



## EDUCATOR HIRE HANDOUT: 2019/2020 PREVIOUS EXPERIENCE

Jeffco Public Schools grants steps on the Salary Schedule for up to 8 years of previous qualified experience (maximum placement Step 9). You must submit all relevant experience via Online Onboarding before the deadline (15 days after your hire date) to receive credit.

Accepted for Credit	Not Accepted
K-12 Licensed positions at public, private, or charter school located in the United States, territories, or military bases. K-12 Licensed positions at public, private, or charter school located outside the US upon verification of licensing requirements. Individual substitute assignments that last 90 days or longer (or being a school-based sub for the school year in a single location). Related industry experience for CTE teachers. Licensed, SPED positions for Pre-K or 18-21 year old students. Preschool Instructor/Teacher (see page 2) Volunteer positions that include a teaching/training component for at least half of the work and include a training program/license requirement.	Teaching College courses Daycare Paraprofessional/Para-Educator Tutoring Summer School Student Teaching Internships Substitute Teaching On Call Positions Administration Positions

### I was not required to have a license at my private school/charter school. Will I still receive credit?

We will consider unlicensed teaching jobs that are equivalent to a licensed position, but do not guarantee credit.

### What information will I need to provide in Online Onboarding?

New Staff Onboarding

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**Teaching Experience Summary**

School/Institution

Type of School/Inst. (Public, Private, Univ, Other)

Exper Start    Exper End

Position Held, Subject & Grade Level(s)

Length of School Term (Days)  Actual Days Worked  Standard Work Hours per Day

Teaching License/Certificate Required  Yes  No

Assignment Type (Full-time, Part-time, Sub/PRN)

If Part-Time, Standard Hours per Week

[+ Add Additional Experience](#)

You will need to fill out the fields for each year of experience claimed.

If you were a 1.0 FTE person, put 8 hours per day in the Work Hours per Day even if the reporting time on site was shorter.

If you know your exact FTE number (1.0, 0.6) put it in the assignment type field.

You might need to contact your previous district for information on length of school term and how many days on the Days Worked Calendar you completed.

**I taught outside the US. What do I need to provide to receive credit?**

Be prepared to email in documentation on your teaching assignment or program. We will need the name of the school district or authorizing body and how you were granted authority to teach (US issued teaching license or foreign license). If using a foreign teaching license, provide information on licensing requirements. Also, if you worked with a teacher exchange, the contact information for that program.

**I have volunteer teaching experience to claim. What do I need to provide to receive credit?**

Be prepared to email in documentation on your volunteer service including the name of the organization, the details of your assignment including hours per week, ages of students, and teaching subjects, and how you qualified to teach.

**I have preschool experience. What do I need to provide to receive credit?**

Preschool teachers with a teaching license at a district preschool receive full credit on the salary schedule. Preschool instructors (certificate) may receive credit at a 2:1 ratio (2 years of full time non-licensed preschool teacher to get 1 year of credit). You might be asked for a copy of your license/certificate for out-of-state experience or a job description for private or corporate experience. Assignments will be evaluated on their equivalency to the Jeffco Preschool curriculum and teacher expectations.

**How do you count years of service?**

Jeffco Public Schools grants credit per assignment in full and half increments. We add up the applicable years of service and round down to the nearest full year.

A full credit: Worked full time (at least 0.75 FTE) for at least 75% of the school year.

A half credit: Worked part time (0.50 FTE or more) for at least 75% of the school year.

A half credit: Worked full time for one semester/half the school year.

**How do I verify my experience?**

After you complete your Online Onboarding, an HR team member will review your experience and put in system. Please watch your Jeffco email for any questions on data you submitted. Once the Salary Placement Process is complete, you will receive an email directing you to verify your placement. It is very important to monitor your Jeffco email address and verify your placement.

**What if I think my placement is wrong?**

If you believe there is an error, complete an HR/Payroll Issue form by logging into Access Jeffco and clicking on the "HR/Pay Issue" icon under Jeffco Employee Self Service.

