

Board of Trustees

Douglas County School District CERTIFICATED STAFF

HORIZONTAL PLACEMENT ON ADMINISTRATORS' SALARY SCHEDULE

The Board encourages all administrative staff members to improve their skills through advanced training and shall provide extra compensation for those who do so successfully by approving a change in salary for an employee who successfully meets District guidelines for advanced studies.

The Board delegates to the Superintendent the responsibility for assuring that staff members comply with the following regulations when claiming credit for advanced studies:

1. Courses shall have been given at an accredited institute.
2. Courses shall be those offered for upper division or graduate level only, except when a course is taken at the direction of the Superintendent.
3. Courses shall be those offered for the attainment of a graduate degree or those specialized courses directly related to the employee's duties and approved by the Superintendent.
4. Courses must tend to enhance the skills and performance of the employee while in the employ of this District.
5. Course credit on the salary schedule cannot be awarded unless registration has previously been approved by the Superintendent.
6. Courses must have been taken after the award of the last earned degree.
7. Successful completion of the course shall be indicated by a passing grade submitted directly by the institution to the District.
8. Any horizontal change in the salary schedule will be made at the start of the next school year.

Date Adopted: 08/12/80

Date Revised: