Guide for Applicants for LMSD Professional/Certified Positions



Human Resources Department
Lower Merion School District
3/1/2025

INFORMATION GUIDE: APPLICANTS FOR LMSD PROFESSIONAL/CERTIFIED POSITIONS

Thank you for your interest in the Lower Merion School District! This guide is intended to provide you with information that will assist you during your application process and beyond. If you have questions along the way that aren't addressed by our guidance below and the referenced FAQs, please contact gordonk@lmsd.org.

Applications:

LMSD posts its applications through its PowerSchool application program (f/k/a Talent Ed) software at https://lowermerion.schoolspring.com/ All applications must be submitted through this system. Search for Lower Merion School District in the "Find a Job" bar. You may sign up for job alerts from LMSD through the "My Jobs" tab > "Job Assist" > "Job Notification Preferences."

Individuals sending resumes to HR staff will primarily be directed back to the application software. The application system may not work with smart phones –please use a computer.

Interview Process and Timelines – What to Expect:

Interview Scheduling: Interviews are set up directly through the Talent Ed system and you will receive an interview invitation to the email address attached to your Talent Ed account. Due to volume, most interviews are scheduled and times are set for you. Please accept or decline this invitation using the Talent Ed application program, which will be linked in your scheduling email notification. If you cannot make the interview time, please send the decline notification with information about your schedule and availability. When you do, a notification will be sent to the interviewer. This should be done through a computer, not a smart phone or tablet. If you use a phone, the information you provide may not come through to the scheduler even though it appeared so on your end.

The email you receive with the email schedule will include information about the location and time for your interview. If it is a virtual interview, the Zoom link should be included in that email.

Interview Process: Every department or building may have slightly different processes and/or availability which may impact the timelines for interviews. In general, you can expect the following chronology to the Professional Staff interview process to be similar to the list below. This process will likely take 3 or more weeks to complete depending on the position and number of applicants. Below are the steps that the professional interview process will likely include.

1. Screening Applications
2. Screening Interviews Scheduled – may be virtual or in person.
3. First Round Interviews Scheduled – may be virtual or in person.
4. Demonstration Lesson/Skills Lesson – expect this to be done in person. Student participation may occur for sample lessons. Demo lesson prompts will be sent out by HR or Department Supervisors/Principals.
5. Writing Sample – professional staff must participate in a writing sample portion of the interview process. This will typically be scheduled by HR. The prompt will be emailed, and the applicant will send back sample within allotted time period.
6. Director-level interviews – where applicable to the department and position.
7. Reference Checks
8. Assistant Superintendent-level interview or Director of Student Services and Special Education interview, where applicable.
9. Superintendent-level interview – where applicable to the department and position.
10. Human Resources Interview – this interview is held by the Hiring Supervisor or other HR Staff member and is required for all interview processes. If you receive an offer, it will take place at this stage. All documentation in your application and file are reviewed before this meeting is held and all transcripts and prior employment information must be accurate and up to date for this meeting to occur. Offers will not be made unless the District has complete copies of all transcripts and an accurate employment history for each applicant.

After an offer has been received, an employee must complete onboarding paperwork before a start date can be approved. This documentation includes:

1. Background clearances within 1 year
2. TB Test/Physical – within 3 months
3. Act 168 documentation – this information will come through email with instructions and must be completed promptly
4. Online records for payroll, confirming policy review, and other LM onboarding paperwork
5. Other documentation as required

Want to help move the process belong? **Avoid these common delays:**

1. Delays in responding to interview invitation(s).
2. Providing inaccurate or incomplete information in application or application is not updated.
3. Act 168 – register when requested by HR (do not wait) and make sure you provide accurate contact information for prior employers.
4. Application does not contain all transcripts and work experience information. All transcripts should be uploaded with your application. A successful candidate cannot be offered a position without all educational credits having been reviewed by the HR office. If a candidate has not provided all relevant documentation prior to the HR Interview, their offered salary will be set by what has been provided and not altered thereafter.

Job Posting Status Notifications:

Please be aware that email notifications providing the status of a job posting are sent out when either the position is filled, deactivated, or reposted. We have been fortunate to receive many applicants for positions and interim notifications for our positions are not always possible to provide. We do not typically notify candidates that the position has been filled until the interview process is completed. We apologize for the inconvenience.

School Board Approval:

In prior years, the Lower Merion School Board granted the Superintendent authority to hire staff in between School Board meetings with those hires to be ratified at the next public Board meeting. We expect this to occur in 2026 as well. Should this occur and you accept a position off cycle of a board meeting, the Human Resources office will issue you a "Pre-Board" letter confirming your offer.

Salary and Benefits – What to Expect:

The District maintains discretion to set Professional Employees' initial salary rate. Below are some commonly asked questions about what LMSD accepts for purposes of determining that rate. The professional schedule pursuant to the Collective Bargaining Agreement between the District and the Lower Merion School District are attached.

Will LMSD accept all Masters' Plus Credits?

LMSD will accept appropriate graduate coursework for purposes of salary scale placement. Third party provider/university partner courses, PD courses, and other similarly structured graduate-level courses which don't provide a graduate credit, are not part of an appropriate degree-granting program, are not taught by the College or University faculty, or are not directly assessed by a College or University are unlikely to be accepted by LMSD. Competency-based courses and degrees will not be considered for salary placement. Consideration of credits for initial salary placement is consistent with the Collective Bargaining Agreement.

All credits are reviewed by HR staff and, where appropriate Administrators from the Curriculum & Instruction Department. All transcripts must be received through the online application or to the HR office well in advance of the HR Offer Interview or it may not be considered in setting your salary.

Will LMSD accept years of service worked for purposes of salary scale step placement?

LMSD uses consistent and non-discriminatory factors in setting an initial salary. The LMSD Professional Salary Scale has steps which do not equate with years of service. LMSD does not match steps or consider one step for each prior teaching year of service when setting an initial salary. LMSD may consider some years of contracted professional service outside of LMSD, primarily for PA public school teaching, however there are budgetary limitations and caps for the provision of steps.

Long Term Substitute positions are limited to a LTS scale which is evaluated differently than a permanent position. Only LMSD years of service might be considered to apply towards that limited LTS scale.

Annual Salary Increases for LMSD Employee:

The LMEA collective bargaining agreement currently permits column movement based on academic achievement one time each school year. There is no limitation to how many columns you can move in a year if your pre-approved course and coursework support it. Courses must be pre-approved in order to be accepted for column movement and certain grades must be achieved to receive column movement credit.

Annual step increases are afforded for individuals working the full school year. Step increases under the *current* CBA are significant and may provide approximately 5% - 7% increases annually, depending on where you are on the schedule.

Tuition Reimbursement:

LMSD has a substantial tuition reimbursement program for its staff – up to 6 credits per year.

Benefits:

All new employees are offered the choice of two medical plans, both include prescription, vision, and dental coverage; HMO (Keystone Health Plan East) or PPO with deductible (Personal Choice) with an opportunity to move into a traditional PPO after three (3) years of eligible service. The District also offers a cash in-lieu of benefits (opt-out).

Additional benefits offered include district-paid life insurance, voluntary long-term disability insurance (income protection), Flexible Spending Accounts (FSA) for medical and childcare, and tax-sheltered annuity program (403b).

Upon hire, you will receive an email with your benefits information from the District's Supervisor of Compensation and Benefits.

Paid sick days and personal days are afforded consistent with the CBA. The District will accept up to 25 sick days from your prior PA Public School District for Professional Employees.

Long-Term Substitute Assignments:

A Long-Term Substitute positions in Lower Merion School District is an excellent opportunity for a professional to gain experience in a vital role with students and staff in our buildings. Our Long-Term Substitute assignments vary in length from 40 work days to an entire school year depending on the nature of the vacancy. Long-Term Substitutes are placed on the professional salary schedule at Step LTS 1 or LTS 2 depending on prior work in Lower Merion School District. Long-Term Substitutes educational degree status is recognized consistent with Lower Merion School District practices and given the same consideration as a permanent hire.

All assignments include the following per the LMEA Collective Bargaining Agreement:
- Competitive salary
- Full benefit options for self and family
- Paid time off
- PSERS contribution
- LMEA membership
- Professional Development

All long-term substitutes are required to hold a Pennsylvania certification in the content area and/or grade they will be teaching. Out-of-state educators should explore PA's reciprocity guidelines set by the PA Department of Education. Pennsylvania Certification information is available at https://www.education.pa.gov/Educators/Certification/OutOfState/Pages/default.aspx. In specific instances, an emergency permit may be requested at the discretion of LMSD.

About Lower Merion School District:

LMSD is committed to providing the finest public education available, anywhere. The District is committed to excellence and continuous improvement; the District strives to ensure that all students achieve their highest level of critical thinking and creativity, that they value themselves and the diversity of others, and that they are knowledgeable, contributing citizens capable of excelling in a rapidly changing world. This is accomplished by individuals engaging in innovative, active experiences tailored to myriad ways of learning and in partnership with our community. The District strives to fulfill the District's vision for its students and in accordance to the District's strategic plan.

At the heart of LMSD, is an exceptional community of staff and faculty, who are equally committed to delivering an exceptional learning experience for our students. Our diverse workforce includes approximately 1,700 individuals representing teachers and other professionals, such as counselors, psychologists and nurses; supportive staff such as paraprofessionals, staff nurses, secretaries, custodians, bus drivers, and nutritional services associates; as well as district and building-level administrators.

LMSD is dedicated to creating a climate of inclusivity and belonging across all buildings and departments. Discrimination is strictly prohibited. All staff members are expected to act with civility and respect for staff and students and work to understand and celebrate cultural differences. Information and resources on LMSD's equity and inclusion efforts, including its Equity and Civility policies are available on the website. Learn more at: https://www.lmsd.org/equity.

PROFESSIONAL SALARY SCHEDULE

2026-2027

Steps	BACH	B+24	MAST	M+15	M+30	M+60	DOCT
LTS 1	62,453	65,087	68,593	70,521	72,442	74,371	77,849
LTS 2	62,811	65,445	68,950	70,878	72,800	74,728	78,207
1	63,166	65,802	69,307	71,235	73,157	75,086	78,564
2	66,035	68,763	73,293	75,331	77,365	79,403	82,885
3	68,675	71,856	77,508	79,662	81,813	83,969	87,445
4	71,421	75,090	81,965	84,243	86,518	88,795	92,253
5	74,279	78,468	86,676	89,088	91,492	93,901	97,325
6	77,250	81,999	91,661	94,210	96,752	99,300	102,680
7	80,340	85,690	96,930	99,626	102,316	105,012	108,328
8	83,554	89,546	102,505	105,355	108,198	111,050	114,286
9	86,895	93,575	108,399	111,413	114,422	117,435	120,571
10	90,371	97,785	114,631	117,819	120,999	124,187	127,202
11	94,056	101,948	120,026	123,364	126,694	130,031	133,074
12	97,740	106,111	125,421	128,910	132,389	135,876	138,947
13	102,163	111,077	131,769	135,434	139,089	142,753	145,873