal loans can qualify for Public Service Loan Forgiveness.

Horace Mann can help you find out if you qualify for forgiveness, determine the best payment plan and help you successfully apply.

For more information:

<https://www.horacemann.com/student-loan-debt-help>

Verification of Employment Information

All verification of prior teaching experience must be submitted to HR by **June 30, 2022** for the current fiscal year.

Contact **Laurie Bauer** at bauerla@gm.sbac.edu or 352.955.7727 in Human Resources if you have Questions about Instructional Employment Verifications.

RESOURCES

Retirement

Are you nearing retirement age of **62** or have **30** years of service?

If so, contact **Katie Rohan** at 352.955.7727 or **FRS Retirement** directly at 844.377.1888 or online at www.myfrs.com

SKYWARD

Reset Password

Contact your school site tech or your executive assistant.

ACPS HIRING

SCHOOL BUS DRIVERS

Interviewing every Wednesday

Log on to our website at www.sbac.edu and complete an application today! Contact **Transportation** at 352.955.7602 if you have any questions.

KELLY EDUCATION STAFFING SERVICES HIRING SUBSTITUTE TEACHERS, CUSTODIANS, FOOD SERVICES, AND EDEP

Students are waiting for someone like **YOU!**

REQUIREMENTS:

- High School Diploma or higher
- Must be at least 21 years of age or older to be a substitute teacher.
- Must be at least 18 years of age or older to work as EDEP, Food Service, and Custodian Substitutes.

Contact **Leah McGriff, Lead Recruiting Specialist** [Leah McGriff@kellyservices.com](mailto:Leah_McGriff@kellyservices.com) or call 352.363.2019

FAMILY MEDICAL LEAVE

In accordance with the Family and Medical Leave Act of 1993 (FMLA), eligible staff members may take up to twelve (12) work weeks of job-protected unpaid or paid leave for: Family Leave, Medical Leave or Military Caregiver Leave. Please review the Online Employee Handbook for more information or Contact Human Resources at 352.955.7727

Please note: There is no compensation or benefits accrued during unpaid leave. Salary amount will be reduced accordingly during unpaid leave.

PARA PRO ASSESSMENT

COST: \$60
WHO: Current ACPS Employees
WHEN: May 19th 2022
WHERE: Sivia Center PC Lab 3

Contact **Majory Francois, Supervisor I** in Human Resources at 352.955.7727 ext. 1043 for more information.



WE ARE COMMITTED TO THE SUCCESS OF EVERY STUDENT

KEEP THESE NUMBERS HANDY

- o District Directory Assistance (352) 955-7300
- o Employee Benefits Office (352) 955-7577
- o Employee Helpdesk helpdesk@gm.sbac.edu
- o Tech Support Call Center (352) 955-7051
- o Human Resources (352) 955-7727
- o Professional Development (352) 955-7650
- o Student Support Services (352) 955-7676
- o Teacher Production Lab (352) 955-6850 x1509
- o FRS (Florida Division of Retirement) 844-377-1888



Confidential Emotional Support



Our highly trained clinicians will listen to your concerns and help you or your family members with any issues, including:

- Anxiety, depression, stress
- Grief, loss and life adjustments
- Relationship/marital conflicts

Work-Life Solutions



Our specialists provide qualified referrals and resources for just about anything on your to-do list, such as:

- Finding child and elder care
- Hiring movers or home repair contractors
- Planning events, locating pet care

Legal Guidance



Talk to our attorneys for practical assistance with your most pressing legal issues, including:

- Divorce, adoption, family law, wills, trusts and more
- Need representation? Get a free 30-minute consultation and a 25% reduction in fees.

Financial Resources



Our financial experts can assist with a wide range of issues.

- Retirement, taxes, mortgages, budgeting and more

For additional guidance, we can refer you to a local financial professional and arrange to reimburse you for the cost of an initial one-hour in-person consult.

Online Support



GuidanceResources® Online is your 24/7 link to vital information, tools and support. Log on for:

- Articles, podcasts, videos, slideshows
- On-demand trainings
- "Ask the Expert" personal responses to your questions

Help for New Parents



Parent GuidanceSM supports you through the process of becoming a biological or adoptive parent, including:

- Preparing for the baby emotionally and financially
- Finding child care
- Planning for back-to-work and other issues

Free Online Will Preparation



Estate Guidance[®] lets you quickly and easily create a will online.

- Specify your wishes for your property
- Provide funeral and burial instructions
- Choose a guardian for your children

Contact EAPBusiness ClassSM Anytime

No-cost, confidential solutions to life's challenges.

Your ComPsych® GuidanceResources® program EAPBusiness Class offers someone to talk to and resources to consult whenever and wherever you need them.

Call: 877.595.5281

TDD: 800.697.0353

Your toll-free number gives you direct, 24/7 access to a Guidance ConsultantSM, who will answer your questions and, if needed, refer you to a counselor or other resources.

Online: guidanceresources.com

App: GuidanceResources® Now

Web ID: EAPBusiness

Log on today to connect directly with a Guidance Consultant about your issue or to consult articles, podcasts, videos and other helpful tools.

24/7 Support, Resources & Information

Contact

EAPBusiness Class Anytime

Call: 877.595.5281

TDD: 800.697.0353

Online: guidanceresources.com

App: GuidanceResources® Now

Web ID: EAPBusiness

MULTIFACTOR AUTHENTICATION

Enrollment Begins April 11th

Enrollment Closes May 31st



Questions?

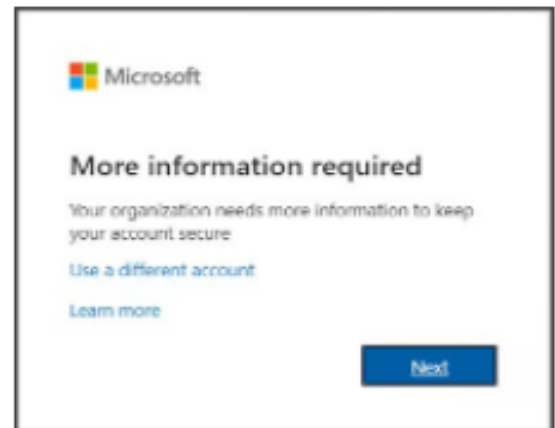
MULTIFACTOR AUTHENTICATION



What is Multifactor Authentication (MFA)?

Multifactor Authentication (MFA) is a security process that requires two or more separate steps for a user to prove their identity and gain access to a resource such as an application or an online account.

Types of MFA include something you know, like a password, something you have, like a Smart Phone, and something you are, like a fingerprint.



Why is ACPS Using MFA?

As a government entity, ACPS is **required** to implement MFA by the district's cybersecurity insurer.

Additionally, MFA:

- Secures accounts and data against hackers
- Mitigates the risks of poor password practices
- Is fast and easy to implement
- Keeps ACPS compliant with specific regulations



When Does the Transition to MFA Happen?

All ACPS users accessing email outside of the school network will be required to login using MFA beginning June 2022. In order to avoid login issues when it is enforced, ACPS users should pre-register with MFA between April 11th and May 31st. Instructions for pre-registration: bit.ly/mfaregistration

How Can I Learn More?

Navigate to the [ACPS MFA web page](#) for more information.



ARE YOU INTERESTED IN.....?

Becoming a PARAPROFESSIONAL or BUS DRIVER

Paraprofessional I General:

- High School Diploma or GED
- Minimum of (1) year successful Clerical or aide experience

Paraprofessional II Behavioral:

- High School Diploma or GED
- Two (2) years of successful Experience working with children, preferred

Paraprofessional I & II Instructional:

- High School Diploma or GED
- Completion of a minimum of 60 college credit Hours from an accredited educational institutional;
Or pass an accepted ParaPro Assessment
- Two (2) years successful experience working With students preferred; working with special

Bus Drivers:

- High School Diploma or GED
- No Experience Needed
- PAID CDL Training
- Part-Time, Full-Time, Morning and Afternoon positions

Interviewing Every Wednesday



Advanced Degree Salary Supplement Information

Teachers hired after July 1, 2011 will be paid a supplement for an advanced degree (Masters, Specialist, or Doctorate) only if the advanced degree is in an area of their certification. It is important to note that the area of certification must be on the teaching certification to qualify for the supplement.



For example, an advanced degree such as a Masters in Educational Leadership would require that Educational Leadership be on the teaching certificate to qualify for the supplement. All advanced degree documentation must be received by Human Resources by June 30, 2022 for the current fiscal year. For questions regarding this process, please contact Laurie Bauer at bauerla@gm.sbac.edu or 352.955.7706.





EEOC

The Alachua County Public Schools District does not discriminate on the basis of race, color, religion, national origin, gender, age, disability (Section 504/ADA) sexual orientation, gender identity or marital status, genetics or legally-protected characteristics in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment:

For Employees contact **Alisha Williams** via email williamsar@gm.sbac.edu or call (352) 955-7713

For Students contact **Dr. Toni Griffin** via email griffints@gm.sbac.edu or call (352) 955-7671

District Title IX Coordinators

For Students

Dr. Toni Griffin

Supervisor School Counseling & Student Services

(352)955.7671 x1610

Email: griffints@gm.sbac.edu

For Staff

Alisha Williams

Employee Relations Supervisor

(352)955.7713

Email: williamsar@gm.sbac.edu