

## CHAPTER 6.00 – HUMAN RESOURCES

### **CONTRACTS: INSTRUCTIONAL AND ADMINISTRATIVE PERSONNEL**

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- I. Any person employed as a member of the instructional staff shall hold a valid Florida Educator Certificate or professional license except as noted elsewhere in policy. Any person employed as an administrator shall meet those qualifications as enumerated in the Board adopted job description. All instructional and administrative staff shall be entitled to and shall enter into a written contract with the School Board as provided by law. All contracts shall be on forms prescribed by the Commissioner of Education. Any member of the instructional or administrative staff who is willfully absent from duty without leave shall forfeit compensation for the time absent, and his/her contract shall be subject to cancellation by the Board.
  - A. **Contracts with Instructional Staff**
    1. Each member of the instructional staff shall receive a contract in accordance with the provisions of law. The contracts shall be in accordance with the duly adopted salary schedule(s) of the Board and shall be for a definite term of service.
    2. A probationary contract for one (1) school year shall be awarded upon initial employment in the District regardless of previous employment in the District, in another district or in another state.
  - B. **Contracts with Administrative Staff**
    1. Each member of the administrative staff on initial employment shall be given a written contract for a period not to exceed three (3) years subject to the condition that renewal of the contract from year to year will be based on an annual review of the services rendered and renewed only when acceptable and satisfactory service has been rendered. The first ninety-seven (97) days of the initial contract shall be a probationary period during which the employee may be dismissed without cause.
    2. When the administrative staff member has rendered three (3) years of satisfactory and acceptable service, the School Board may enter into a contract for a fixed period of time not to exceed three (3) years. Any further renewal of the contract shall be based on a review and evaluation made during the last year of the contract and any additional contract shall be for a period of time not to exceed three (3) years.

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- II. A contract year for principals, other school site administrators and instructional personnel may not exceed ten (10) calendar months of service unless otherwise approved by the School Board.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 120.57, 1001.43, 1011.60, 1012.22,  
1012.32, 1012.33, 1012.335, 1012.56, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.0502, 6A-1.064

**HISTORY:** ADOPTED: 01/08/2004  
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