

Policy - 5213

Personnel

Certified Employees - Initial Placement, Credit Advancement, Step Movement

Initial placement and advancement for employees shall be consistent with State Statutes, Department of Education requirements and the District's Master Agreement.

Certificated staff may receive one year of credit for each year served in a like capacity (teaching, administrative, etc.) in public, accredited private, or accredited parochial schools.

Experience prior to becoming certified or obtaining special approval to teach by the Board of Education will not be included, (e.g. student teaching, internships). Experience in other countries may be included if the instruction is equivalent to K-12 instruction in this country.

Initial Placement

Newly hired certificated employees will be placed on the salary schedule based on:

1. Initial certification
2. Highest degree earned
3. Number of allowable years of experience as defined by Idaho Statute.
4. Credits that meet the criteria below that are earned after the highest degree claimed and initial certification.

Credit Advancement

Credits accepted for advancement on the salary schedule must be:

1. Earned after the highest degree used for initial placement on the salary schedule and after initial certification.
2. Upper division and/or graduate level credits that lead to and are part of a graduate degree program, current endorsements, college of education courses or prerequisites that lead to additional endorsements or certificates in education.
3. By May 1, the certificated employee must notify the District of plans to complete requirements in time for advancement on the salary schedule the next school year. Transcripts or proof of completion must be on file by September 15, in order to advance on the salary schedule for that school year.
4. For credits to apply toward movement on the salary schedule, employees shall submit Form E 5213. Prior approval must be granted by the building principal and the Superintendent.

Other Placement Considerations

Step Movement

Experience credit (step movement) on the district salary schedules is not automatic from year to year; such movement and salary increase must be authorized by the Board each year with the effective date(s) specified.

Policy History

Adopted: August 2015

Amended: July 2016