



## EDUCATOR HIRE HANDOUT: 2023/2024 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. Licensed preschool teacher at public schools located in the United States, territories, or military bases. (This does not include preschool instructor certificates.) Licensed preschool teacher positions at charters, private, or non-US locations will be evaluated for equivalency. 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 Preschool Instructor Paraprofessional/Para-Educator Tutoring/Private Instruction Learning Pods/Running a "Home School" 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.

**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?**

In order to receive credit for teaching preschool you must have been a fully licensed Teacher or Special Service Provider teaching at a public school. Positions at private & charter schools may be evaluated upon request, but must still be fully licensed as a teacher at the time.



## EDUCATOR HIRE HANDOUT: 2023/2024 PREVIOUS EXPERIENCE (CONT'D)

### 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, submit a ticket to Human Resources via Jeffco Help.