

## North Wasco County School District

### Salary Placement for Licensed and Classified (ESP) Staff

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At the time of initial employment, prior teaching experience and college credit will be evaluated to determine placement on the salary schedule.

#### Teaching Experience

1. The District will send to former employers, *of newly hired staff*, a request for "Verification of Teaching Experience" which will be used to place the teacher on the salary schedule.
2. A new employee (including rehired retirees) shall be given credit for one year of public elementary or secondary school licensed experience in an accredited institution if he/she worked half-time or more for 135 of the days in that school year.
3. Credit for teaching experience will not be granted for student teaching, internships, substitute teaching, or practicum experiences.
4. Licensed experience, other than public K-12 experience which would include private or charter institutions may be counted if, in the judgment of District Administration:
  - a. The teaching experience directly relates to the assignment of the employee;
  - b. The institution requires a form of state licensure;
  - c. The teaching experience is for at least 135 days for each year requested;
  - d. Courses taught in private or charter institutions must demonstrate rigor and relevancy to District Core Content.
5. Experiences in Non-Licensed Private or Charter elementary or secondary schools may be counted at the rate of (1 year for every 2 years of teaching experience) if, in the judgement of the judgment of District Administration:
  - a. The teaching experience directly relates to the assignment of the employee;
  - b. The teaching experience is for at least 135 days for each year requested;
  - c. Courses taught in private or charter institutions must demonstrate rigor and relevancy to District Core Content.

#### College Credit

1. A record of credit (College Transcripts) must be presented to the Human Resource Department 45 calendar days from the date of hire to verify college credit. *Please Note: After 45 calendar days, the credit will not be accepted.*
2. It is the responsibility of the teacher to provide all documentation verifying college credit.
3. If more than one Bachelor's Degree has been obtained, college credits earned "subsequent" to the receipt of the degree in which the teacher licenses was awarded, will be used for salary placement.
4. Movement to the MA+15 column and beyond will be based upon credits earned after the awarding of the Master's Degree related to the educational field.

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#### North Wasco County School District – ESP Placement

1. Positions will be advertised with a range of (Step 0 – Step 2)
2. Placement on the salary schedule beyond Step 0 will be based on the following:
  - a) Experience in a public or private school or professional assignment with similar duties. A comparison of Job Descriptions will be completed.
  - b) This process applies to new staff (including former employees of North Wasco County School District who return to work in the same job classification in which they left).
  - c) Final placement is made by Director of Human Resources
  - d) Request for a higher salary placement, other than what was established at the time of employment, must be made within 5 working days of job offer.
  - e) All experience will be validated through the District's *Verification of Experience Process* in Human Resources.

#### In-District Movement

1. When an existing employee is hired into a higher job classification within the District, their salary placement will be made at the first level in which they will receive an increase in pay (*when possible*).