



SPECIAL SERVICE PROVIDER 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 Related private sector paid positions for Special Service Providers Licensed, SPED/Special Service Provider positions for Pre-K or 18-21 year old students Volunteer positions that related to the Special Service Providers fields of study	Paraprofessional/Para-Educator Internships 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 jobs that are equivalent to a licensed position, but do not guarantee credit.

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.



SPECIAL SERVICE PROVIDER HIRE HANDOUT: 2021/2022 PREVIOUS EXPERIENCE (CONT'D)

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.