



School District of Manatee County
215 Manatee Avenue
Bradenton, FL 34205
941-708-8770

Procedures for Obtaining a District Issued Adjunct Teacher Certificate

Adjunct Teacher Certificate

The District may issue an Adjunct Teacher Certificate to an instructional applicant who meets the requirements of s. 1012.56 (2) (a)-(f) and (10) and who has expertise in the subject area to be taught as evidenced by passing a subject area test. The School District of Manatee County has specified the Secondary Level Subject Area Examinations which are identified on the Florida Department of Education website as the subject area tests through which an applicant can demonstrate subject area mastery. Only passing exam scores earned no more than ten (10) years prior to the date of application are acceptable.

Each adjunct teaching certificate is valid through the term of the annual contact between the educator and the District. An additional annual certification and an additional contract may be awarded by the District at the District's discretion but only if the teacher is rated effective or highly effective during each year of teaching under the adjunct teaching certificate.

The District may issue an adjunct teaching certificate for a part-time or full-time teaching position; however, an adjunct teaching certificate issued for a full-time teaching position is valid for no more than 3 years and is nonrenewable.

Eligibility Requirements:

- Be at least 18 years of age.
- File an affidavit that the applicant subscribes to and will uphold the principles incorporated in the Constitution of the United States and the Constitution of the State of Florida and that the information provided in the application is true, accurate, and complete.
- Document receipt of a bachelor's or higher degree from an accredited institution of higher learning, or a nonaccredited institution of higher learning that the Department of Education has identified as having a quality program resulting in a bachelor's degree, or higher. Each applicant seeking initial certification must have attained at least a 2.5 overall grade point average on a 4.0

scale in the applicant's major field of study. The applicant may document the required education by submitting official transcripts from institutions of higher education.

- Document expertise in the subject area to be taught by submitting a passing test score for the Florida DOE subject area test for which the applicant is seeking adjunct teaching certification.
- Each person who seeks adjunct teaching certification must be fingerprinted and screened in accordance with s. 1012.32 and must not be ineligible for such certification under s. 1012.315.
- Be competent and capable of performing the duties, functions and responsibilities of an educator.
- Be of good moral character.

Employment Application

The Adjunct Teaching Certificate applicant must complete an instructional employment application in the same manner as all other instructional applicants. Please contact Personnel Services for additional information related to the application: (941) 708-8770

Qualifying for the Adjunct Teaching Certificate

To be cleared by Human Resources for an interview, the applicant must be eligible for the district issued certificate in a specific subject area. The applicant can then interview only for those vacancies in that class for that area of certification.

Application Process

The Adjunct Teaching Certificate applicant must complete the District's application for Adjunct Educators Certificate and submit a payment through the SDMC [RevTrak Web Store](#) in the amount of **\$78.00 for each subject requested**.

In addition to completing the District's application for employment and paying the fees as referenced above, all **Adjunct Teaching Certificate applicants** must submit an official set of college transcripts verifying a bachelor's degree, and document expertise in the subject area to be taught by submitting a passing test score for the Florida DOE subject area test for which the applicant is seeking adjunct teaching certification.

All application materials must be returned to:

School District of Manatee County - Office of Teacher Certification

U.S. Mail: 215 Manatee Avenue, Bradenton, FL 34205 – or – *Interoffice*: SSC Building

NOTE: A District issued Adjunct Teaching Certificate is issued only after the applicant has satisfied all certification requirements and has cleared pre-employment drug screening and fingerprint/background screening.