



# UNDERSTANDING SALARY

## CTE TEACHERS - Initial Placement

Each CTE hire and placement on the salary schedule is unique. This information is meant to provide general guidance. Individual scenarios may require further review.

There are two possible routes to earning a CTE Teaching certificate, and Highline uses the same two routes when determining salary placement:

### 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](mailto:human.resources@highlineschools.org)



(206)-631-3000

### EDUCATIONAL

For CTE teachers who earned their teaching certificate through an accredited school program, they are placed on the salary schedule in the same manner as a general education teacher. Your ECS will collect official\* transcripts and verifications of employment to accurately place you on the salary schedule.

#### EDUCATIONAL CREDITS

Placement is determined based on the degree or degrees you hold, plus any additional credits and clock hours earned **after** the first bachelor degree. 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. Therefore, to move to MA+45, you need a total of 90 credits, and to move to MA+90, you need a total of 135.

#### EDUCATIONAL 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.

### VOCATIONAL

Time in an industry may translate to both vocational credits and experience. As part of the hiring process, information will be collected to verify past experience including some or all of the following methods:

- Collecting official\*\* verification of employment forms from past employers where the new hire has relevant industry experience
- Collecting tax documents such as W2 forms and pay stubs
- Reviewing industry standards of wage and job responsibility at the time the new hire worked

#### VOCATIONAL CREDITS

To meet minimum certification requirements, CTE teachers must have at least 6,000 hours of experience in their field (1 year = maximum 2,000 hours). Anything above the initial 6,000 hours may then be converted into vocational credits that may apply toward salary placement, up to 135 credits.

#### VOCATIONAL EXPERIENCE

CTE teachers may be granted years of experience for time worked in a **management** position in their field after meeting the minimum certification requirement of 6,000 hours (3 years). The maximum time that can be granted is 6 years.

If a new hire to HPS has been a CTE teacher in a previous district, those years of teaching may count toward salary placement after verification.



# UNDERSTANDING SALARY

## CTE TEACHERS - Salary Advancement

Each CTE hire and placement on the salary schedule is unique. This information is meant to provide general guidance. Individual scenarios may require further review.

There are two possible routes to earning a CTE Teaching certificate, and Highline uses the same two routes when determining salary placement:

### FOR CTE TEACHERS PLACED EDUCATION ROUTE

Clock hours and credits from accredited universities or approved providers may be used toward salary advancement *if they are earned **after** the conferment of the first bachelor degree.*

### FOR CTE TEACHERS PLACED VOCATIONAL ROUTE

CTE Teachers who hold a conditional certificate **and** have a bachelor's degree can earn clock hours or credits toward salary advancement if the clock hours/credits are earned after the conferment of the first bachelor degree.

For those who do not have a bachelor's degree, once the **initial certificate** has been granted, the teacher may begin earning clock hours or credits toward salary advancement.

### HOW TO EARN 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](http://www.k12.wa.us/educator-support/continuing-education-clock-hours)). Approved trainings must be completed by September 15th of each year and official clock hour transcripts and in-service registration forms verifying credits earned must be submitted to Human Resources by November 1st each year to be applicable toward salary placement of the current school year.

Always keep copies of forms submitted for your own records.

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.

## 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](mailto:human.resources@highlineschools.org)



(206)-631-3000