

# Professional Staff Salary Schedules

## *Regulation GCBA-R1*

### I. **Certificated Teachers**

The salary scale for teachers is adopted on a year-to-year basis by the Board of Education. A proposed scale is recommended by the salary committee and presented to the Board for consideration.

- A. A teacher salary schedule is approved annually and shall supersede the previous salary schedule. The schedule is for 185 days service. Employment for longer periods will be figured as follows:
1. 1/185th of where the teacher has been placed on the current teacher salary schedule for the regular 185 days teacher contract for each extended day worked.
- B. A teacher may advance from his/her own classification group to a higher group upon completion of the necessary professional training for classification within the higher group. Graduate and workshop hours beginning with the 1994 summer session and thereafter, may be used for salary schedule advancement up to the master's + 16 column without being accepted in a specialist degree program.
- To advance beyond the master's degree column, the teacher must hold a master's degree or satisfy all qualifications under Section II of this policy for advancement to the master's degree column.
- To advance beyond the master's degree + 16 column, the teacher must be formally accepted in a second masters, specialist or doctorate degree program.
- To advance to master's degree + 24 graduate hours column, the teacher must be enrolled in a second masters, specialist or doctoral program approved by the superintendent.
- To advance to the specialist column, the teacher must have completed an approved specialist degree or be enrolled in an approved doctoral program and earned 40 hours toward the doctorate degree.

This policy shall be administered as follows:

1. Written notice of eligibility for reclassification to a higher salary classification group shall be submitted by the teacher to the assistant superintendent.
2. College transcript of credits to substantiate work completed when the requirements for the reclassification are accomplished shall be submitted to the assistant superintendent.
3. All graduate hours up to a MS + 16 must be in the teacher's assigned area of responsibility unless otherwise approved by the assistant superintendent. Upon written request to the assistant superintendent, this decision can be appealed to the Professional Development Committee and superintendent of schools. Graduate hours shall be granted by an accredited college or university.
4. Workshop hours must be in the teacher's assigned area of responsibility and approved by the assistant superintendent. Upon written request to the assistant superintendent, this decision can be appealed to the Professional Development Committee and the superintendent of schools. Workshop hours cannot exceed five (5) hours between the BS and MS column of the salary schedule and five (5) hours above the master's degree. Workshop hours not applied to advancement on the salary schedule between the BS and MS can be applied above the master's up to MS + 16 without being in a specialist's degree program.
5. Local in-service courses for teachers and other professional employees shall be established under the supervision of the Professional Development Committee and the assistant superintendent. One hour of credit for advancement on the salary schedule may be granted for each fifteen (15) hours of participation in locally provided in-service courses which have been approved by the Professional Development Committee and the assistant superintendent.
6. In compliance with #4 above, one hour of salary schedule workshop credit may be granted for each three (3) continuing education units (CEU). One CEU shall be granted for each fifteen (15) contact clock hours a workshop is in session. CEU credit shall be recommended by the building administrator and approved by the assistant superintendent prior to attendance at the workshop. Upon written request to the assistant superintendent, this decision can be appealed to the Professional Development Committee and superintendent of schools. Only professional workshops conducted by a recognized professional organization in the teacher's assigned area of responsibility will be approved. The teacher will provide documentation from the professional organization of contact hours of attendance at the workshop to the assistant superintendent. Salary schedule workshop hours of credit shall be granted as follows:
  - ▶ 15 contact clock hours of credit equal one CEU
  - ▶ 3 CEU's equal one salary schedule workshop hour
7. Industry-sponsored training for career and technical education teachers shall be approved by the career and technical education director. One hour of credit for advancement on the salary schedule may be granted for each 15 hours of industry-sponsored training. The

instructor will provide documentation from the professional organization of contact hours of attendance to the career and technical education director.

8. Teachers and other professional staff members may not earn credit for advancement on the district's salary schedule if district money is expended for the graduate credit or in-service training.
- C. Any teacher beginning or completing work on a master's degree, must have an approved master's degree program from an accredited college. No certificated employee will be paid for the master's degree unless a minimum of fifteen (15) hours of the total graduate program are in the employee's assigned area in the Camdenon R-III Schools unless approved by the assistant superintendent.
- D. The Board of Education may recognize certification and teaching in high need areas on the salary schedule when it deems it necessary to secure or retain qualified personnel in any area where there is a shortage of qualified staff.
- E. The schedule will be subject to revision as the Board of Education deems it necessary to continue hiring and retaining the best teachers.
- F. A teacher accepting employment agrees to accept the assignment of the superintendent within his/her area of certification as approved by the Board of Education. Credit for years of prior service in other schools will be set by the Board of Education and evaluated by the assistant superintendent. No one can advance more than one (1) step vertically per year. The salary a teacher will receive will be determined at the time the teacher contracts with the district, or by September 1 for all teachers.
- G. The standards and regulations established by the State Department of Education and/or the North Central Association of Colleges and Schools shall govern the evaluation of college degrees and credits.
- H. Ticket takers, supervisors, and other designated activity personnel shall be paid an hourly rate approved by the Board with the annual salary schedule.
- I. Eight (8) semester hours credit of study shall be required of all teachers in each five-year interval, dating from year of employment or first salary scale dated July 1, 1966, until the master's degree has been obtained (or the teacher has completed 32 graduate hours of credit approved by the assistant superintendent as of February, 1968 Rules and Regulations of the Board of Education). A teacher who has not completed the additional eight (8) hours of credit at the end of the five-year interval will be frozen on that step of the current salary schedule. **[NOTE: The Board of Education has placed a moratorium on this requirement in provision I., beginning with the 2012-13 school year until further action by the Board.]**
- J. After contracts have been signed, resignations of teachers will be accepted only when a suitable replacement can be found in accordance with Board policy GCPB.
- K. Stipends shall be provided to certificated and non-certificated staff members as recommended by their supervising administrator for assignment of duties beyond the requirements of the regular teaching contract or in-service education activities. The daily amount shall not exceed 1/185th of the individual's contracted salary based on the district's salary schedule.
- L. Stipends must be approved by the superintendent. The factors considered in determining the amount of stipends shall include such items as: the training, experience and ability of the staff members; the time requested for the assigned duty; and the number of students participating in the activity.
- M. Consultant services for persons outside the district shall be reasonable and approved by the appropriate program administrator.

II. **Career and Technical Education Teachers Policy on Salaries for Non-Teaching Degreed Career and Technical Education Teachers Salary Schedule Placement and Advancement as to Step and Column**

A. **BS Qualifications**

Non-teaching degreed career and technical education teachers must have three (3) or more years of work experience beyond the learner level in their area of specialization. The teacher must be eligible for a State Department of Education Teaching Certificate for his or her area of specialization. Non-teaching degreed career and technical education teachers will be placed on the salary schedule step as follows:

Industrial Experience	Step
3-4 years	1
4-6 years	2
6-8 years	3
8-10 years	4

10-12 years	5
12-14 years	6
14 years or more	7

Career and technical education teachers who have prior teaching experience in other districts may be eligible for additional steps on the salary schedule. The placement for career and technical education teachers with prior teaching experience is as follows:

Teaching Experience	Step
1-3 years	Industrial Experience steps plus 1
4-5 years	Industrial Experience steps plus 2
6-9 years	Industrial Experience steps plus 3
10 years or more	11

**B. BS + 8/BS + 16/BS + 24 Qualifications**

Non-teaching degreed career and technical education teachers must have earned eight (8) semester hours of approved credit and must be certificated in their area of assignment to advance from BS to BS + 8 (as well as from BS + 8 to BS + 16 and from BS + 16 to BS + 24). At least five (5) of the hours must be in courses approved for career and technical education certification. The remaining hours may be any combination of appropriate:

- ▶ Local in-service courses
- ▶ Industry-sponsored training
- ▶ Workshop hours

**C. MS Qualifications**

Non-teaching degreed career and technical education teachers must have earned the equivalent of 32 semester hours of credit including the courses prescribed by the State Department of Education and have qualified for a 99-year certificate. The non-teaching degreed career and technical education teacher must also obtain and maintain appropriate industry certification as approved by the career and technical education director.

**D. Non-teaching degreed career and technical education teachers may advance beyond the master's degree column up to MS + 16. Teachers must maintain appropriate industry certification in order to continue advancement.**

Any combination of the below mentioned may be used for advancement above the master's degree and must be approved by the career and technical education director. Credit may be earned through the following methods which are consistent with the provisions previously covered in this policy:

- ▶ College courses
- ▶ Industry-sponsored training
- ▶ Local in-service courses
- ▶ Workshops

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**Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.**