

## CHAPTER 6.00 – PERSONNEL

### CONTRACTS: INSTRUCTIONAL AND ADMINISTRATIVE PERSONNEL

6.18\*

- I. Any person employed as a member of the instructional staff shall hold a valid Florida Teaching 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. A true signed copy shall be retained by the Board in the office of the Superintendent.
    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

Initial employment of an administrator with the Sarasota County School Board shall be for one year or the remainder of the school year, whichever is shorter. The first 97 days of an initial contract is a probationary contract. Any contract renewal shall be on an annual contract basis.
- 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, 1002.43(11), 1012.22, 1012.23, F.S.

**LAWS IMPLEMENTED:** 1001.43, 1011.60, 1012.22, 1012.32, 1012.33, 1012.335, 1012.34, 1012.56, F.S.

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

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**HISTORY:**

**ADOPTED: 08/21/01**  
**REVISION DATE(S): 09/01/09, 02/07/12, 12/10/18**  
**FORMERLY: 4.109, 4.110**

**NOTES:**

**Refer To: Bargaining Agreement and  
Job Descriptions**