

THE CATHOLIC DIOCESE OF SPOKANE

Guidelines for Placement on the 2011-2012 Child Care Salary Scale

1. EXPERIENCE

- ◆ A full year's experience as a childcare worker/preschool teacher in a DSHS Licensed Child Care Facility and/or a Kindergarten to Grade 8 teacher in a State Approved Elementary/Middle School will be granted upon the completion of 2080 hours.
- ◆ Since we are redefining "a year's experience", it will be necessary to place current employees on the experience scale in accord with their status as of June 30, 1999; even if they have not actually worked the total number of hours described by this new scale. For instance, if an employee on June 30th has achieved a level of 3 years on the current scale (5280 hours or 1760 x 3), she will begin the new fiscal year with 3 years experience even though she has not technically worked 6,240 hours as defined on the new scale. She will not, however, receive the level of 4 years until she has worked an additional 2080 hours beyond her current total. Therefore, an employee will earn one year's experience for every 2080 hours of service, and her salary increase will be granted immediately upon the completion of these 2080 hours.
- ◆ Substitute experience will **not** be credited toward years of experience.
- ◆ All past experience **must be verified in writing** from previous employers.

2. EDUCATION

- ◆ Only college credit hours earned from a regionally accredited community college, college, or university will be accepted as eligible credit hours.
- ◆ At least thirteen of the initial forty-five credit hours must be in Early Childhood Education/Elementary Education courses.
- ◆ All degrees must be in Early Childhood Education, Child Development, or Elementary Education.
- ◆ All hours beyond degree must be in Early Childhood Education, Child Development, or Elementary Education.
- ◆ Official college transcripts are required as official verification of earned college credits. Copies of transcripts, report cards, etc. will **not** be accepted in place of an official college transcript.

3. CERTIFICATES

- ◆ A valid Montessori Certificate is required from an Accredited Montessori Association which is licensed by the State.
- ◆ CDA -Current Child Development Certificate (attach credential)
- ◆ Family to Family or Child Care Aware or Ready, Set, Go (attach certificate)
- ◆ STARS -20 hr/2 credit basic training (attach certificate or transcript)

4. RESPONSIBILITIES

- ◆ A full-time program is defined as an all day child care/preschool program.
- ◆ A part-time program is defined as a before and after school child care program or a half day preschool program