

## ESOL: OUT-OF-FIELD

### Out-of-Field Reporting

ESOL Contacts collaborate with school administration and secretary in completing ESOL out of field paperwork and ensuring board approval *prior* to FTE surveys for language arts and reading teachers with ELLs. **If a teacher is hired after the FTE survey timeframes, board approval must be obtained by the very next school board meeting.**

- Complete ESOL out of field paperwork, ensuring board approval for Category 1 teachers with ELLs.
  - Follow directions provided by Human Resources, BPS webpage, and information published in the BPS LTP.
- Monitor all teachers with ELL Students.
- Communicate with the school secretary about new hires.
- Inform parents/ guardians of a teacher's ESOL out of field status.
  - Evidence of communication must be kept in students' ESOL audit files.

### Out-of-Field Board Approval

- Follow directions provided by Human Resources and information published in the BPS LTP.
- After the BPS board meeting, print Board Meeting Minutes with ESOL Out-of-Field Assignments.
- Teachers must be board approved and in compliance with their timeline to collect FTE funding for ELLs.
- Place a copy of both the teacher's signed form and confirmed approval from board meeting minutes in the ELL Plan/ ESOL Monitoring Folder and ESOL audit binder (if applicable).

### Parent Notification

Informing parents/ guardians of a teacher's ESOL out of field status.

- This is an option that BPS recommends for informing parents of ESOL out-of-field teachers:
  - Enter information on *parent notification (ESOL - out of field - not highly qualified)* form.
  - Print on school letterhead.
  - Send original to parent(s).
  - Place a copy in the ELL Plan/ ESOL Monitoring Folder and ESOL audit binder (if applicable).

### ESOL Endorsement Program

A teacher has one year from the time he/ she gets an ELL student to complete a course if he/ she is an experienced teacher. If a first-year teacher gets an ELL student, the teacher has **two** years from the time the initial ELL is placed in the class to complete a district course.

- All ESOL endorsement information is located on BPS Human Resources Department's Endorsement Programs website: <https://www.brevardschools.org/Page/8001>
- ESOL out-of-field teachers are responsible for registering for courses through ProGOE.
- ESOL out-of-field teachers may choose to take the state exam for ESOL endorsement.

## ESOL: OUT-OF-FIELD TIMELINES

**Timelines for Completion of the ESOL Training Requirements**

AREA OF ASSIGNMENT I	AREA OF ASSIGNMENT II	AREA OF ASSIGNMENT III	AREA OF ASSIGNMENT IV
Language Arts / English / Reading Teacher	Computer Literacy, Mathematics, Science, Social Studies	All other subjects not included in Area I or II	School Guidance Counselor
<b>REQUIREMENTS and TIMELINES</b>			
15 semester hours or 300 in-service credits or ESOL Coverage & 120 credits	3 college semester hours or 60 in-service credits	3 college semester hours or 18 in-service credits	3 college semester hours or 60 in-service credits
5 years total allowed for completion, 3 semester hours or 60 in-service credits in the year that the teacher first becomes responsible for the Language Arts instruction of an ELL student, 3 semester hours or 60 in-service credits each subsequent year until the teacher applies to be certified in ESOL	within 1 year after the teacher is assigned the first ELL student	within 1 year after the teacher is assigned the first ELL student	Within 3 years of date of hire
<p style="text-align: center;"><b>Courses for Area I ESOL Endorsement:</b></p> <p>(300 in-service credits or 15 college semester hour credits)</p> <ul style="list-style-type: none"> <li>• ESOL Methods of Teaching (60 credits or 3 semester hours)</li> <li>• ESOL Curriculum, &amp; Materials (60 credits or 3 semester hours)</li> <li>• ESOL Testing and Evaluation (60 credits or 3 semester hours)</li> <li>• ESOL Applied Linguistics (60 credits or 3 semester hours)</li> <li>• ESOL Cross Cultural Awareness (60 credits or 3 semester hours)</li> </ul>	<p style="text-align: center;"><b>Courses Required for Area II:</b></p> <p>(60 in-service credits or 3 semester hours)</p> <ul style="list-style-type: none"> <li>• By one (1) of the courses listed for Area 1 teachers</li> </ul>	<p style="text-align: center;"><b>Course Requirement for Area III:</b></p> <p>(18 hours in-service credits)</p> <ul style="list-style-type: none"> <li>• 18 ESOL course (the course introduction is offered on district in-service days or through online 18 hr. course)</li> </ul>	<p style="text-align: center;"><b>Course Requirement for Area IV:</b></p> <ul style="list-style-type: none"> <li>• Special in-service 'ESOL Admin' course of 60 in-service credits for school admin/guidance or</li> <li>• equivalent college course</li> </ul> <p><b>NOTE:</b> Any 60 in-service credits listed in Area 1 ESOL Endorsement that was completed previous to hire will be credited for this requirement.</p>