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## 412 Teacher and Staff Salary Schedule Policy

Number: 412  
Adopted: 04/22/2025

### Purpose:

This policy establishes a transparent and equitable pay scale for employees at Three Rivers Montessori.

### Policy Statement:

Three Rivers Montessori is committed to maintaining a competitive and fair compensation structure for its employees. Alignment with local market compensation and area schools ensures that our pay scales remain competitive and equitable.

To achieve this goal, the school adopts the following guidelines:

### Salary Determination

The school will follow the most recent salary range published annually by Big Lake Public Schools as of **February 1 annually**.

As of the most recent policy update, all **K-6 Teachers** and **Special Education Teachers** will follow the following pay scale, in alignment with Big Lake Public Schools:

	BA	BA+15	BA+30	BA+45	MA	MA+15
<b>Step 2</b>	\$44,872	\$46,287	\$47,829	\$49,375	\$51,854	\$54,129
<b>Step 3</b>	\$45,560	\$47,081	\$48,680	\$50,281	\$53,155	\$55,471
<b>Step 4</b>	\$46,258	\$47,889	\$49,547	\$51,201	\$54,488	\$56,844
<b>Step 5</b>	\$46,967	\$48,711	\$50,431	\$52,140	\$55,855	\$58,253
<i>*Under this policy, the maximum number of Steps listed is 5; the maximum level of experience is MA+15. Any teachers whose experience or qualifications are beyond this shall be compensated at the highest available step listed in the policy.</i>						

Completion of Montessori training through an approved Montessori Training program moves the employee up one educational level. See Professional Development Plan for more information on acceptable programs. The Executive Director retains discretion over this adjustment.

As of the most recent policy update, all **General Education Paraprofessionals** and **Special Education Paraprofessionals** will follow the following pay scale:

	Gen Ed Para	SPED Para	Behavior Interventionist
<b>Starting</b>	\$22.00	\$23.00	\$26.00
<b>3 months</b>	\$22.50	\$23.50	\$26.50
<b>Step 2</b>	\$23.00	\$24.00	\$27.00
<b>Step 3</b>	\$23.50	\$24.50	\$28.00
<b>Step 4</b>	\$24.00	\$25.00	\$29.00
<b>Step 5</b>	\$24.50	\$25.50	\$30.00
<b>Step 6-7</b>	\$25.00	\$26.00	\$31.00
<b>Step 8-9</b>	\$25.50	\$26.50	\$31.50
<b>Step 10+</b>	\$26.00	\$27.00	\$32.00
<i>*Paraeducators must pass and maintain their paraprofessional certification to receive pay increases beyond the starting pay rate. Paraeducators who do not have a valid certification will receive the starting pay rate.</i>			

As of the most recent policy update, all **B21 Positions (Program Coordinators, Secretary, Cook)** and **B22-1 Positions (Administrative Assistants)** will follow the following pay scale, in alignment with Big Lake Public Schools:

	B21 (Program, Secretary, Cook)	B22-1 (Administrative Assistant)
<b>Step 2</b>	\$19.71	\$20.09
<b>Step 3</b>	\$21.11	\$21.49
<b>Step 4</b>	\$22.51	\$22.89
<b>Step 5+</b>	\$23.91	\$24.29

### Blended Positions

Any position classified as a blended position—where duties are split between more than one role—will receive a weighted pay rate based on the percentage of time allocated to each role and its associated funding source.

For example, a new paraprofessional splitting their time 50/50 between General Education (\$22.00/hour) and Special Education (\$23.00/hour) will receive a blended pay rate of \$22.50/hour.

The weighted rate will be calculated annually when a contract is being offered, and adjusted as necessary if the percentage of time allocated to each role has a material change. The Executive Director will determine when re-calculations are necessary.

### **Phased Policy Adoption**

Prior to issuing contracts, the School Board Treasurer and Executive Director will review the projected school year budget. Employees whose pay exceeds the pay scale may be awarded an increase, at the Executive Director and School Board's discretion.

Once aligned, employees will adhere to the pay scale and receive adjustments as outlined in this policy.

Any employee who ends employment with Three Rivers Montessori and is re-hired will be brought in with an updated pay rate that aligns with the pay scale policy.

### **Annual Review and Adjustment:**

On or before February 1 each year, the administration will obtain the most current salary information from Big Lake Public Schools.

Any adjustments to the salary ranges at Three Rivers Montessori will take effect no later than the start of the following academic year.

### **Position Alignment:**

Employee roles at Three Rivers Montessori will be matched to equivalent roles in Big Lake Public Schools to ensure accurate alignment within the pay scale.

The school will consider relevant experience, education, and qualifications when determining placement within the salary range.

### **Communication of Salary Ranges:**

In alignment with state law, salary ranges will be included on job postings, made available to all staff members during the hiring process, and upon request.

### **Exceptions and Changes:**

Exceptions or changes to this pay scale may be made only with approval of the Three Rivers Montessori Board of Directors.

### **Budget Planning:**

The Finance Committee will incorporate updated salary ranges into the annual budget planning process to ensure fiscal responsibility and compliance with this policy.

**Responsibility:**

The Executive Director is responsible for implementing and overseeing compliance with this policy.

**Policy Review:**

This policy will be reviewed annually to ensure alignment with best practices and local school salary ranges.