



## SPECIAL SERVICE PROVIDER 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.<br>K-12 Licensed positions at public, private, or charter school located outside the US upon verification of licensing requirements.<br>Related private sector paid positions for Special Service Providers<br>Licensed, SPED/Special Service Provider positions for Pre-K or 18-21 year old students.<br>Volunteer positions that related to the Special Service Providers fields of study. | Paraprofessional/Para-Educator<br>Internships<br>On Call Positions<br>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 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**

**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](#)

Special Service Providers have the same screen to fill out as Teachers.

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.

Leave blank length of school term for private sector positions.

## SPECIAL SERVICE PROVIDER HIRE HANDOUT: 2019/2020 PREVIOUS EXPERIENCE (CONT'D)

**I worked in a school district outside the US. What do I need to provide to receive credit?**

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

**I have private sector experience to claim. What do I need to provide to receive credit?**

Depending on the type of assignment, you may be asked for a copy of a job description or contact information for your former employer’s HR department.

**I have volunteer experience related to my field 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/patients, and assignment duties, and how you qualified.

**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.

