**Risen Savior Lutheran School**

**Board for School Ministry Policy**

## 4.7.0 – Continuing Education and Compensation of Called Workers

**I. Prioritizing**

The Board for School Ministry encourages teachers to take full advantage in continuing their education as professional educators. Risen Savior and the Board for School Ministry place the following priority on faculty members (sub points are in no specific order).

1. WELS Certification (if not synodically certified)
2. Credit courses or Professional Development toward:
   1. Wisconsin state teaching licensure or license renewal.
   2. Formal advanced degree program
   3. Formal Certification (Mentoring, technology, etc…)

3. Non-credit Classes or Continuing Education Units

* 1. Workshops
  2. Conferences
  3. Seminars
  4. Misc. Classes
  5. Personal Growth

Risen Savior believes that supporting called workers in continuing their education is valuable and beneficial for the teacher and the school. Risen Savior is committed to assisting each called worker with the costs incurred.

**II. Planning**

The principal and teacher will meet (normally in the spring of each year) to discuss the desires and needs of the teacher in continuing their education in conjunction with school’s future needs. A Continuing Education Plan will be created outlining the teacher’s plan for the upcoming summer and school year. These plans will help the principal and BSM in the budgeting process and assist them in allocating available funds.

If the teacher is beginning WELS certification, a formal advanced degree program, other major program, or state licensure program the principal and teacher will document in writing the specifics of the program and other pertinent information (e.g., the length of the program, financial responsibilities agreed to by each party, classroom implications, time issues, school effect, etc.…) This plan will be presented to the Board for School Ministry.

**III. Cost Reimbursement**

The cost of tuition for classes/workshops will be covered, to the extent possible, by available funds (Title programs, grants, gifts, school budget, etc.…) All parties involved should understand that there is no way to predict the amount and requests for Title and other funding. Risen Savior will attempt to pay for the following portion of approved tuition costs.

* 75% of the tuition for approved classes aimed at WELS certification.
* 50% of the tuition for an approved formal advanced degree program or Wisconsin state teaching licensure or renewal. An additional $1000 gift will be given upon completion of an advanced degree.
* 50% of the tuition for a formal certification program.
* $250 minimum reimbursement per budget year for approved for workshops, conferences, and non-credit courses.
* All fees, books, and materials are the responsibility of the worker attending the course.

When using Title or other funds it will likely be necessary for the teacher to pay for the class or workshop first and then receive reimbursement from the appropriate agency or school (Refer to the Faculty Handbook for the proper procedure and necessary documents.) Substitute teachers will be paid for by the school pending approval. Substitutes will be arranged for by the principal. If an extended substitute is requested, the BSM will consider the request. If necessary, the BSM holds final approval.

**IV. Compensation**

**Experience**

BSM Policy 4.10.0 – Called Worker Years of Service Policy states, “A called worker receives credit for a ‘year of service’ for any part-time, partial, or full year of called service in the WELS. These years of service will be used in determining salary and for recognizing anniversaries in the ministry.”

A salary matrix is created based on the WELS Compensation Matrix each year. Each year called teachers move down the matrix based on their years of experience in the teaching ministry.

**Responsibility**

Using the Risen Savior salary matrix, called classroom teachers begin in column A. Adjustments based upon responsibility are made for the following positions: Athletic Director, Assistant Principal, Development Director, Dean of Students, and Principal.

New or additional positions may also receive additional compensation levels by the BSM.

**Education**

Risen Savior and the Board for School Ministry recognize that an advanced degree or formal certification program has shown a tremendous professional, financial, and personal commitment by the worker and benefits Risen Savior by allowing that worker to offer additional abilities and skills to the school.

In a worker’s yearly salary Risen Savior will compensate called workers additionally for the following approved earned degrees and formal certification programs. A worker’s base salary will be increased by the following percentages. Only one increase per level (i.e. two master’s degrees would be only one increase.) A worker may accumulate each of the three levels.

1. Formal certification program (mentoring, specialist, technology, etc.) – 2%
2. Master’s degree – 5%
3. EdD or PhD – 10%

Any variance from this policy or requests can be made through the principal to the Board for School Ministry.

Legal Reference:

Cross Reference: 4.10.0

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Contained: Faculty Handbook