

Date: January 3, 2018

For ACTION: _____

For INFORMATION: X_____

Board Agenda: Yes _____
No X_____

FROM: Joseph Makolandra, Chief Human Resources Officer

THROUGH: Lois Berlin, Ed.D., Interim Superintendent

TO: The Honorable Ramee Gentry, Chairman, and Members of the Alexandria City School Board

TOPIC: Placement on teacher salary scale for paraprofessionals with ACPS experience

BACKGROUND: At the December 14, 2017 regular School Board meeting, Ms. Veronica Nolan asked if paraprofessionals or support staff that worked in ACPS would be provided credit for their experience in ACPS if they became a teacher. This memo addresses this question and provides some insight to the logical process used to ensure equity.

The Department of Human Resources uses a uniform procedure for all placements. It is important to note that a deviation from these procedures is possible with a superintendent's approval; however, it is not recommended without good cause due to possible litigation that could arise from altering this process.

Currently, when hiring an applicant on the teacher scale we provide one-for-one step placement for teaching experience in an accredited education institution. No experience as a support staff in ACPS or in any other school division is recognized toward placement on the teacher salary scale. We do limit the step placement up to step 12 and an additional step for anyone hired for special education. For example, if an applicant has 5 years of experience in an accredited education institution, the applicant would be placed on step 5 of the ACPS teacher salary scale that matches their level of education (i.e. Bachelors, Master or Masters +30). However, if an applicant has 20 years of experience, he/she would be placed on step 12 of the ACPS teacher salary scale that matches his/her level of education. Each one of these example applicants would be provided an additional step if he/she is being hired as a special education teacher.

To recognize the ongoing tenure of support staff in ACPS, the Department of Human Resources has recommended to the superintendent an equitable process for ACPS support staff who are hired as teachers while working for the school division. We are working collaboratively with EAA in finalizing this process.

Support Staff hired as Teacher - Recommendation

If an active full-time support staff member should be hired to teach, only the employee's recent continuous ACPS experience will count toward placement on the teacher salary scale. Experience

as a support staff in any other school division will not be applicable to the employee's placement. The employee's ACPS step placement is based on converting every two years of ACPS support staff experience to one step on the teacher scale for a maximum of step 13 years for a special education position and step 12 for all other teaching positions. Any deviation from this procedure requires the superintendent's approval.

Step/Experience conversion guidelines - Years are for full-time, ACPS Support Staff experience		
Maximum experience credited is 12 years - Special Education qualifies for additional step.		
STEP 1 - at least 2 years of ACPS experience	STEP 5 - at least 10 years of ACPS experience	STEP 9 - at least 18 years of ACPS experience
STEP 2 - at least 4 years of ACPS experience	STEP 6 - at least 12 years of ACPS experience	STEP 10 - at least 20 years of ACPS experience
STEP 3 - at least 6 years of ACPS experience	STEP 7 - at least 14 years of ACPS experience	STEP 11 - at least 22 years of ACPS experience
STEP 4 - at least 8 years of ACPS experience	STEP 8 - at least 16 years of ACPS experience	STEP 12 - at least 24 years of ACPS experience

This procedure provides balanced recognition of our ACPS support staff member's experience with the existing placement of professional staff on the teachers' scale.

CONTACT: Joseph Makolandra, Chief Human Resources Officer

ATTACHMENTS: None