

St. Johns County School District



Advanced Degree Pay

Advanced Degree Pay is initiated by the instructional employee. This requires a copy of your official transcript with a conferred degree and a copy of their Florida Teaching Certificate. Both of these items and the Advanced Degree Eligibility Review Form should be sent to their designated Certification Specialist in Human Resources with a request for review for Advanced Degree Pay.

Note: Advanced Degree Pay will not be paid until the employee's teaching certificate and degree/endorsements are conferred by the state.

Advanced Degree Supplement pay falls under Florida Statute 1012.22 (3). The statute states that a District School Board may not use advanced degrees in setting a salary schedule for instructional personnel or school administrators hired on after July 1, 2011, unless the advanced degree is held in the individual's area of certification and is only a salary supplement. St. Johns County follows this premise when determining if an employee qualifies for the supplement. To qualify for Advanced Degree pay, an employee's degree major (listed on your transcript) must match the employee's area of certification (on their teaching certificate).

Below are a few examples that meet eligibility:

Certification (what is on your teaching certificate)	Degree (Conferred on your college transcript)
Elementary Education (K-6)	Elementary Education 1-6, K-6, N/K-6, K-3, K-4, K-8, Upper 4-6
Reading	Reading (Usually at the Master's Level)
English	English, Literature, Creative Writing, Language Arts

Broad or general degree majors such as Curriculum and Instruction, Teaching and Learning, Art of Teaching, and Masters of Education in Quality Schools cannot be considered for Advanced Degree Pay unless they specifically show a concentration (majority of the coursework on your transcript) in the area that matches the employee's area of certification. It is up to the employee to provide evidence of coursework by submitting their official college transcript to the district for review at the time Advanced Degree Pay is requested.

Below are examples that do not match and are not eligible for Advanced Degree Pay:

Certification (what is on your teaching certificate)	Degree (Conferred on your college transcript)
Elementary Education (K-6)	Teaching and Learning
English	Master of Education in Quality Schools
English or Social Science	Curriculum and Instruction
Elementary Pre K - 3	Education and Teaching

To request an Advanced Degree Pay review, please send your correspondence to your designated HR Certification Specialist along with a copy of your Official College Transcript (listing conferred degree), a copy of your current Florida Teaching Certificate, and the Advanced Degree Eligibility Review Form. Once reviewed by your certification specialist, it will be then be reviewed by the Director of Salary and Benefits, and your designated Personnel Specialist. Please allow two weeks for your Advanced Degree Pay review. You will receive an email from your Personnel Specialist to let you know the status (approved or not approved) of your Advanced Degree Pay. If eligible for the Advanced Degree Pay, the amount will be listed on your paycheck as a supplement as "ADVDGR" in the Earnings Description Section.

St. Johns County School District

Advanced Degree Eligibility Review Form

Please complete this form to request a review of your eligibility to receive Advance Degree Pay. Note: Advance Degree Pay will not be paid until the employee's teaching certificate and degree/endorsements are conferred by the state.

Employee Name: _____ **SS#:** _____

Employee ID# (your District E#): _____

Assigned School/Department: _____

Date: _____

Attach the following documents:

- **Copy of your Official Transcript with conferred degree**
- **Copy of your Florida Teaching Certificate**

Please be sure to send this completed form, a copy of your official transcripts and a copy of your teaching certificate to your designated Certification Specialist located at 40 Orange Street, St. Augustine, FL 32084.

