

**SKOKIE SCHOOL DISTRICT 73½
NEW HIRE / ASSIGNMENT CHANGE SHEET**

POSITION START DATE

MONTH/DATE/YEAR

NAME

IEIN #

DATE OF BIRTH

EMAIL

SOCIAL SECURITY #

PHONE #

(PLEASE PROVIDE THE BEST NUMBER TO CONTACT YOU AT)

ADDRESS

POSITION HIRED FOR

- CERTIFIED**
 CLASSIFIED
 FULL-TIME
 PART-TIME
 REGULAR
 SPECIAL EDUCATION
 ASSIGNMENT CHANGE
 CURRENT POSITION:
 NEW POSITION:

<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> LONG-TERM SUBSTITUTE ASSIGNMENT START DATE ANTICIPATED ASSIGNMENT END DATE	EST. LENGTH OF ASSIGNMENT WEEKS
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	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:					
END TIME:					

BUILDING MEYER MIDDLETON McCracken DISTRICT

HIRED BY

THIS SECTION WILL BE COMPLETED BY THE SUPERINTENDENT'S OFFICE AND THE BUSINESS OFFICE

CERTIFIED EMPLOYEES

NUMBER OF YEARS EXPERIENCE _____

EDUCATION/DEGREE _____

HOURS OVER _____

SALARY _____ **APPROVED:** _____

NO BENEFITS BENEFITS

ORIGINAL: SUPERINTENDENT'S OFFICE
CC: BUSINESS OFFICE

CLASSIFIED EMPLOYEES

PARAPROFESSIONAL APPROVAL
(FOR INSTRUCTIONAL ASSISTANTS)

YES NO

FLUENT IN ONE OF DISTRICT'S TOP 5 LANGUAGES

LANGUAGES SPOKEN _____

1-Urdu 2-Spanish 3-Assyrian (Syriac) 4-Filipino (Tagalog) 5-Vietnamese

\$1.00 added to hourly rate

DAILY RATE HOURLY **APPROVED:** _____

\$ _____ \$ _____

\$1.00 ADDED TO BASE IF A TEACHING DEGREE _____

DEGREE

NO BENEFITS BENEFITS

THIS SECTION IS COMPLETED BY THE SUPERINTENDENT'S OFFICE
Minimum Base Salaries by Class Using Above Multipliers to BA Base (Increased 2% annually)

	<u>BA</u>	<u>MA/BA+40</u>	<u>MA+18</u>	<u>MA+36/Second MA</u>
2016-2017	\$44,666.09	\$48,933.52	\$49,464.61	\$49,601.29
2017-2018	\$45,559.41	\$49,912.19	\$50,453.90	\$50,593.32
2018-2019	\$46,470.60	\$50,910.43	\$51,462.98	\$51,605.18
2019-2020	\$47,400.01	\$51,928.64	\$52,492.24	\$52,637.29

CREDITABLE PRIOR EXPERIENCE

- For employees hired into the BA lane, the employee may be credited with 3.0% above the base for each year of prior experience up to a total eight (8) years of experience (27.0% maximum greater than the BA base).
- For employees hired into the MA/BA+40 lane, the employee may be credited with 3.0% above the base for each year of prior experience up to a total of eight (8) years of experience (27% maximum greater than the MA/BA+40 base).
- For employees hired into MA+18 and MA+36/second MA lanes, the employee may be credited with 3.0% above the base for each year of prior experience up to a total of eight (8) years of experience (27% maximum greater than the MA+15 and MA+36/second MA bases).

HARD TO FILL POSITIONS

The Superintendent may grant bonus years of credit beyond a candidate's actual relevant experience (maximum total of 11 years of prior experience) if she or he determines that this action is necessary to compete for staff to fill positions where the demand significantly exceeds the supply.

Starting Salary

Number of Years of Experience x 3% = _____ %

Annual Salary

PROCEDURES FOR ADMINISTRATOR TO FOLLOW WHEN HIRING A NEW EMPLOYEE

- ADMINISTRATOR IS TO COMPLETE THE NEW HIRE SHEET AND FORWARD TO BUSINESS OFFICE.
- PRIOR TO BEGINNING EMPLOYMENT ALL PAPERWORK IN THE NEW HIRE BINDER MUST BE COMPLETED BY THE CANDIDATE AND SUBMITTED TO THE BUSINESS OFFICE AND SUPERINTENDENT'S OFFICE.
- AN EMPLOYEE MAY NOT BEGIN WORK WITHOUT A CURRENT MEDICAL AND TB TEST.
- AN EMPLOYEE MAY NOT BEGIN WORK WITHOUT THE DISTRICT RECEIVING THE RESULTS OF THE FINGERPRINT-BASED CRIMINAL BACKGROUND CHECK.

CLASSIFIED

HIRING AN INSTRUCTIONAL ASSISTANT (PARAPROFESSIONAL)

IF THE CANDIDATE DOES NOT HAVE A TEACHING CERTIFICATE (A SUBSTITUTE CERTIFICATE IS NOT ADEQUATE) THEY MUST HAVE PARAPROFESSIONAL APPROVAL FROM THE STATE. IF NOT, THEY MUST COMPLETE THE APPROPRIATE PAPERWORK AND SUBMIT IT TO THE STATE AS SOON AS POSSIBLE.

CERTIFIED

ADMINISTRATOR MUST CHECK THAT CANDIDATE HAS NECESSARY DOCUMENTS:

- RÉSUMÉ
- TRANSCRIPTS
- CURRENT TEACHING CERTIFICATE