

Guidelines for Reporting Starting Teacher Salary by Degree and Average Teacher Salary by School

- **Teachers that should be included in your report**
For purposes of this data collection, only include licensed elementary and secondary classroom teachers (regardless of fund source). Include as classroom teachers art, music, physical education, technology, remedial, gifted, math, reading, special education, and ESL teachers. School divisions should not include teacher aides, guidance counselors or librarians in this report.
- **Starting Salary by Degree for Division**
Report the starting salary (excluding fringe benefits) for a first year beginning teacher with Bachelors, Masters and Doctorate degrees. If your division pays supplements for advanced degrees separate from the base salary, please include the advanced degree supplements as part of the base salary for this data collection. If there is no separate salary scale for a teacher with a master's degree, enter the starting salary awarded to a teacher with a bachelor's degree.

Determining the Average Salary by School:

- **Part-time Personnel**
Combine the salary expenditures of part-time teachers with those of full-time teachers. Calculate the corresponding portion of an FTE for part-time teachers, and include this with the other FTEs when calculating the average salary. For example, if a teacher only works $\frac{1}{2}$ a day and makes \$20,000, include the total part-time salary of \$20,000 in the salary base and include 0.5 FTE in the FTE base.
- **Teachers who are employed at more than one school**
Teachers who are employed at more than one school should have their average salary included in each school where they are employed. Include the prorated total salaries of the teacher(s) and the prorated FTE of the teacher(s) based on the percent of time they spend in each school. By prorating the FTE in this manner, the average salary should equate to the total annual salary for such teacher(s).

For example, if a teacher works 0.5 of his/her time at school A at \$22,000 a year and 0.5 of his/her time at school B at \$22,000 a year, the salary would average out to \$44,000 a year in each school's average salary calculation.

School A's salary expense for a 0.5 FTE \$22,000 divided by the prorated FTE 0.5 = \$44,000 average salary based on a FTE.

School B's salary expense for a 0.5 FTE \$22,000 divided by the prorated FTE 0.5 = \$44,000 average salary based on a FTE.

- **10 Month, 11 Month and 12 Month Teachers**
For purposes of this data collection, a full-time teacher should be counted as 1 FTE regardless if it is a 10-month, 11-month, or 12-month contract. The salary included in the average should be based on the full contract period and not prorated or inflated based on the contract period.
- **Average Salary by School**
Report the average salary (excluding fringe benefits) for each school reported in fall membership. See the teacher definition above for additional guidance on which teachers to include. To calculate each school's average salary, sum all the salaries of each teacher who

works in the school and divide the sum by the FTE total of all teachers (full and part-time) in the school. For additional information on prorating FTE's for part-time teachers or teachers who are employed in more than one school, please see the guidance below labeled "Part-time Personnel" and "Teachers who work in more than one school."

The following table is provided to assist you with computing the final average teacher salary at the school level:

Example: Average School-level Teacher Salary			
Salary Costs		FTEs	
Total Budgeted Salary Cost for Full-Time Teachers	\$ 694,000	Total Budgeted FTEs for Full-Time Teachers	14.00
Total Budgeted Salary Cost for Part-Time Teachers	\$ 46,800	Total Budgeted FTEs for Part-Time Teachers	1.15
Total Budgeted Salary Cost for the School	\$ 740,800	Total Budgeted FTE Level for the School	15.15
Total Budgeted Salary Cost for the School			
	\$ 740,800		
Divided By:			
Total Budgeted FTE Level for the School		15.15	
Average School-level Teacher Salary =		\$ 48,898	

- **Sample Miscellaneous Form for Starting Teacher Salary:**

Student Record Collection FALL - Starting Teacher Salary

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* represents required field

Salary Details	
Starting teacher salary with Bachelor's Degree*	<input type="text"/>
Starting teacher salary with Master's Degree*	<input type="text"/>
Starting teacher salary with PhD Degree:	<input type="text"/>

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User Information

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- **Sample Miscellaneous Form for Average Teacher Salary:**

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School Number	School Name	Average Teacher Salary
0750	Axon Elementary	<input type="text"/>
0010	Bassett High	<input type="text"/>
0590	Campbell Court Elementary	<input type="text"/>
0480	Carver Elementary	<input type="text"/>
0662	Collinsville Primary	<input type="text"/>
0620	Fieldale-Collinsville Middle	<input type="text"/>

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