



## CATHOLIC DIOCESE OF SPOKANE

### Guidelines for Placement on the Child Care Salary Scale

#### 1. EXPERIENCE

- A full year's experience as a childcare worker/preschool teacher in a DEL 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 30 has achieved a level of 3 years on the current scale (5280 hours or 1760 x 3), the employee will begin the new fiscal year with 3 years' experience even though the employee has not technically worked 6,240 hours as defined on the new scale. The employee will not, however, receive the level of 4 years until he/she has worked an additional 2080 hours beyond his/her current total. Therefore, an employee will earn one year's experience for every 2080 hours of service, and his/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)
- STARS 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