

DOVER SCHOOL DISTRICT	POLICY CODE: GCFA
DATE OF ADOPTION: 5/11/15	2 PAGES

HIRING AND ADVANCEMENT POLICY FOR ADULT EDUCATION PROFESSIONAL STAFF

Approved by DALC Board March 17, 2015

Professional staff members hired for the Dover Adult Education Program will be placed at an appropriate step of the Dover Adult Education Staff Pay Scale as recommended by the DALC director and approved by the Superintendent of Schools and the Dover School Board. Professional staff members will include teaching or counseling in the adult diploma and adult basic education programs. Enrichment class teaching, tutoring, or other services not compensated at the professional level, service in other educational programs, and staff development training hours shall not be included.

In recommending professional staff members for an appropriate step, the DALC director shall take into consideration professional experience in education at all levels and particularly in adult education. Relevant industrial experience shall also be taken into consideration for vocational teachers. These experiences shall be evaluated and placement recommendation made according to the guidelines indicated here below. The Dover School Board reserves the right to make exceptions to the guidelines.

Progression to the next higher step on the adult education salary schedule will require the completion of 250 additional hours of successful professional services at Dover Adult Learning Center prior to the beginning of the academic year for which the salary level is being set.

Professional staff members are contracted to work for a specific period of time: a semester, a course or a year. Renewal of contracts is subject to grant funding and performance. A teacher may retain the same teaching load and schedule from year to year, provided grant funding allows and performance is satisfactory. Teachers may request changes to their schedule mid-year or from one year to the next and may swap with one another for time slots, subject or level with program coordinator's recommendation and director's approval. If a teacher vacates a position without taking on another to replace it, that position will be posted internally, and applications taken and reviewed. If no suitable candidates are found, the position will be posted externally.

Guidelines for Initial Placement of Staff Members on the Adult Education Salary Schedule

STEP 1 under 250 hours adult education OR 1-8 years teaching, industrial

STEP 2 250-499 hours adult education OR 9 -16 years other teaching, industrial

STEP 3 500-749 hours adult education OR 17 + years other teaching, industrial

STEP 4 750 hours adult education
(Dover School Committee – Adopted 7/81)

STEP 5 professional staff member with master's degree or above, ten or more years of successful adult education experience, and currently employed by DALC for twenty hours per week or more.

(approved by DALC Board 9/96)