



UNDERSTANDING SALARY CERTIFICATED EMPLOYEES

DEADLINES

November 1 - Salary placement documents must be received by HR no later than November 1 of each year.

30 days after Start Date - New hires that are hired after the start of the school year will have 30 days from their start date for salary placement documents to be turned in.

September 15 - Last day to complete professional development to apply for the current school year

FYI

*For transcripts to be official, digital copies need to be sent directly from the school to HR. Paper copies can either be hand delivered or mailed to 15675 Ambaum Blvd SW Burien WA 98166.

*For VOE forms to be official, they must be sent directly from a former employer to human resources, either by email, fax or mail.

Questions?

Contact Human Resources



human.resources@highlineschools.org



(206)-631-3000

Highline Public Schools #401 Teachers, Educational Staff Associates (ESAs), Career and Technical Education (CTE) Teachers 2023-24 HEA SALARY SCHEDULE							
Experience		BA	BA + 45	BA + 90	MA+0 (* BA + 135)	MA + 45	MA + 90 or Ph.D.
0 Years	Base	\$61,193	\$66,275	\$71,781	\$73,364	\$78,872	\$82,422
	PLE Days	\$662	\$716	\$776	\$793	\$853	\$891
	PLE Stipend	\$5,201	\$5,633	\$6,101	\$6,236	\$6,704	\$7,006
	Total	\$67,056	\$72,625	\$78,659	\$80,393	\$86,429	\$90,319
1 Years	Base	\$62,017	\$67,219	\$72,783	\$74,180	\$79,744	\$83,271
	PLE Days	\$670	\$727	\$787	\$802	\$862	\$900
	PLE Stipend	\$5,271	\$5,714	\$6,187	\$6,305	\$6,778	\$7,078
	Total	\$67,959	\$73,659	\$79,756	\$81,287	\$87,385	\$91,249
2 Years	Base	\$62,801	\$68,175	\$73,724	\$75,001	\$80,548	\$84,114
	PLE Days	\$679	\$737	\$797	\$811	\$871	\$909
	PLE Stipend	\$5,338	\$5,795	\$6,267	\$6,375	\$6,847	\$7,150
	Total	\$68,818	\$74,707	\$80,788	\$82,187	\$88,266	\$92,173
3 Years	Base	\$63,610	\$69,082	\$74,619	\$75,780	\$81,313	\$84,966
	PLE Days	\$688	\$747	\$807	\$819	\$879	\$919
	PLE Stipend	\$5,407	\$5,872	\$6,343	\$6,441	\$6,912	\$7,222
	Total	\$69,705	\$75,701	\$81,768	\$83,041	\$89,104	\$93,107

**SAMPLE
SALARY
SCHEDULE**

Use link
below for
current
schedule

www.highlineschools.org/departments/human-resources/salaries

Pay is based on your level of education and the number of years of verified experience. The Employment and Compensation Team will work with you to collect necessary official* documents to verify this information.

EDUCATION

Placement is determined based on the degree or degrees you hold, plus any additional credits and clock hours earned after the first bachelor degree.

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For certificated staff who hold a master degree, the first 45 credits are considered part of the requirements for the degree itself. Any credits beyond can be counted for advancement. Since the system calculates the total credits after the conferment of the first bachelor's degree, to move to MA+45, you need a total of 90 credits, and to move to MA+90, you need a total of 135.

EXPERIENCE

If you have past teaching experience in another district or private school, and held a valid teaching certificate during that time, you may be able to receive additional years of experience toward salary placement. Verification of experience (VOE) forms will need to be received in HR from each former employer, verifying the number of days and hours completed.

PROFESSIONAL DEVELOPMENT AND CLOCK HOURS

Clock hours can be earned by attending professional development trainings offered by approved OSPI clock hour providers (www.k12.wa.us/educator-support/continuing-education-clock-hours). Trainings must be completed by September 15th of each year. Official clock hour transcripts or in-service registration forms verifying credits earned must be submitted to HR by November 1st each year to be applicable toward salary placement of the current school year. For every 10 clock hours earned, 1 credit is granted toward total number of credits.

Clock hours can be used both toward salary placement and certification renewal. You are responsible for uploading any necessary clock hours information to OSPI directly.