



Pre-Employment Orientation
Carlene H. Anderson Training Center
8/1/2018
8:00 a.m. – 3:00 p.m.

Housekeeping

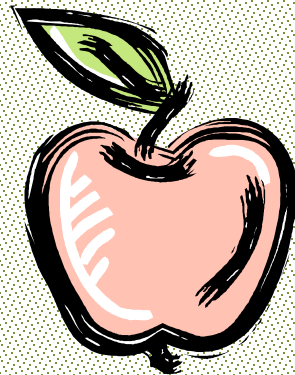


- Sign in at the front desk
- Get your I.D.'s copied by our staff
- Restrooms are in the rear of meeting room
- Do not write your name on the folder,
we already have a file on you.
- Cellphones
 - Mute volume
 - Put phone away during Orientation
(we need your full attention)



Welcome and Introductions

- A. Russell Hughes, Superintendent of Schools
- Sonya Alford, Human Resources Director





Walton County Education Association

Together we are Stronger!

- Teresa Lowery, WCEA President



Insurance and Benefits

10 Minute Break



Payroll Information

- Heather Gainey, Payroll Manager
 - Taxes
 - Earning and Using Leave
 - Payroll Calendars
 - Salary Schedules



New Hire Packet

- Dakota Arnold, Human Resources Staff Secretary
 - New Employee Check List
 - Mandatory Reporting
 - Social Security Disclosure (**Social Security Cards are Required**)
 - Conflict of Interest Statement (Leave in Folder)
 - Public Records Exemption (Leave in Folder)
 - Demographic Form (Leave in Folder)
 - W-4 (Leave in Folder)
 - Employment Eligibility Form (I-9) (Leave in Folder)
 - Oath of Loyalty (Leave in Folder)
 - Direct Deposit (Leave in Folder)
 - Verification of Employment (Due in 3 months; Check w/ HR)
 - Drug Testing and Fingerprinting
 - Transcripts – Instructional staff - Adv. Payment Degree must be on certificate
 - Instructional Aides - pay will be on Teacher Aide level until transcripts are received.
- *Failure to complete all employment requirements may result in a delay of payroll processing. (CBA 13.18)

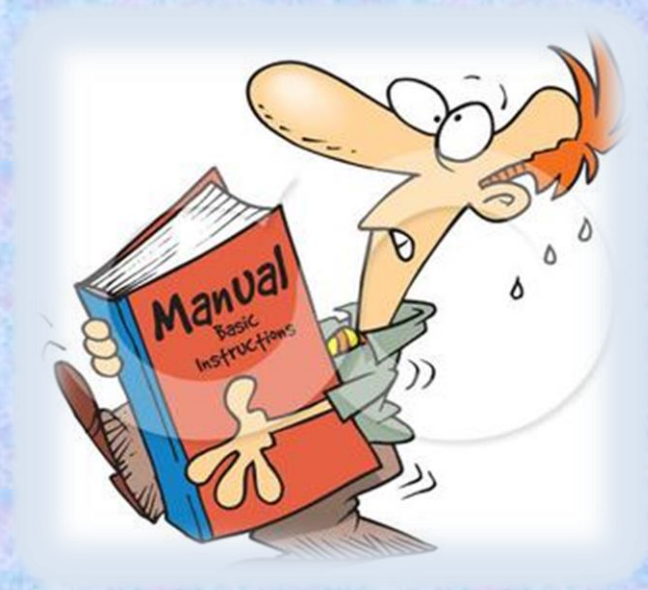
Florida Retirement System (FRS)

- Kaye Black, Human Resources Manager
 - FRS and the Florida Legislature
 - 3% Contribution
 - Vesting and Choosing the Best Plan – Visit the new FRS website designed to help you select the right plan - <http://qc.ah-prod.com/multi/videoplayer/gplayer.html?v=HL69YKzC>
or call the MyFRS Financial Guidance Line: 1-866-446-9377
 - Certification Form (Leave in File)
 - Beneficiary Designation



Employee Handbook

- Sonya Alford, Human Resources Director
 - Principles of Conduct
 - Personnel Services
 - Student / Instructional Program
 - Special Programs and Services
 - General Information
 - Appendix
 - Sign Acknowledgment Statement (Leave in folder)



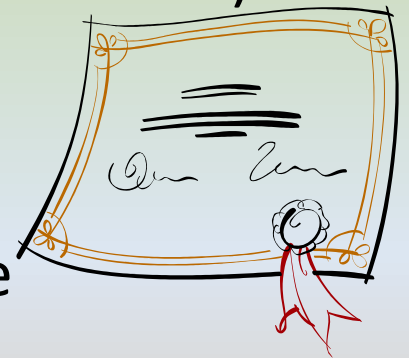
10 Minute Break

- Educational Support Personnel may leave at this time. Please leave your completed folder at the front entrance with our staff.
- Instructional and Administrative Personnel return in 10 minutes.



Teacher Certification

- Sonya Alford, Human Resources Director
 - Teacher Certification Process
 - 3 Year Temporary Certification (Statement of Eligibility)
 - 5 Year Professional Certification
 - GK – General Knowledge Test (1 year requirement)
 - SAE – Subject Area Test
 - PT – Professional Education Test
 - PEC – Professional Education Competence
 - Certificate Renewal Process





Official Statement of Status of Eligibility

Florida DOE Number: 1.
Applicant ID Number: ###-##-
Processing Date: April 30, 2015
Expiration Date: April 30, 2018

DO NOT DESTROY. PLEASE RETAIN UNTIL ALL REQUIREMENTS ARE COMPLETE.

This Official Statement of Status of Eligibility outlines requirements for issuance of a Florida Educator's Certificate. Florida school district personnel will advise you of any additional requirements for employment in the school district and compliance with the federal No Child Left Behind Act.

For Florida educator certification purposes, college degrees and credits must be earned at institutions that are either accredited by an agency recognized by the U.S. Department of Education or approved by the Florida Department of Education. College level credits recommended by the American Council on Education (ACE) are also acceptable.

YOU ARE ELIGIBLE FOR A FLORIDA EDUCATOR'S CERTIFICATE AS SHOWN BELOW.

TEMPORARY CERTIFICATE: For issuance of a three-year nonrenewable Temporary Certificate covering BIOLOGY (GRADES 6 - 12), the following requirements must be completed, and official documentation must be submitted to the Bureau of Educator Certification:

- verification of employment and request for issuance of certificate on the appropriate certification form from a Florida public, state supported, or nonpublic school which has an approved Professional Education Competence Program
- results of your fingerprint processing from the Florida Department of Law Enforcement and the FBI. Your employer will assist you in completing the fingerprint process. If your application or fingerprint report reflects a criminal offense or suspension/revocation record, your file will be referred to Professional Practices Services for further review. Issuance of your certificate will be contingent upon the results of this review.

PROFESSIONAL CERTIFICATE: For issuance of a Professional Educator's Certificate valid for five years covering BIOLOGY (GRADES 6 - 12), the above requirements for a Temporary Certificate must be completed, and a CG-10 Application Form, appropriate non-refundable application fee, and official documentation of the following requirements must be submitted to the Bureau of Educator Certification:

- A passing score on the Florida General Knowledge Test earned no more than ten (10) years prior to the date of application. By law this requirement must be satisfied within one (1) year of employment in any Florida public school under the Temporary Certificate. Contact your employer for important information concerning this deadline.
- a passing score on the Professional Education Test earned no more than ten (10) years prior to the date of

Applicant ID Number: ###-##-

application

- a passing score on the BIOLOGY (GRADES 6 - 12) subject area examination earned no more than ten (10) years prior to the date of application
- completion of a Florida approved Professional Education Competence Program administered and documented by your employer
- a minimum of 15 semester hours in education courses with credit in each of the professional education areas listed below. *Please note that it may require more than the minimum number of semester hours identified in this bullet to satisfy all of the following education course requirements:*
 - classroom management including safe learning environments
 - human development and learning
 - educational assessment to include the content measured by state achievement tests and the interpretation and utilization of data to improve student achievement
 - effective instructional strategies including the needs of diverse learners
 - curriculum and special methods of teaching SCIENCE in the middle or secondary school
 - foundations of research-based practices in teaching reading

Note: Each course listed above, except human development and learning, must be completed at an institution that awards bachelor's or higher degrees.

- the Practical Teaching Experience requirement by completing one year of full-time teaching experience in an elementary or secondary school

This evaluation outlines one educator preparation route and pathway to certification. For other options, please select "Alternative & Traditional Certification" from our home page (<http://www.fldoe.org/teaching/certification>).

Best & Brightest Teacher and Principal Scholarship Programs

- 3 Scholarships

- \$6,000
- \$1,200
- \$ 800

- Test Scores

- Evaluations

- Deadline – November 1, 2018



Reminder

New Teacher Induction Program

August 2, 2018

8:00 a.m. - 2 p.m.

Carlene H. Anderson Training Center

555 Walton Road DeFuniak Springs, FL 32435

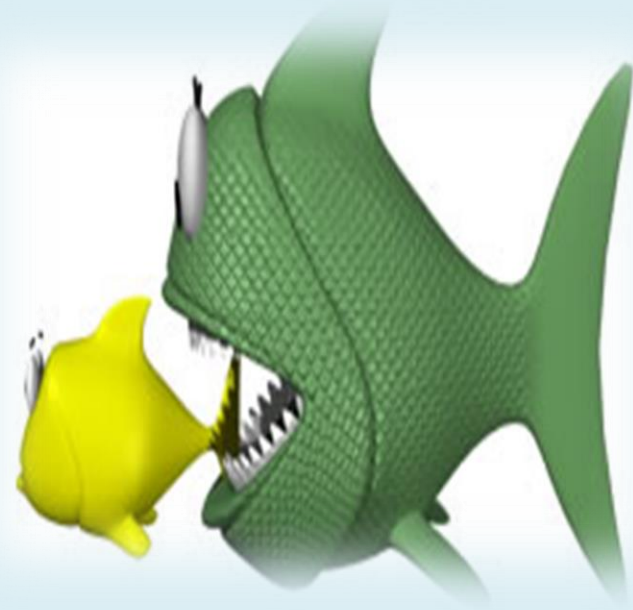
All teachers new to WCSD are encouraged to attend.

- Meet District Personnel
- Learn WCSD's evaluation process, assessments, Deliberate Practice, Coaching and resources.
- Learn the Expectations of a Walton County Educator

LUNCH BREAK

ENJOY LUNCH ON
YOUR OWN.

PLEASE RETURN
NO LATER THAN
1:00 PM.





Professional Conduct Principles

- **Holly A. Dincman**

Coppins, Monroe, Adkins & Dincman, P. A.

QUESTIONS



Contact Information

- School District Office www.walton.k12.fl.us 850-892-1100
- Sonya Alford, Human Resources Director Ext. 1312
alfsonya@walton.k12.fl.us
- Kaye Black, Human Resources Manager Ext. 1306
blackk@walton.k12.fl.us
- Dakota Arnold, Employment Services Ext. 1315
dakota.arnold@walton.k12.fl.us
- Amy Lamb, Insurance and Benefits Ext. 1353
lambamy@walton.k12.fl.us
- Jami Brown, Fingerprinting, Substitutes Ext. 1354
jami.brown@walton.k12.fl.us
- Heather Gainey, Payroll Manager Ext. 1362
gaineyh@walton.k12.fl.us
- Brittany Gregg, Asst. Payroll Clerk Ext. 1360
brittany.gregg@walton.k12.fl.us

Thank you for attending.
We hope you have an excellent school year.