



**Free Horizon Montessori**  
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## **Free Horizon Montessori Salary Policy**

*Current for 2017-2018 School Year  
Implemented for 2015-2016 School Year*

Free Horizon Montessori calculates baseline annual salaries for each position using a minimum of 92% of the 2015 Jefferson County District R-1's salary schedule for equivalent role, based on the District's most closely matched job description and its assigned pay grade/scale. Position-specific stipends are offered in addition to base salaries to honor additional experience and responsibility. In most instances, final annual salaries (inclusive of base salary and stipends) for Free Horizon Montessori staff meet or exceed Jeffco's salary amounts for the equivalent position at the District. Free Horizon performs comprehensive salary surveys each 3 years to ensure competitive and strategic compensation packages.

- Daily rates for each position at Free Horizon Montessori are figured using 92% of the associated pay grade in Jeffco Classified Salary Schedules, Licensed Professional Salary Schedule, and Jeffco Administrative/Professional Salary Schedule as published by the district as of January 2015.
- Daily rates are used to extrapolate an annual base salary commensurate with the actual number of service days contracted for each position at Free Horizon. Teachers are contracted for 189-193 service days and Assistant Teachers are contracted for 187 service days. Administration positions range from 205 – 230 days. Other positions' contact days vary, based on scope and need for the school year.
- Salary schedules for teaching and auxiliary staff are structured in a Step/Lane format, where Step represents years' experience in equivalent position and Lane represents education/credentials confirmed at the time of contracting. For Administrative positions, salary ranges (mid-min-max) are modeled after the District's approach in its Administrative/Professional Salary Schedule.
- Prior years' experience is credited at 1 year for each year of prior experience in equivalent position (at full time equivalent (FTE), defined as at least 0.8 FTE (32 hours/week) and a minimum of 167 contract days/year and verifiable from prior employer(s)), up to a maximum of 6 years. The number of years of employment at FHM is then added to the number prior year(s) credited to determine the Year of Experience and entry point into the position's scale. The Principal has discretion to grant up to 4 additional years prior experience (total maximum of 10 years), based on market demand and other factors.
- For staff contracted at less than 1.0 FTE, base annual salaries are calculated proportionate to their FTE status.
- Stipend pay is added to annual base salary rates commensurate with education, licensure, credentialing, past Montessori experience, on-going Montessori training, and additional position responsibility, etc.. Stipends are specific to the position and are reconsidered on a yearly basis.
- Salaries and stipends include staff development, meetings, conferences, after hours events, and planning time as expected for a professional teaching position.
- Additional compensation package benefits include PTO pay-out option, professional development support, and contribution toward healthcare premium costs for eligible employees.