

ADVANCEMENT OF PROFESSIONAL STAFF SALARY SCHEDULE

The salary schedule shall be adopted by the Board of Education for each contract year.

The salary schedule provides for staff progression in increasing salary increments by step. The Board of Education intends that each staff member advance by a one step increment for each year of completed district teaching service until reaching the last step listed in the appropriate educational channel. It is understood that salary schedule step increases will be an expectation of the staff. If any staff member is advanced on the salary schedule by one step, then all staff members shall be advanced one step.

In addition to advancing one step per year, an employee may advance by channels, which indicate additional professional training.

Employees advance on the salary schedule according to years of experience and professional training.

Channels for professional training shall include B.S., B.S.+8, B.S.+16, B.S.+24, M.A., M.A.+15, M.A.+30 and PhD.

Certified staff in the B.S. degree channels may submit only graduate hours for consideration for advancement on the salary schedule. The only exception is that Pattonville's six (6) Continuing Education Unit credits for Technology Level I and Integrator may be taken and submitted for consideration for advancement on the BS salary channels. Three CEU's may be used per channel in the BS salary channels.

Certified staff with M.A. degrees or higher may take and submit up to three (3) Continuing Education Unit credits, up to three (3) hours of undergraduate and/or up to fifteen (15) graduate hours for approval for each channel advancement on the salary schedule. No graduate, undergraduate or Continuing Education Unit hours, except Pattonville's Level I and Integrator that were taken prior to the completion of a master's degree, may be used to advance on the salary schedule to a M.A.+15 or M.A.+30. Three CEU's may be used per channel in the MA salary channels. Individual courses or Continuing Education Unit credits may be submitted only one time for consideration for advancement on the salary schedule. A total of six CEU's may be applied for advancement on the salary schedule.

All educational programs for advancement on the salary schedule must be approved prior to enrollment in the course by the Assistant Superintendent for Human Resources by submitting the Graduate Program Approval for Advancement on Salary Schedule form. All graduate and undergraduate hours must be taken in accredited programs at accredited universities. All continuing education unit credits, undergraduate courses, and graduate courses must be in education or in a content area field that will support improving instruction.

Only hours from accredited universities, colleges and programs will be accepted for movement on the salary schedule and for approval of educational programs for advancement on the salary schedule. Any question regarding a university's, college's, or program's accreditation status will be resolved by checking with DESE, one of the six regional institutional accrediting agencies, the Distance Education and Training Council (DETC), or the Council for Higher Education. Any college, university, or program not accredited by the appropriate organization listed here will not be considered for approval.

District Code: New

The Request for Additional Salary form for channel advancement on the salary schedule must be submitted to the office of the Assistant Superintendent for Human Resources with official transcripts by the end of the first semester.

All course work must be completed prior to Labor Day in order for the salary advancement to be effective for the current school year.

Adopted: July 16, 1985
Revised: April 25, 2000
Revised: January 8, 2002
Revised: May 11, 2004
Revised: April 26, 2005
Revised: October 11, 2005