

## Courses Applicable for Placement/Advancement on Certified Salary Schedule

### 1. New Teachers to the System

Teachers entering the system shall be placed on the salary schedule that will be in force at the time employment begins. In order to determine placement, the following information must be filed in the district office:

- a. A complete transcript of college credits earned and showing dates degrees were granted.
- b. Only credits earned subsequent to the date the highest degree earned will be allowable to be used for purposes of placement on the salary schedule.
- c. Credits earned toward a fifth year planned program or toward an advanced degree prior to the date of degree confirmation must be substantiated by the college awarding the credits.  
Example: If a teacher met all requirements for a degree in April and the degree is not confirmed until June, the credits earned during May and June would be counted subsequent to the degree, **provided** that the college so states.

### 2. Teachers in the System

- a. All courses directly applicable to an advanced degree or planning program for fifth year certification.
- b. All classes in curriculum area.
- c. Study areas that would improve or add to existing curriculum. These must have prior approval by the building principal in charge.
- d. All classes sponsored by the school district for the general improvement of the district.
- e. All courses in educational methodology.
- f. Teachers holding a BA+90 and then later earning a Masters Degree will remain at the MS+15 column and all credit for further advancement must be earned subsequent to the Masters Degree.

### 3. Principal's Guide for Approval of Courses

- a. All courses must receive college credit.
- b. In order to have uniformity in the district, lower division courses must have approval of the administrative team.
- c. Definition of terms:
  - (1) "Curriculum": pertaining to the course of study.
  - (2) "Study area": pertaining to courses that would enrich teaching field.
  - (3) "Methodology": a study for the improvement of the method of the teaching art.

- d. If there is a dispute, then an impartial committee of four (4) shall decide. The committee will consist of:
- (1) A representative appointed by the superintendent.
  - (2) The building principal in charge.
  - (3) A representative appointed by the individual.
  - (4) A representative appointed by the R.E.A.