

Two Roads – Arvada

Licensed Employee



Information

Work Year

Principal	210 days
Assistant Principal	210 days
Director of Data & Operations	210 days
Teacher Librarian	195 days
Counselor/Social Worker*	195 days
Instructional Coach/Interventionist	195 days
Special Service Provider* (OT, SLP)	185 days
Learning Specialist	185 days
Classroom Teachers	183 days

Licensure/Certification

Employment license is preferred. Two Roads has a waiver for C.R.S. § 22-63-201 Employment-Certificate required which grants us the authority to hire teachers and school leaders that will support the schools' goals and objectives. Two Roads will seek to attract school leaders and teachers from a wide variety of backgrounds, including, but not limited to, teachers from out of state, teachers with a lapsed Colorado certificate, persons with several years of successful teaching experience in a setting not requiring a license, as well as persons with business or professional experience. However, all employees will comply with the Federal Highly Qualified requirements (i.e.: hold a degree and demonstrated subject-matter competency).

*Employment license is required for these positions.

Fingerprinting

All new hires require a background check.

Contract Year/Pay Year

Two Roads contract year for licensed employees is August 1 – July 31. Salary for contracted days is spread over the 12 months of the contract year.

Pay Date

One-time-per-month pay dates are on the last weekday (non-holiday) of each month. Pay cycles are the 11th – 10th of each month.

[Salary Schedules](#)

Two Roads salary schedule is based on the Jeffco District Licensed Educator salary schedule. The schedule is 92% - 100% of the previous year's Jeffco district licensed educator schedule but is subject to change and approval by the Two Roads BOD.

Prorated Pay

Pay for contracted days is spread over the 12 month contract year. Hourly rates are converted to an annual salary based on contracted days and employee schedules. Employees who begin work after the first day of their days worked calendar will receive a prorated salary for the remaining contract days. First paycheck will be issued based on start date and pay cycle. Please contact Two Roads Director of Data & Operations with questions.

Annual Pay Increases

Licensed educator salaries are subject to budgeting and appropriation by the Board of Directors. Any salary changes are typically made effective the first day of the new contract year. This may include an increase of one step for a full year of service. Annual pay increases are not guaranteed.

Benefit Eligibility, Start Date, Open Enrollment

For benefit-eligible employees, benefits begin the start of the second month after the start date (examples):

July start date	benefits begin in September
August start date	benefits begin in October
January start date	benefits begin in March

Annual open enrollment occurs in May for an effective change date of July 1.

Holidays

Two Roads recognizes the following holidays:

Labor Day	Martin Luther King, Jr. Day
Thanksgiving Day and the Friday after	Presidents' Day
Christmas Day	Memorial Day
New Year's Day	Independence Day

Personal Leave

Full time employees are entitled to up to 16 hours of personal leave per year. Unused personal leave does not accrue (accumulate) from year to year. Personal leave is prorated for employees working less than full time.

Sick Leave

In compliance with Colorado SB20-205 (Healthy Families and Workplaces), Two Roads will grant 48 hours of sick leave per year to full time employees for personal illness or serious illness in the immediate family. Sick leave is cumulative up to 80 banked hours. Sick leave is prorated for employees working less than full time.

All Other Leave Programs

See the Employee Handbook regarding Family Medical Leave Act (FMLA). Eligibility requirements based on hours worked apply.

Two Roads – Littleton

Licensed Employee



Information

Work Year

Position – Schedule	Days	FTE
Classroom Teachers –Tues/Thursday/Friday Schedule	114 days	.6
Classroom Teachers – Tues/Thursday Schedule	82 days	.4
Classroom Teachers – Friday only Schedule	45 days	.2

Licensure/Certification

Employment license is preferred. Two Roads has a waiver for C.R.S. § 22-63-201 Employment-Certificate required which grants us the authority to hire teachers and school leaders that will support the schools goals and objectives. Two Roads will seek to attract school leaders and teachers from a wide variety of backgrounds, including, but not limited to, teachers from out of state, teachers with a lapsed Colorado certificate, persons with several years of successful teaching experience in a setting not requiring a license, as well as persons with business or professional experience. However, all employees will comply with the Federal Highly Qualified requirements (i.e.: hold a degree and demonstrated subject-matter competency).

Fingerprinting

All new hires require a background check.

Contract Year/Pay Year

Two Roads contract year for licensed employees is August 1 – July 31. Salary for contracted days is spread over the 12 months of the contract year.

Pay Date

One-time-per-month pay dates are on the last weekday (non-holiday) of each month. Pay cycles are the 11th – 10th of each month.

[Salary Schedules](#)

Two Roads salary schedule is based on the Jeffco District Licensed Educator salary schedule. The schedule is 92% - 100% of the previous year's Jeffco district licensed educator schedule but is subject to change and approval by the Two Roads BOD. A course preparation stipend is added to annual FTE salaries and is based on individual teaching assignments.

Prorated Pay

Pay for contracted days is spread over the 12 month contract year. Hourly rates are converted to an annual salary based on contracted days and employee schedules. Employees who begin work after the first day of their days worked calendar will receive a prorated salary for the remaining contract days. First paycheck will be issued based on start date and pay cycle. Please contact Two Roads HR with questions.

Annual Pay Increases

Licensed educator salaries are subject to budgeting and appropriation by the Board of Directors. Any salary changes are typically made effective the first day of the new contract year. This may include an increase of one step for a full year of service (calculated by days worked FTE – see table above).

Benefit Eligibility, Start Date, Open Enrollment

Littleton teachers are not eligible for benefits given the number of days in the annual contract.

Holidays

Two Roads recognizes the following holidays:

Labor Day	Martin Luther King, Jr. Day
Thanksgiving Day and the Friday after	Presidents' Day
Christmas Day	Memorial Day
New Year's Day	Independence Day

Personal Leave

Personal leave is prorated and based on the number of contracted days. Unused personal leave does not accrue (accumulate) from year to year. Personal leave is prorated for employees working less than full time.

Contract Days FTE	# of allotted hours/contract year
.2	4
.4	8
.6	10

Sick Leave

In compliance with Colorado SB20-205 (Healthy Families and Workplaces), Two Roads will grant 48 hours of sick leave per year to full time employees for personal illness or serious illness in the immediate family. Sick leave is cumulative up to 80 banked hours. Sick leave is prorated for employees working less than full time.

Contract Days FTE	# of allotted hours/contract year
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.2	10
.4	20
.6	30

All Other Leave Programs

See the Employee Handbook regarding Family Medical Leave Act (FMLA). Eligibility requirements based on hours worked apply. Typically a Littleton teacher contract does not meet the minimum threshold for FMLA. Please work with your local Admin and HR to determine options when an extended leave is necessary.

2022-2023 Two Roads Teacher Salary Schedule
92% of Jeffco 2021-2022 Licensed Educator
183 days (pay adjusted by contracted days for all licensed personnel)

Step	Level 1 (Jeffco level 1) B.A.	Level 2 (Jeffco level 2) B.A. and M.A. (in education or your subject area)	Level 3 (Jeffco Level 4) B.A., M.A., and Doctorate or + 75 semester hours (graduate level)
1	\$39,812.08	\$43,394.56	\$47,146.32
2	\$40,607.88	\$44,262.12	\$49,503.36
3	\$41,420.24	\$45,148.08	\$51,877.88
4	\$43,283.24	\$47,450.84	\$54,212.84
5	\$45,166.48	\$49,822.60	\$56,382.20
6	\$47,086.52	\$52,215.52	\$58,637.12
7	\$49,047.04	\$54,706.88	\$60,986.80
8	\$50,714.08	\$57,004.12	\$63,426.64
9	\$52,387.56	\$59,341.84	\$65,644.76
10	\$54,063.80	\$61,656.56	\$67,942.92
11	\$55,740.04	\$64,060.52	\$70,253.04
12	\$57,412.60	\$66,303.48	\$72,501.52
13	\$59,133.92	\$67,298.00	\$73,879.68
14	\$60,317.04	\$68,238.24	\$74,988.28
15	\$61,463.36	\$69,195.04	\$75,811.68
16	\$62,569.20	\$70,093.88	\$76,494.32
17	\$63,634.56	\$70,935.68	\$77,182.48
18	\$64,651.16	\$71,786.68	\$77,878.92
19	\$65,622.68	\$72,647.80	\$78,578.12
20	\$66,607.08	\$73,482.24	\$82,046.52
21	\$67,606.20	\$74,327.72	\$79,999.52
22	\$68,551.96	\$75,182.40	\$80,718.96
23	\$69,511.52	\$0.00	\$81,444.84

2022-2023 Two Roads Principal

This schedule is is 92% of the published 2021-2022 HS Principal Jeffco Professional Technical Salary Scale P12

Step	Level 1 (Salary Beginning Jeffco Amount = \$112,508)	Level 2 (Salary Mid-Point) Jeffco Amount = \$132,924	Level 3 (Salary Maximum) Jeffco Max Amount = \$153,340
1	\$ 103,507.36		
2	\$ 104,952.18		
3	\$ 106,397.00		
4	\$ 107,841.82		
5	\$ 109,286.64		
6	\$ 110,731.46		
7	\$ 112,176.28		
8	\$ 113,621.10		
9	\$ 115,065.92		
10	\$ 116,510.74		
11	\$ 117,955.56		
12	\$ 119,400.38		
13	\$ 120,845.20		
14		\$ 122,290.08	
15		\$ 123,997.60	
16		\$ 125,705.12	
17		\$ 127,412.64	
18		\$ 129,120.16	
19		\$ 130,827.68	
20		\$ 132,535.20	
21		\$ 134,242.72	
22		\$ 135,950.24	
23		\$ 137,657.76	
24		\$ 139,365.28	
25			\$ 141,072.80

2022-2023 Two Roads Assistant Principal

**This schedule is is 92% of the published 2021-2022 HS Assistant Principal Jeffco Professional Technical Salary Scale
P08 AP HS**

Step	Level 1 (Salary Beginning)	Level 2 (Salary Mid-Point)	Level 3 (Salary Maximum)
	Jeffco Amount = \$87804	Jeffco Amount = \$105,258	Jeffco Max Amount = \$122,711
1	\$80,779.68		
2	\$82,014.89		
3	\$83,250.10		
4	\$84,485.31		
5	\$85,720.52		
6	\$86,955.73		
7	\$88,190.94		
8	\$89,426.15		
9	\$90,661.36		
10	\$91,896.57		
11	\$93,131.78		
12	\$94,366.99		
13	\$95,602.20		
14		\$96,837.36	
15		\$98,297.07	
16		\$99,756.78	
17		\$101,216.49	
18		\$102,676.20	
19		\$104,135.91	
20		\$105,595.62	
21		\$107,055.33	
22		\$108,515.04	
23		\$109,974.75	
24		\$111,434.46	
25			\$112,894.12

Two Roads



Classified Employee

Information

Work Year

Facilities Manager	235 days
Principal's Secretary	210 days
School Secretary	197 days
Campus Supervisor	180 days
Paraprofessional	180 days

Fingerprinting

All new hires require a background check.

Contract Year/Pay Year

Two Roads contract year for licensed employees is August 1 – July 31.

Pay Date

One-time-per-month pay dates are on the last weekday (non-holiday) of each month. Pay cycles are the 11th – 10th of each month. Classified staff will track their hours on an electronic timesheet.

[Salary Schedules](#)

Two Roads salary schedule is based on the Jeffco District Classified salary schedule. The schedule is generally 100% of the previous year's Jeffco district classified schedule. Placement on the schedule is negotiated at the time of hire. Step movement for years of service is part of the annual budgeting appropriation process and is not guaranteed.

Prorated Pay

With the exception of hourly employees, pay for contracted days is spread over the 12 month contract year. Hourly rates are converted to an annual salary based on contracted days and employee schedules. Employees who begin work after the first day of their days worked calendar will receive a prorated salary for the remaining contract days. First paycheck will be issued based on start date and pay cycle. Please contact Two Roads HR with questions.

Annual Pay Increases

Classified educator salaries are subject to budgeting and appropriation by the Board of Directors. Any salary or hourly rate changes are typically made effective the first day of the new contract year. This may include an increase of one step for a full year of service.

Benefit Eligibility, Start Date, Open Enrollment

For benefit-eligible employees, benefits begin the start of the second month after the start date (examples):

July start date	benefits begin in September
August start date	benefits begin in October
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Annual open enrollment occurs in May for an effective change date of July 1.

Holidays

Two Roads recognizes the following holidays:

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Personal Leave

Full time employees are entitled to up to 16 hours of personal leave per year. Unused personal leave does not accrue (accumulate) from year to year. Personal leave is prorated for employees working less than full time.

Sick Leave

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All Other Leave Programs

See the Employee Handbook regarding Family Medical Leave Act (FMLA). Eligibility requirements based on hours worked apply.

Two Roads 2022-2023 197 Days

Jeffco 2021-2022

School Secretary (205 days)

Union Code	Job Code	Salary Plan	Salary Grade	Steps	Entry	1	2	3	4	5
CSE	5234	SBS	R-73	Hourly		\$ 19.15	\$ 19.88	\$ 20.66	\$ 21.31	\$ 22.07
				Monthly		\$ 2,616.83	\$ 2,716.42	\$ 2,823.08	\$ 2,911.75	\$ 3,016.75
				Annual		\$ 31,402.00	\$ 32,597.00	\$ 33,877.00	\$ 34,941.00	\$ 36,201.00
						6	7	11	16	21
						\$ 22.87	\$ 23.62	\$ 24.43	\$ 25.26	\$ 26.13
						\$ 3,125.33	\$ 3,228.52	\$ 3,338.75	\$ 3,452.75	\$ 3,570.58
						\$ 37,504.00	\$ 38,743.00	\$ 40,065.00	\$ 41,433.00	\$ 42,847.00

Two Roads 2022-2023 210 Days

Jeffco 2021-2022

Principal's Secretary Senior (220 days)

Union Code	Job Code	Salary Plan	Salary Grade	Steps	Entry	1	2	3	4	5
CSE	5230	PSS	R-57	Hourly		\$ 21.98	\$ 22.77	\$ 23.51	\$ 24.32	\$ 25.14
				Monthly		\$3,223.33	\$3,339.83	\$3,448.26	\$3,567.00	\$3,687.33
				Annual		\$38,680.00	\$40,078.00	\$41,383.00	\$42,804.00	\$44,248.00
						6	7	11	16	21
						\$ 26.00	\$ 26.88	\$ 27.80	\$ 28.76	\$ 29.75
						\$3,813.58	\$3,941.83	\$4,077.75	\$4,217.58	\$4,363.25

Two Roads 2021-2022 (Jeffco 2020-2021)

Tutor, Instructional; lead para-Educator; Tutor, Transition Support

Two Roads 2022-2023 - 100% of Jeffco 2021-2022

Tutor, Instructional; lead para-Educator; Tutor, Transition Support

Union Code	Job Code	Salary Plan	Salary Grade	Steps	Entry	1	2	3	4	5
CSE	5691	T80	F25	Hourly		\$ 18.73	\$ 19.82	\$ 20.74	\$ 21.72	\$ 22.81
	5645			Monthly						
				Annual						
						6	7	11	16	21
				Hourly		\$ 23.81	\$ 24.89	\$ 25.71	\$ 26.57	\$ 27.48
				Monthly						
				Annual						

Two Roads 2022-2023 (100% of 21-22)

Lead Campus Supervisors - 180 days

Union Code	Job Code	Salary Plan	Salary Grade	Steps	Entry	1	2	3	4	5
CSE	9231	C80	C18	Hourly		\$ 21.79	\$ 22.65	\$ 23.37	\$ 24.23	\$ 25.10
				Monthly		\$ 2,615.25	\$ 2,717.58	\$ 2,804.00	\$ 2,908.08	\$ 3,012.00
				Annual		\$ 31,383.00	\$ 32,611.00	\$ 33,648.00	\$ 34,897.00	\$ 36,144.00
						6	7	11	16	21
						\$ 25.94	\$ 26.83	\$ 27.73	\$ 28.69	\$ 29.67
						\$ 3,112.92	\$ 3,220.17	\$ 3,327.33	\$ 3,442.67	\$ 3,560.92
						\$ 37,355.00	\$ 38,642.00	\$ 39,928.00	\$ 41,312.00	\$ 42,731.00

Facilities 260 Days

Union Code	Job Code	Salary Plan	Salary Grade	Steps	Entry	1	2	3	4	5	6	7
		CLS	R19	Hourly		\$ 19.76	\$ 20.49	\$ 21.22	\$ 21.92	\$ 22.68	\$ 23.43	\$ 24.24
				Monthly		\$ 3,425.77	\$ 3,552.01	\$ 3,678.24	\$ 3,799.88	\$ 3,930.70	\$ 4,061.52	\$ 4,201.52
				Annual		\$ 41,109.00	\$ 42,624.00	\$ 44,139.00	\$ 45,599.00	\$ 47,168.00	\$ 48,738.00	\$ 50,418.00