

## 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**

Each member of the instructional staff shall receive an annual or professional services contract in accordance with the provisions of law. The first ninety-seven (97) days of the initial contract shall be a probationary period during which the employee may be dismissed without cause. The contract shall be in accordance with the duly adopted salary schedule 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.
  - B. **Contracts with Administrative Staff**

Initial employment of a supervisor with the Sarasota county school Board shall be on an annual contract basis. After successful completion of the probationary two year contract, a principal or supervisor may be granted a second two year contract with a year roll over provision to begin after the third successive year of service, thereby allowing a two-year duration to be in effect.
- 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.

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

**LAWS IMPLEMENTED:** 120.57, 1001.43, 1011.60, 1012.22,  
1012.32, 1012.34, 1012.56, F.S.

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

**HISTORY:** ADOPTED: 8/21/01  
REVISION DATE(S): 9/1/09  
FORMERLY: 4.109; 4.110

**NOTES:**

**Please Refer To: Negotiated Agreement and  
Job Descriptions Manual**