

HUMAN RESOURCES NEWSLETTER

FEBRUARY 2020




Upcoming Events:

- FEBRUARY 26TH** PARAPROFESSIONAL JOB FAIR
- FEBRUARY 20TH** PARA PRO TESTING
- MARCH 19TH** HIGH NEEDS TEACHER JOB
- APRIL 11TH** TEACHER JOB FAIR @ UF HILTON



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- SICK LEAVE ACCRUAL
- RETIREMENT
- FAMILY MEDICAL LEAVE (FMLA)
- JOB FAIR INFORMATION
- SUBSTITUTE TEACHERS (KELLY SERVICES)
- NON-INSTRUCTIONAL SUBSTITUTE SERVICES (ACPS)


Need Assistance?

Personal issues, planning for life events or simply managing daily life can affect your work, health and family. The **Employee Assistance Program (EAP)** provides support, resources and information for personal and work-life issues.

SERVICES AVAILABLE:

- Confidential Counseling (**3 FREE Face-To-Face Sessions**)
- Financial Information and Resources
- Work-Life Solutions
- Legal Support and Resources
- Guidance Resources Online


For More Information: 800-460-4374



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 Help Desk - Employee Computer Support (352) 955-7500
- o Human Resources (352) 955-7727
- o Professional Development (352) 955-7650
- o Student Support Services (352) 955-7671
- o Teacher Production Lab (352) 955-6950
- o FRS (Florida Division of Retirement) 844-377-1888



Follow ACPS on Social Media



@ALACHUASCHOOLS



@ALACHUACOUNTYPUBLICSCHOOLS

BREAKING NEWS!



Medical Marijuana/ Drug Free Workplace

The recently passed **Florida Medical Marijuana Law**, legalized the use of Medical Marijuana in the State of Florida. However, under Federal Law, the use of marijuana (including medical marijuana) is still a crime. Therefore, because our schools receive Federal Funding, **the district will stand by and adhere to our policy of a Drug Free Workplace.**

WHAT'S NEW FOR TEACHERS?

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 and 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.



Verification of Employment Information

All verification of prior teaching experience must be submitted to HR by June 30, 2020 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.

Understanding Leave Accrual

Leave for 12- month ESP & P/T Employees and Administrators

- Accrue one (1) day of sick leave a month
- Accrue two (2) days of vacation leave per month. Ten (10) days of vacation leave each year are designated by the Board.
- Accrual ends March 31st

Leave for Teachers and 10-month ESP Employees

- Teachers earn one (1) day of sick leave per month
- Up to six (6) days of sick leave may be used as personal leave
- Accrual ends: February 15th – Instructional
March 15th – 10-month employees

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 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



For Teachers

Instructional Priority Transfer Information

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

PRIORITY WINDOW: April 16, 2020 - May 12, 2020

- All priority transfer applications will be sent via email
- Priority Transfer Application must be complete and returned to Human Resources by April 16, 2020 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 352.955.7727

RETIREMENT

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

If so, contact **Brandi McDowell** in Human Resources at 352.955.7727 or contact FRS Retirement directly at 844.377.1888 or online at www.myfrs.com

TEACH ALACHUA!

SKYWARD

Reset Password

Contact your school site tech or your executive assistant.



KELLY EDUCATIONAL STAFFING

NOW HIRING SUBSTITUTE TEACHERS

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

REQUIREMENTS:

- High School Diploma or higher
- Must be at least 21 years of age or older

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

ACPS HIRING!

SUBSTITUTE CUSTODIANS
SUBSTITUTE FOOD SERVICE ASSISTANT
SUBSTITUTE SCHOOL NURSES
SUBSTITUTE PARAPROFESSIONAL

Log on to our website at www.sbac.edu and complete an application today!
Contact **April Mobley** at 352.955.7724 in Human Resources if you have any questions.



PARA PRO ASSESSMENT

COST: \$60
WHO: Current ACPS Employees
WHEN: FEBRUARY 20TH
WHERE: ACPS District Office

For more Information Contact: **Alisha Williams**, Supervisor I at in Human Resources 352.955.7729 ext. 1043
FINANCIAL ASSISTANCE AVAILABLE FOR 1ST ATTEMPT

NEW FAX NUMBERS IN HUMAN RESOURCES

NEW!

INSTRUCTIONAL OFFICE 844.269.7546

NON-INSTRUCTIONAL OFFICE 844.269.7628

RETIREMENT OFFICE 844.318.2622

Just a friendly reminder...



Para Requirements:


- ❖ High School Diploma
- ❖ 60 college credit hrs.

Or

- ❖ Pass Para Pro Assessment

- ❖ Competitive Salary
- ❖ Certification Assistance
- ❖ Great Benefits!

For more information:

 352.955.7727

TEACH ALACHUA!

Paraprofessional JOB FAIR



**Wednesday
February 26, 2020
3P.M. - 4P.M.**

**Administration Board Room
620 East University Ave.
Gainesville, Florida 32601**

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 highly-proteected characteristics in its educational programs, services or activities, or in its hiring or employment practices.

An Equal Opportunity Employer

TEACHER JOB FAIR

Saturday, April 11, 2020
8 AM - 11 AM



TEACH ALACHUA!

Hilton University of Florida
Conference Center
1714 SW 34th St.
Gainesville, Florida 32607



- ❖ District Contracts Offered
- ❖ Certification Assistance
- ❖ Competitive Salary
- ❖ Great Benefits!

REGISTER ONLINE
www.SBAC.edu

For More Information:
(352) 955-7039







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Alachua County Public Schools is an Equal Opportunity Employer