

APPENDIX C:

Guide's Name: \_\_\_\_\_ Agreement for School Year: \_\_\_\_\_

**Lead Guide Starting Salary Matrix**

The following salary matrix outlines how starting salary is calculated for guides for the 2019-2020 school year.<sup>1</sup> This matrix is applied at the discretion of the Principal. Documentation must be provided for each indicator earned. The Executive Director will review all documentation and it will be kept on file at the school, salary may be adjusted if documentation is not provided. Guides wishing to add additional degrees, credentials, licenses, or experience must notify the Principal prior to April 1<sup>st</sup> and provide documentation prior to July 15<sup>th</sup> to be considered for the following school year.

	Rate	Copy on File	Guide's Salary
Base Salary	<b>\$34,500</b>	n/a	<b>\$34,500</b>
Bachelor's Degree	\$2,000		
Masters in a related field <sup>2</sup>	\$2,500		
CO Teaching License	\$1,500		
Montessori Certification (per age group) <sup>3</sup>	\$1,500		
Lead Teaching Experience (per year) <sup>4</sup>	\$500		
Support Teaching Experience at MdM <sup>5</sup>	\$300		
Hard to Staff (bilingual, SpEd)	\$1,500		
Other:			
<b>Total Starting Salary:</b>			

\_\_\_\_\_  
Karen Farquharson, Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guide Signature

\_\_\_\_\_  
Date

<sup>1</sup> The salary matrix may be amended each year at the discretion of the Principal and Executive Director

<sup>2</sup> Such as Curriculum and Instruction, Early Childhood Education, Elementary Education, Literacy Development, Montessori. Not including masters in subjects that the teacher is not teaching such as: engineering, marketing, etc.

<sup>3</sup> This applies to Montessori certifications for ages served by the school: 3-6, 6-9, 9-12

<sup>4</sup> Maximum of 10 years, must be complete school years as a lead teacher.

<sup>5</sup> Maximum of 10 years, full years only

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**Lead Guide Annual Salary Agreement**

**Schedule for part-time work:**

Day	Schedule	# of hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
	<b>Total/week</b>	
	<b>FTE =</b>	

1 FTE Salary for previous School Year: _____	
+ _____% Raise this year:	
+ Additions: _____	
Salary at full time:	
x Full Time Equivalence:	
Annual salary for school year: _____	

\_\_\_\_\_  
Karen Farquharson, Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guide Signature

\_\_\_\_\_  
Date