

Related Entries: (Not identified at this time)

Guest Teachers

The following procedures shall be followed for guest teachers:

- (1) Applicants for appointment as guest teachers shall submit employment information as determined by the Superintendent or designee.
- (2) Applicants for appointment as guest teachers shall have completed a minimum of sixty (60) semester hours of college credit, or hold a minimum of an Associate Degree, except in case of emergency as determined by the Superintendent.
- (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.
- (9) All guest teachers shall complete an initial orientation and training program in district policies and procedures addressing school safety and security procedures, educational liability laws, professional responsibilities and ethics.
- (10) The principal or the principal's designee is responsible to obtain guest teachers for the teachers at his/her school.

43 (11) The Board authorizes the Superintendent to design and implement procedures for
44 the purpose of removing guest teachers from the Board approved list. A guest teacher
45 shall be notified in writing when his or her name is removed from the guest teacher
46 list. An affected guest teacher may appeal the decision of the Director of Professional
47 Standards and Equity to remove him or her from the guest list to the Executive
48 Director of Human Resources whose decision shall be final and binding. A guest
49 teacher shall have no property rights in or expectation of continuing employment.
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52 **STATUTORY AUTHORITY:** 1001.42, 1001.43, 1012.23, 1012.35, 10012.39 F.S.
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54 Adopted: 3/20/12

55 Revised: 8/9/16