



Guide for Applicants for LMSD Professional/Certified Positions



Human Resources Department
Lower Merion School District
(2022)

INFORMATION GUIDE: APPLICANTS FOR LMSD PROFESSIONAL/CERTIFIED POSITIONS

Thank you for your interest in the Lower Merion School District! This guide is intended to provide you with information that will assist you during your application process and beyond. If you have questions along the way that aren't addressed by our guidance below and the referenced FAQs, please contact gordonk@lmsd.org.

Applications:

LMSD posts its applications through its Talent Ed software at <https://lowermerion.tedk12.com/hire/index.aspx>. All applications must be submitted through this system. Individuals sending resumes to HR staff will primarily be directed back to the application software. The application system does not work with smart phones –please use a computer.

On the home page there is a FAQ tab with information that can assist you about the application process, including technical information. Please review these FAQs.

Username Password Sign In [Hire Home](#) | [Current LMSD Employees](#) | [Help](#)

LOWER MERION
SCHOOL DISTRICT

Job Listings **FAQ**

Frequently Asked Questions

Please read the questions below before contacting the District about your application. Questions are grouped into categories to help you find information quickly.

Question Categories

- [Application](#)
- [Attachment](#)
- [General](#)

Application

Q: Can I save my incomplete application and return to complete it at a later time?
A: Yes. You may logout of your application at any time and return later. When you are ready to complete your application, enter your username and password and you will be allowed to continue

Interview Process and Timelines – What to Expect:

Interview Scheduling: Interviews are set up directly through the Talent Ed system and you will receive an interview invitation to the email address attached to your Talent Ed account. Due to volume, most interviews are scheduled and times are set for you. Please accept or decline this invitation using the Talent Ed application program, which will be linked in your scheduling email notification. If you cannot make the interview time, please send the decline notification with information about your schedule and availability. When you do, a notification will be sent to the interviewer. This should be done through a computer, not a smart phone. If you use a phone, the information you provide may not come through to the scheduler even though it appeared so on your end.

The email you receive with the email schedule will include information about the location and time for your interview. If it is a virtual interview, the Zoom link should be included in that email.

Interview Process: Every department or building may have slightly different processes and/or availability which may impact the timelines for interviews. In general, you can expect the following chronology to the Professional Staff interview process to be similar to the list below. This process will likely take 3 or more weeks to complete depending on the position and number of applicants. Below are the steps that the professional interview process will likely include.

1. Screening Applications
2. Screening Interviews Scheduled – may be virtual or in person.
3. First Round Interviews Scheduled – may be virtual or in person.
4. Demonstration Lesson/Skills Lesson – expect this to be done in person. Student participation may occur for sample lessons. Demo lesson prompts will be sent out by HR or Department Supervisors/Principals.
5. Writing Sample – professional staff must participate in a writing sample portion of the interview process. This will typically be scheduled by HR. The prompt will be emailed and the applicant will send back sample within allotted time period.
6. Director-level interviews – where applicable to the department and position.
7. Reference Checks
8. Assistant Superintendent-level interview – where applicable to the department and position.
9. Superintendent-level interview – where applicable to the department and position.
10. Human Resources Interview – this interview is held by the Hiring Supervisor or other HR Staff member and is required for all interview processes. If you receive an offer it will take place at this stage. All documentation in your application and file are reviewed before this meeting is held and all transcripts and prior employment information must be accurate and up to date in order for this meeting to occur.

After an offer has been received, an employee must complete onboarding paperwork before a start date can be approved. This documentation includes:

1. Background clearances within 1 year
2. TB Test/Physical – within 3 months
3. Act 168 documentation – this information will come through email with instructions and must be completed promptly
4. Online records for payroll, confirming policy review, and other LM onboarding paperwork
5. Other documentation as required

Want to help move the process along? Avoid these common delays:

1. Delays in responding to interview invitation(s).
2. Providing inaccurate or incomplete information in application or application is not updated.
3. Act 168 – register when requested by HR (do not wait) and make sure you provide accurate contact information for prior employers.

4. Application does not contain all transcripts and work experience information. All transcripts should be uploaded with your application. A successful candidate cannot be offered a position without all educational credits having been reviewed by the HR office. If a candidate has not provided all relevant documentation prior to the HR Interview, their offered salary will be set by what has been provided and not altered thereafter.

Job Posting Status Notifications:

Please be aware that email notifications providing the status of a job posting are sent out when either the position is filled, deactivated, or reposted. We have been fortunate to receive many applicants for positions and interim notifications for our positions are not always possible to provide. We apologize for the inconvenience.

School Board Approval:

All hires are conditional on approval by the LMSD School Board. Board meetings are held one or two times each month. The Human Resources office will issue you a pre-Board letter confirming your offer if you need it so that you can resign prior to the next scheduled School Board meeting.

Salary and Benefits – What to Expect:

The District maintains discretion to set Professional Employees' initial salary rate. Below are some commonly asked questions about what LMSD accepts for purposes of determining that rate. Attached is the 2022-2023 Professionals Salary Scale.

Will LMSD accept all Masters' Plus Credits?

LMSD will accept appropriate graduate coursework for purposes of salary scale placement. Third party provider/university partner courses, PD courses, and other similarly structured graduate-level courses which don't provide a graduate credit or are not directly assessed by a College or University are unlikely to be accepted by LMSD. Consideration of credits for initial salary placement is consistent with the Collective Bargaining Agreement. All credits are reviewed by HR staff and, where appropriate Administrators from the Curriculum & Instruction Department. All transcripts must be received through the online application or to the HR office well in advance of the HR Offer Interview or it may not be considered in setting your salary.

Will LMSD accept years of service worked for purposes of salary scale step placement?

The LMSD Professional Salary Scale has steps which do not necessarily equate with years of service. LMSD does not consider one step for each prior teaching year of service when setting an initial salary. LMSD will consider some years of service outside of LMSD for 1:1 credit on the salary scale, primarily for PA public school teaching. Other service may be considered on a more limited basis. All applicants will be subject to the same determination by the HR office in setting an initial salary amount and LMSD uses consistent and non-discriminatory factors in setting an initial salary. No further information will be provided concerning initial placement on the salary schedule.

Long Term Substitute positions are limited to a LTS scale which is evaluated differently than a permanent position. Only LMSD years of service apply towards that limited LTS scale.

Annual Salary Increases for LMSD Employee:

The LMEA collective bargaining agreement currently permits column movement based on academic achievement one time each school year. There is no limitation to how many columns you can move in a year if your pre-approved course and coursework support it. Courses must be pre-approved in order to be accepted for column movement and certain grades must be achieved to receive column movement credit.

Annual step increases are afforded for individuals working the full school year. Step increases under the current CBA are significant and may provide approximately 5% - 7% increases annually, depending on where you are on the schedule.

Tuition Reimbursement:

LMSD has a substantial tuition reimbursement program for its staff – up to 6 credits per year.

Benefits:

All regular, full-time employees are offered the choice of two Blue Cross medical plans, both include prescription, vision, and dental coverage; HMO (Keystone Health Plan East) or PPO with deductible (Personal Choice). The District also offers a cash-in-lieu of benefits payment if covered under another plan.

Additional benefits offered include district-paid life insurance, voluntary long-term disability insurance (income protection), Flexible Spending Accounts (FSA) for medical and childcare, and tax-sheltered annuity program (403b).

Upon hire, you will receive an email with your benefits information from the District's Supervisor of Compensation and Benefits.

Paid sick days and personal days are afforded consistent with the CBA. The District will accept up to 25 sick days from your prior PA Public School District for Professional Employees.

Long-Term Substitute Assignments:

A Long-Term Substitute positions in Lower Merion School District is an excellent opportunity for a professional to gain experience in a vital role with students and staff in our buildings. Our Long-Term Substitute assignments vary in length from 40 days to an entire school year depending on the nature of the vacancy. Long-Term Substitutes are placed on the professional salary schedule at Step LTS 1 or LTS 2 depending on prior work in Lower Merion School District. Long-Term Substitutes educational degree status is recognized consistent with Lower Merion School District practices and given the same consideration as a permanent hire.

All assignments include the following per the LMEA Collective Bargaining Agreement:

- Competitive salary
- Full benefit options for self and family
- Paid time off
- PSERS contribution
- LMEA membership
- Professional Development

All long-term substitutes are required to hold a Pennsylvania certification in the content area and/or grade they will be teaching. Out-of-state educators should explore PA's reciprocity guidelines set by the PA Department of Education. Pennsylvania Certification information is available at <https://www.education.pa.gov/Educators/Certification/OutOfState/Pages/default.aspx>. In specific instances, an emergency permit may be requested at the discretion of LMED.

About Lower Merion School District:

LMED is committed to providing the finest public education available, anywhere. The District is committed to excellence and continuous improvement; the District strives to ensure that all students achieve their highest level of critical thinking and creativity, that they value themselves and the diversity of others, and that they are knowledgeable, contributing citizens capable of excelling in a rapidly changing world. This is

accomplished by individuals engaging in innovative, active experiences tailored to myriad ways of learning and in partnership with our community. The Office of Curriculum and Instruction, in collaboration with the entire District Administrative team and in accordance to the District's strategic plan, strives to fulfill the District's vision for its students.

At the heart of LMSD, is an exceptional community of staff and faculty, who are equally committed to delivering an exceptional learning experience for our students. Our diverse workforce includes more than 1400 individuals representing teachers and other professionals, such as counselors, psychologists and nurses; supportive staff such as paraprofessionals, staff nurses, secretaries, custodians, bus drivers, and nutritional services associates; as well as district and building-level administrators.

LMSD is dedicated to creating a climate of inclusivity and belonging across all buildings and departments. Discrimination is strictly prohibited. All staff members are expected to act with civility and respect for staff and students and work to understand and celebrate cultural differences. Information and resources on LMSD's equity and inclusion efforts, including its Equity and Civility policies are available on the website. Learn more at: <https://www.lmsd.org/equity>.

2022-2023 Professional Salary Schedule

| STEP | BACH | B+9 | B+15 | B+24 | MAST | M+15 | M+30 | M+60 | DOCT |
|-----------|-----------|-----------|-----------|------------|------------|------------|------------|------------|------------|
| LTS (1) | \$ 57,279 | \$ 58,093 | \$ 58,606 | \$ 59,694 | \$ 62,911 | \$ 64,679 | \$ 66,441 | \$ 68,209 | \$ 71,400 |
| LTS (2) | \$ 57,606 | \$ 58,420 | \$ 59,690 | \$ 60,022 | \$ 63,238 | \$ 65,005 | \$ 66,769 | \$ 68,537 | \$ 71,728 |
| 1 (3) | \$ 57,933 | \$ 58,748 | \$ 59,260 | \$ 60,350 | \$ 63,566 | \$ 65,333 | \$ 67,097 | \$ 68,865 | \$ 72,055 |
| 2 (4) | \$ 60,564 | \$ 61,098 | \$ 61,631 | \$ 63,066 | \$ 67,221 | \$ 69,090 | \$ 70,955 | \$ 72,825 | \$ 76,018 |
| 3 (5) | \$ 62,986 | \$ 63,542 | \$ 64,095 | \$ 65,903 | \$ 71,087 | \$ 73,062 | \$ 75,036 | \$ 77,012 | \$ 80,200 |
| 4 (6) | \$ 65,505 | \$ 66,082 | \$ 66,660 | \$ 68,869 | \$ 75,174 | \$ 77,263 | \$ 79,350 | \$ 81,438 | \$ 84,611 |
| 5 (7) | \$ 68,125 | \$ 68,727 | \$ 69,326 | \$ 71,967 | \$ 79,495 | \$ 81,707 | \$ 83,912 | \$ 86,122 | \$ 89,263 |
| 6 (8) | \$ 70,850 | \$ 71,476 | \$ 72,100 | \$ 75,206 | \$ 84,067 | \$ 86,404 | \$ 88,736 | \$ 91,073 | \$ 94,173 |
| 7 (9) | \$ 73,684 | \$ 74,335 | \$ 74,983 | \$ 78,590 | \$ 88,900 | \$ 91,372 | \$ 93,839 | \$ 96,312 | \$ 99,353 |
| 8 (10) | \$ 76,632 | \$ 77,307 | \$ 77,982 | \$ 82,128 | \$ 94,012 | \$ 96,626 | \$ 99,234 | \$ 101,850 | \$ 104,818 |
| 9 (11) | \$ 79,696 | \$ 80,399 | \$ 81,102 | \$ 85,822 | \$ 99,418 | \$ 102,183 | \$ 104,942 | \$ 107,706 | \$ 110,582 |
| 10 (12) | \$ 82,884 | \$ 83,617 | \$ 84,346 | \$ 89,684 | \$ 105,133 | \$ 108,058 | \$ 110,975 | \$ 113,898 | \$ 116,664 |
| 11 (12.1) | \$ 86,264 | \$ 87,025 | \$ 87,784 | \$ 93,502 | \$ 110,082 | \$ 113,144 | \$ 116,198 | \$ 119,259 | \$ 122,050 |
| 12 (12.2) | \$ 89,642 | \$ 90,434 | \$ 91,224 | \$ 97,319 | \$ 115,030 | \$ 118,230 | \$ 121,421 | \$ 124,619 | \$ 127,435 |
| 13 | \$ 93,022 | \$ 93,843 | \$ 94,662 | \$ 101,138 | \$ 119,978 | \$ 123,316 | \$ 126,644 | \$ 129,979 | \$ 132,821 |

2023-24 Professional Salary Schedule

| STEP | BACH | B+9 | B+15 | B+24 | MAST | M+15 | M+30 | M+60 | DOCT |
|-----------|--------|--------|--------|---------|---------|---------|---------|---------|---------|
| LTS (1) | 57,995 | 58,819 | 59,338 | 60,441 | 63,697 | 65,487 | 67,271 | 69,062 | 72,292 |
| LTS (2) | 58,327 | 59,150 | 59,670 | 60,773 | 64,028 | 65,818 | 67,603 | 69,394 | 72,624 |
| 1 (3) | 58,657 | 59,482 | 60,001 | 61,105 | 64,360 | 66,150 | 67,935 | 69,726 | 72,956 |
| 2 (4) | 61,321 | 61,862 | 62,402 | 63,854 | 68,061 | 69,954 | 71,842 | 73,735 | 76,968 |
| 3 (5) | 63,773 | 64,336 | 64,897 | 66,727 | 71,975 | 73,975 | 75,973 | 77,975 | 81,203 |
| 4 (6) | 66,323 | 66,908 | 67,494 | 69,730 | 76,114 | 78,229 | 80,342 | 82,456 | 85,668 |
| 5 (7) | 68,977 | 69,586 | 70,193 | 72,867 | 80,489 | 82,729 | 84,961 | 87,198 | 90,378 |
| 6 (8) | 71,736 | 72,370 | 73,001 | 76,146 | 85,118 | 87,485 | 89,845 | 92,212 | 95,350 |
| 7 (9) | 74,605 | 75,264 | 75,920 | 79,573 | 90,011 | 92,514 | 95,012 | 97,516 | 100,595 |
| 8 (10) | 77,590 | 78,274 | 78,957 | 83,154 | 95,188 | 97,834 | 100,474 | 103,123 | 106,128 |
| 9 (11) | 80,692 | 81,404 | 82,116 | 86,895 | 100,661 | 103,460 | 106,254 | 109,052 | 111,964 |
| 10 (12) | 83,920 | 84,662 | 85,400 | 90,805 | 106,448 | 109,409 | 112,362 | 115,322 | 118,122 |
| 11 (12.1) | 87,342 | 88,113 | 88,881 | 94,671 | 111,458 | 114,558 | 117,650 | 120,749 | 123,575 |
| 12 (12.2) | 90,763 | 91,565 | 92,364 | 98,536 | 116,468 | 119,708 | 122,939 | 126,177 | 129,028 |
| 13 | 94,184 | 95,016 | 95,845 | 102,402 | 121,478 | 124,857 | 128,227 | 131,604 | 134,481 |

