

# administrative guidelines

BOARD OF EDUCATION  
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

PROFESSIONAL STAFF  
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## GRADUATE CREDIT SALARY SUPPLEMENT ADVANCEMENT

- I. The Port Washington-Saukville School District Board of Education encourages professional staff members to participate in advanced graduate credit programs to enhance instruction and student learning. Therefore, the Board supports additional compensation for approved advanced graduate credit programs.
- II. There are five levels of educational attainment. First is the Bachelor's Degree, which is an undergraduate degree and is required for a Department of Public Instruction certified teacher license. The second level consists of 15 graduate credits toward an approved Master's program. The third level consists of completion of an approved Master's program. The fourth level consists of the completion of 15 graduate credits toward an approved Teacher Specialist II Classification. The fifth level consists of the completion of 30 graduate credits beyond a Master's Degree in an approved professional development program resulting in the School District's classification as a "Teacher Specialist II".
- III. The guidelines for compensation advancement from a Bachelor's Degree to a Master's Degree are as follows:
  - A. All credits must be graduate credits from an accredited university/college of high quality and with a proven record of successful academic learning and directly related to education as determined by the superintendent.
  - B. In order for a course to be approved for either possible Master's supplement on the pay scale or reimbursement, there should be an element of class collegial discussion and face-to-face interaction with an instructor or facilitator. The university course description/syllabus must be attached along with class meeting dates and times. Online courses may be approved if they meet the required educational rigor as determined by the Superintendent.
  - C. Staff members must receive prior approval of the principal and superintendent, and the Masters program must contain a research component and a rigorous course of study. Also, the staff member must submit a written report describing the following:
    1. Purpose of the Masters program
    2. How the program will expand his/her expertise as a teacher

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3. How the course of study will help increase student achievement and positive relationships
  4. How the program will expand his/her intellectual awareness of educational issues
- D. Staff members completing a Masters degree must submit an official copy of their college transcripts attesting to the completion of a Masters. Increased salary compensation will begin as determined by the Superintendent.
- I. The guidelines from a Master's Degree to a Teacher Specialist levels I and II are as follows:
- A. All credits must be credits from an accredited university/college of high quality and with a proven record of successful academic learning and directly related to education as determined by the superintendent.
  - B. In order for a course to be approved for either teacher specialist supplement on the pay scale or reimbursement, there should be an element of class collegial discussion and face-to-face interaction with an instructor or facilitator. The university course description/syllabus must be attached along with class meeting dates and times. Online courses may be approved if they meet the required educational rigor as determined by the Superintendent
  - C. Staff members must receive prior approval of the Superintendent, and the program must contain a rigorous course of study. Also, the staff member must submit a written report describing the following:
    1. Purpose of the program
    2. The specific professional growth goals that will be pursued
    3. How the program will expand his/her expertise as a teacher
    4. How the course of study will help increase student achievement and positive relationships
    5. How the program will expand his/her intellectual awareness of educational issues

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- D. Prior to moving to a Teacher Specialist II (Master's+30), staff members must make a formal presentation to their building staff or department as arranged with their Principal. A copy of the PowerPoint or video should accompany the final approval to the Superintendent's office.
- E. All courses must reflect the approved course of study and prior approval.

Approved: 8/18/04

Revised: 11/10/04; 1/8/08; 10/16/12