


MEMORANDUM

November 19, 2019

TO: The Honorable Chair and Members of The School Board of Miami-Dade County, Florida

FROM: Alberto M. Carvalho, Superintendent of Schools 

SUBJECT: STAFF FOLLOW-UP: SCHOOL BOARD MEETING OF JULY 24, 2019, AGENDA ITEM H-5, TEMPORARY INSTRUCTORS

At the School Board Meeting of July 24, 2019, the Board approved Agenda Item H-5, proffered by School Board Vice Chair Dr. Martin Karp and co-sponsored by School Board Chair Ms. Perla Tabares Hantman as well as School Board Members Ms. Susie V. Castillo, Dr. Steve Gallon III, and Ms. Mari Tere Rojas. This item directed the Superintendent to: 1) evaluate the current process from the hiring to the development phases for temporary instructors; 2) ensure that current procedures capture the success of temporary instructors across schools; and 3) provide a response by the November 2019 School Board meeting.

The Office of Human Capital Management supports the District's commitment to retaining a qualified, highly-trained pool of temporary instructors. After an evaluation of the current hiring and development processes for temporary instructors, District staff will:

- Require viewing of web-based videos, including New Employee Information and Critical Response to Active Shooter Event (CRASE);
- Recruit qualified, motivated individuals to participate in the Temporary Instructor Preparation and Support (TIPS) Program, which supports and develops temporary instructors to serve fragile schools and cultivates candidates to transition into full-time teaching positions;
- Create a development and support program for temporary instructors that focuses on Board policies, Florida statutes and standards, effective instructional practices and classroom management, and culturally responsive teaching;
- Support temporary instructors' acquisition of teaching credentials by providing access to Florida Teacher Certification Examinations tutorials; and
- Ensure the success of temporary instructors across schools by creating a unit that provides training, support, and a centralized point of communication with principals on established procedures for identification of concerns, recommendations for professional development, and alternate assignments for temporary instructors who are not experiencing success at assigned school sites.

If you have any questions or need additional information, please contact Mr. Jose L. Dotres, Chief Human Capital Officer, Office of Human Capital Management, at 305 995-7260.

AMC:mg
M552

cc: School Board Attorney
Superintendent's Cabinet
School Board Agenda Office