

Certified FAQ

1. How is my previous employment counted toward my salary?
Certified personnel earn one creditable year of experience for each year worked full time (100% of the School District defined workday) in a certified position.
2. How is my salary determined?
Your salary is determined by the type and level of your certificate plus the prior years of satisfactory experience verified.
3. I worked part time in a previous district. Will that count toward my credited years of experience?
Certified personnel earn creditable year(s) of experience with a combination of full-time and/ or part-time experience. (ie: 2 years teaching part time = 1 year experience) Part-time/Half-time employment equates to anything less than 100% of the defined position workday.
4. I started the school year late. Will I be granted a year's experience for that year?
A full-time year is defined as a minimum of 63% of the school year.
5. I was a substitute teacher for most of a school year. Will that count toward my salary experience?
Experience for advancement on your salary does NOT recognize:
 - Substitute teaching
 - Para Pro or non-professional experience
 - Experience in a private school/university NOT holding accreditation from a recognized accrediting agency
 - Adjunct faculty member in a college/university
6. I have served in a professional position in private industry that is job-related to the position for which I have been employed. Will those jobs count as experience?
Serving in a professional position in private industry that is job-related and verified will be granted up to 3 years of credit.
7. Will my military experience count toward credit?
A maximum of 3 years' credit will be allowed for military service. A DD214 form would serve as your military verification and must be provided at the time of employment.