

**Education Support Professional (ESP)
Elementary Rotation Assistant
Request for Salary Lane Change**

Employee Name: _____ Elementary School: _____

Rotation Subject: _____ Current Lane _____ Step _____
(i.e. PE, STEM, Fine Arts)

The following requirements for salary lane change have been met (complete applicable areas). No lane changes will be effective until approved by the Human Resources Department. The effective date is the first Monday of the following month upon Teaching and Learning Administrator approval and receipt in HR of this form. Employees receiving a lane increase will be placed on the closest step on the new lane without a decrease.

Principal/Director Signature: _____ Date: _____

Submit form to Teaching and Learning (LeAnn Nelson)

TO BE COMPLETED BY TEACHING & LEARNING:

Date received in T & L: _____

Rotation Assistant I

Lane 3

Qualification Requirement

- Requires one (1) year of experience working in a classroom setting PLUS one of the following:
 - An Associate's degree or 48 semester hours from an accredited college; or
 - Passed the ParaPro assessment.

Rotation Assistant II

Lane 4

- ☐ One year of experience as a Rotation Assistant I Start Date: _____ Completed: _____ PLUS
- ☐ Completion of Advanced Training Course in PE, STEM or Date Completed: _____ Fine Arts through Teaching and Learning (Approximately 20 hours) T & L Review: _____

Rotation Assistant III

Lane 5

- Current or former professionally licensed teacher
- Underqualified teachers must complete the 20 hours of T & L Training T & L Review: _____

The employee identified above has completed the required training and is now eligible for a lane increase.

T & L Administrator Signature: _____ Date: _____

TO BE COMPLETED BY HUMAN RESOURCES:

Date Received in HR: _____

Current Lane: _____ Current Step: _____ Current Hourly Rate: _____

New Lane: _____ New Step: _____ New Hourly Rate: _____ Effective Date: _____

Human Resources Administrator

Date