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## 413 Teacher and Staff Salary Schedule Policy

**Number: 412**  
**Adopted: 04/22/2025**  
**Updated: 03/17/2026**  
**Approved: 04/21/2026**

### 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 equitable compensation practices. All salary decisions, including exceptions, will be guided by consistent criteria and documented to ensure fairness, transparency, and alignment with school values.. Alignment with local market compensation and area schools ensures that our pay scales remain competitive and equitable.

### Salary Determination

Three Rivers Montessori recognizes prior relevant teaching experience when determining initial salary placement. Teachers will be placed on the salary schedule based on years of licensed teaching experience, when hired with consideration for:

- Years of full-time K–12 teaching experience
- Relevance of experience to the assigned role (e.g., Montessori, Special Education, literacy-focused instruction)
- Licensure area and demonstrated instructional effectiveness

As of the most recent policy update, all **K-6 Teachers** and **Special Education Teachers** will follow the following pay scale:

	BA	BA+15	BA+30	BA+45	MA	MA+15
<b>Step 2</b>	\$45,994	\$47,444	\$49,025	\$50,609	\$53,150	\$55,482
<b>Step 3</b>	\$46,699	\$48,258	\$49,897	\$51,538	\$54,484	\$56,858
<b>Step 4</b>	\$47,414	\$49,086	\$50,786	\$52,481	\$55,850	\$58,265
<b>Step 5</b>	\$48,141	\$49,929	\$51,692	\$53,444	\$57,251	\$59,709
<b>Step 6</b>	\$49,166	\$50,786	\$52,613	\$54,424	\$58,688	\$61,189

<b>Step 7</b>	\$49,630	\$51,659	\$53,550	\$55,423	\$60,162	\$62,706
<b>Step 8</b>	\$50,391	\$52,545	\$54,504	\$56,440	\$61,673	\$64,263
<b>Step 9</b>	\$51,164	\$53,447	\$55,447	\$57,476	\$63,222	\$65,857
<b>Step 10</b>	\$51,949	\$54,366	\$56,467	\$58,530	\$64,810	\$67,491
<i>*Under this policy, the maximum number of Steps listed is 10; 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 considering their level of education and experience.</i>						

### Montessori Training Salary Advancement

Completion of Montessori training through an approved Montessori training program will result in additional compensation beyond the standard salary schedule. Teachers will receive a **\$500 annual salary increase for every 15 Montessori graduate credits completed**, up to a maximum of **MA+15 equivalency**.

This increase is applied **in addition to the employee's placement on the standard salary schedule**, as follows:

- **BA + 15 Montessori graduate credits:** +\$500 above salary schedule placement
- **BA + 30 Montessori graduate credits:** +\$1,000 above salary schedule placement
- **MA + 15 Montessori graduate credits:** Maximum eligible increase under this provision

For equivalency purposes, **15 Continuing Education Units (CEUs) will be considered equal to one (1) university graduate credit**.

All Montessori training must be completed through an **approved Montessori training program** and aligned with the school's Professional Development Plan. The **Executive Director retains final discretion in determining program approval and salary adjustments under this provision**.

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:

	<b>Gen Ed Para</b>	<b>SPED Para</b>	<b>Behavior Interventionist</b>
<b>Starting</b>	\$22.25	\$23.25	\$26.25
<b>3 months</b>	\$22.75	\$23.75	\$26.75
<b>Step 2</b>	\$23.25	\$24.25	\$27.25
<b>Step 3</b>	\$23.75	\$24.75	\$28.25

<b>Step 4</b>	\$24.25	\$25.25	\$29.25
<b>Step 5</b>	\$24.75	\$25.75	\$30.25
<b>Step 6-7</b>	\$25.25	\$26.25	\$31.25
<b>Step 8-9</b>	\$25.75	\$26.75	\$31.75
<b>Step 10+</b>	\$26.25	\$27.25	\$32.25
<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>			

	<b>B21 (Program, Secretary, Cook)</b>	<b>B22-1 (Administrative Assistant)</b>
<b>Step 2</b>	\$19.96	\$20.34
<b>Step 3</b>	\$21.36	\$21.74
<b>Step 4</b>	\$22.76	\$23.14
<b>Step 5+</b>	\$24.16	\$24.54

### **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 (\$22.25/hour) and Special Education (\$23.25/hour) will receive a blended pay rate of \$22.75/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.

### **Stipends and Additional Duties**

Employees may be eligible for stipends or additional pay for taking on duties that are beyond their role and responsibilities. Three Rivers Montessori pays staff additional pay for fulfilling the Environmental Education Coordinator role, serving as a Teacher Leader, serving as the School Literacy Lead in compliance with the READ Act, and completing curriculum development over the summer as formally assigned by the Executive Director.

Refer to the applicable job descriptions for the qualifications and experience required for stipend-eligible roles. Employees who receive stipends are expected to fulfill the responsibilities of those roles throughout the year; failure to do so may result in the stipend being withdrawn.

The Board of Directors authorizes the Executive Director to allocate stipends of up to \$1000 each, up to \$10,000 of the total fiscal year salary budget. Any stipends or payments in excess of this amount require approval by the Board Chair and Board Treasurer.

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

Each February, the Executive Director and Accountant will submit recommendations for the upcoming year's budget and proposed updates to the pay scale. The Board of Directors will review these recommendations as part of its decision-making process.

The Board of Directors holds final authority over the pay scale and must vote to approve it for the subsequent year. If the Board does not approve an updated pay scale, the existing pay scale will remain in effect.

### **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 the job market.