



HR News

Job Description Reviews

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Each year Aurora Public Schools participates in an annual job description and salary comparison review in order to remain competitive in the metro-area market. APS uses this third-party consultant, Oehm's Consulting Services (OCS) to perform an impartial market analysis and to present objective data and recommendations.

As part of the job description review process, APS job incumbents and supervisors review each job description on a three-year cycle. During the review cycle year, employees and supervisors review the most recent job description and suggest changes according to current practices, education, license requirements, etc. The edited job descriptions are submitted to OCS for salary market surveys. OCS provides data and recommendations based on comparisons of metro area districts similar in student population and demographics. When conducting a review, OCS gathers information from job descriptions, job postings, and/or through direct contact with a Human Resources representative.

The districts that APS is compared to in the market surveys include: Adams 12, Adams 14, Adams 50, Boulder Valley, Brighton, Cherry Creek, Denver, Douglas County, Jefferson County, and Littleton. Many metro municipalities and government institutions are also included when applicable.

The following factors are considered when analyzing job descriptions:

- Minimum experience
- Minimum education
- Essential duties and responsibilities based on the frequency and percentage of time allocated to the duty
- Supervisory duties

The final decisions of salary adjustments are made by the Division of Human Resources in collaboration with division heads based on OCS recommendations and internal equity. Human Resources looks for a trend of 2-3 consecutive years of at least 5% above or below market of the position's mid-point salary range before considering an adjustment. If a trend of being either above or below market is found, Human Resources meets with the appropriate division head to review the results and determine if adjustments are warranted. If there are adjustments to job descriptions and/or salary ranges, they are normally applied at the beginning of the following contract year.

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Job Description Reviews (continued)

The mid-point of the range is used as the comparison for two primary reasons. First, it equalizes the districts' different compensation systems that may have wide percentage swings between minimum and maximum salaries within a range and/or within steps. The mid-point is averaged by the minimum and maximum of the ranges, thereby making it a more accurate comparison. Secondly, OCS recommends that decisions be made based on where most employees are impacted.

The job description categories scheduled for review this year include:

- Nutrition Services
- Secretarial/Clerical
- Budget and Finance/Warehouse (not print services)-
- Communications
- Division of the Superintendent-
- Grants Office
- Human Resources
- Transportation
- Related Administrative and Professional/Technical positions

Salary Advancement Guideline

Licensed employees are eligible for educational salary advances after completing 15 semester credits of college course work under the following guidelines noted in Article 12 of the Master Agreement:

- Credits are those completed after the teacher's most recent and highest degree conferred
- Credits are earned from a four-year degree granting and regionally accredited institution (Courses completed at a two-year degree granting regionally accredited institution are accepted if completed after August 20, 2008, and are guaranteed transferable to a Colorado four-year degree-granting and regionally accredited institution).
- Courses that are not authorized for re-licensure credit in Colorado cannot be used for educational advances.

For professional learning courses, licensed employees should make sure all credits are listed in Performance Matters. When calculating Performance Matters credits, 15 licensed semester contact hours and salary advancement contact hours equals 1 semester credit. Teachers are responsible for turning in an official Performance Matters transcript which can be accessed through the system. Visit the professional learning [website](#) for contacts and more information.

To be considered for educational salary advancement, mail your transcripts to 15701 E 1st Ave Suite 112 Aurora CO, 80011 or call 303- 365-5823 to schedule to have them dropped them off. Copies will not be accepted and cannot be used as a placeholder while waiting for the official transcripts. Authorized electronic transcripts from the school are accepted. If there are not enough credits to advance to the next lane they will need to be returned.

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Salary Advancement Guideline (continued)

Educational salary advances will become effective on the first day of the month following the month the transcript was received. Licensed employees are eligible to turn in transcripts for salary advancement throughout the school year until the last day in April. The Compensation Office will begin accepting transcripts again July 1st for the next school year. Click [here](#) to view the licensed salary schedule.

National Board Stipend— Special Service Providers

Effective the 2019-20 school year, a one-time stipend of \$2,300 will be provided to Special Service Providers that hold or obtain a professional National Certification or Colorado Department of Regulatory Agency (DORA) Licensure. In addition a \$1,000 stipend will be paid annually for maintaining such certification.

Special Service Providers that qualify for compensation are as follows:

School Audiologist - Board Certification in Audiology (American Board of Audiology) or Certificate of (Clinical Competence in Audiology)

School Nurse - Nationally Certified School Nurse (National Board for Certification of School Nurses)

School Occupational Therapist - Occupational Therapist Registered (National Board for Certification in Occupational Therapy)

School Orientation and Mobility Specialist - Certified Orientation and Mobility Specialists (Academy for Certification of Vision Rehabilitation and Education Professionals)

School Physical Therapist - National Certification (Federation of State Boards of Physical Therapy)

School Psychologist -Nationally Certified School Psychologist (National Association of School Psychologists)

School Speech-Language Pathologist - Certificate of Clinical Competence in Speech Language Pathology (American Speech-Language-Hearing Association)

Clinical Social Workers, Professional Counselors, Psychologists, and Physical Therapists who are licensed by the Colorado Department of Regulatory Agencies shall receive a one-time stipend of \$2,300, and shall be paid \$1,000 each year after for which they maintain such licensure.



National Board Stipend– Special Services Providers

To receive compensation please provide the appropriate certification to the contacts provided below by the end of the month, these contacts will work with the Compensation Office in order to provide payment for the following month.

- School Audiologist- Becky Hanley rfhanley@aurorak12.org
- School Nurse- Margaret McKercher- mrmckercher@aurorak12.org
- School Occupational Therapist- Tricia Williams- tmwilliams@aurorak12.org
- School Orientation and Mobility Specialist- Becky Hanley rfhanley@aurorak12.org
- School Physical Therapist- Tricia Williams- tmwilliams@aurorak12.org
- School Psychologist- Jessica O’Muireadhaigh- jdomuireadhaigh@aurorak12.org
- School SLP- Gwynn Brownell gmbrownell@aurorak12.org
and/or Jodi LeGray jrlegray@aurorak12.org
- Social Workers- Jessica O’Muireadhaigh- jdomuireadhaigh@aurorak12.org
- Counselors- Jessica O’Muireadhaigh- jdomuireadhaigh@aurorak12.org

2020-21 Work Calendars for Classified & Admin/PT Employees

Please visit the Directories and Calendars web site at: <https://sites.google.com/aurorak12.org/apsnet/calendars> for the 2020-21 work calendar. The calendar includes start and end dates, in-service days, and non-work days for 177, 187, 205, 210, 215 and 12-month Classified and A/PT employees.



Reporting Child Abuse & Blood-borne Pathogens

All newly contracted employees must complete the child abuse reporting and standard precautions against blood-borne pathogens training online within 60 days of employment.

As a matter of good practice, we are also asking schools and departments to review these online training opportunities with all staff members at least once every three years. Each online course can be reviewed in approximately one-half hour at a regularly scheduled staff meeting. Projecting the content slide shows and working through the assessments as a group will ensure that staff members understand their responsibilities as mandated reporters of suspected abuse and how to protect themselves and others against blood-borne pathogens. Staff may review both of these trainings in the same school year or in separate school years as long as they are covered at least once every three years.

The training web sites may be accessed at the [Human Resources New Employee Orientations](#). Sites may also wish to incorporate these reviews into an upcoming in-service day.

