



Faculty Salary & Benefits

2010-2011

WALWORTH BARBOUR AMERICAN INTERNATIONAL SCHOOL, ISRAEL

OVERSEAS TEACHER SALARY AND BENEFITS HANDBOOK

2010-2011

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A. Walworth Barbour American International School- Teachers Scale									
TEACHERS' SALARY SCALE (quoted in US Dollars) for 2009-2011 ***									
Level	BA	BA +15	BA +30	MA	MA + 15	MA +30	MA + 45	MA +60	PHD
	\$	\$	\$	\$		\$		\$	\$
1	24,730	25,187	25,643	26,099	26,328	26,556	26,784	27,012	27,469
2	25,792	26,268	26,747	27,224	27,462	27,702	27,991	28,281	28,656
3	26,905	27,404	27,904	28,403	28,653	28,903	29,153	29,404	29,903
4	28,227	28,753	29,279	29,806	30,068	30,332	30,595	30,858	31,383
5	29,450	30,000	30,551	31,103	31,377	31,653	31,928	32,203	32,754
6	30,834	31,413	31,991	32,570	32,860	33,148	33,438	33,726	34,305
7	32,167	32,772	33,378	33,982	34,285	34,587	34,890	35,192	35,796
8	32,684	33,300	33,914	34,531	34,838	35,147	35,455	35,761	36,377
9	33,206	33,832	34,457	35,084	35,397	35,710	36,022	36,335	36,961
10	33,725	34,361	34,997	35,634	35,952	36,270	36,589	36,906	37,543
11	34,339	34,988	35,636	36,284	36,609	36,933	37,257	37,581	38,230
12	34,903	35,564	36,222	36,883	37,213	37,543	37,873	38,203	38,862
13	35,510	36,182	36,855	37,478	37,862	38,198	38,534	38,869	39,542
14	36,078	36,762	37,446	38,128	38,470	38,812	39,153	39,495	40,178
15	36,659	37,353	38,047	38,743	39,091	39,438	39,786	40,133	40,828
16	37,326	38,035	38,744	39,451	39,805	40,160	40,514	40,868	41,576
17	37,922	38,642	39,362	40,083	40,443	40,803	41,164	41,523	42,243
18	38,529	39,261	39,994	40,726	41,091	41,458	41,823	42,190	42,922
19	39,158	39,902	40,647	41,392	41,764	42,136	42,510	42,881	43,626
20	39,862	40,620	41,379	42,137	42,517	42,898	43,277	43,655	44,415
21	40,511	41,283	42,056	42,827	43,214	43,599	43,985	44,371	45,143
22	41,265	42,053	42,840	43,627	44,021	44,414	44,807	45,201	45,988
23	41,928	42,726	43,527	44,327	44,727	45,127	45,527	45,927	46,726
24	42,610	43,423	44,238	45,051	45,458	45,864	46,272	46,679	47,494
25	43,294	44,121	44,949	45,777	46,191	46,603	47,016	47,429	48,259
26		44,838	45,680	46,522	46,943	47,364	47,783	48,202	49,046
27			46,424	47,281	47,709	48,136	48,563	48,990	49,848
28				48,052	48,487	48,922	49,356	49,790	50,662
29						49,721	50,163	50,603	51,491
30								51,431	52,334

*** 1. New AIS Faculty may enter through Step #15.

***2. Base salary is adjusted monthly by the ongoing (COLA) mechanism per the Official Teachers' Agreement.

B. SALARY SCHEDULE COLUMN REQUIREMENTS

1) Placement on Column A

- a) Bachelor's degree earned by standards acceptable in universities in the U.S.
- b) Maximum entry level is step one.

2) Placement on Column B

- a) Bachelor's degree earned by standards acceptable in universities in the U.S.
- b) Fifteen credits or equivalent earned after the Bachelor's program.
- c) A valid teaching certificate or credential issued in the U.S. or equivalency of a U.S. teaching credential.

3) Placement on Column C

- a) Bachelor's degree earned by standards acceptable in universities in the U.S.
- b) Thirty credits or equivalent earned after the Bachelor's program.
- c) A valid teaching certificate or credential issued in the U.S. or equivalency of a U.S. teaching credential.

4) Placement on Column D

- a) Masters degree earned by standards acceptable in universities in the U.S.
- b) A valid teaching certificate or credential issued in the U.S. or equivalency of a U.S. teaching credential.

5) Placement of Column E

- a) Masters degree earned by standards acceptable in universities in the U.S.
- b) Fifteen credits or equivalent earned after a Masters program.
- c) A valid teaching certificate or credential issued in the U.S. or equivalency of a U.S. teaching credential.

6) Placement on Column F

- a) Masters degree earned by standards acceptable in universities in the U.S.
- b) Thirty credits or equivalent earned after a Masters program.
- c) A valid teaching certificate or credential issued in the U.S. or equivalency of a U.S. teaching credential.

7) Placement on Column G

- a) Masters degree earned by standards acceptable in universities in the U.S.
- b) Forty-five credits or equivalent earned after a Masters program.
- c) A valid teaching certificate or credential issued in the U.S. or equivalency of a U.S. teaching credential.

8) Placement on Column H

- a) Masters degree earned by standards acceptable in universities in the U.S.
- b) Sixty credits or equivalent earned after a Masters program.
- c) A valid teaching certificate or credential issued in the U.S. or equivalency of a U.S. teaching credential.

9) Placement on Column I

- a) Doctorate degree earned by standards acceptable in universities in the U.S.
- b) A valid teaching certificate or credential issued in the U.S. or equivalency of a U.S. teaching credential.

10) Placement level -

A teacher may be placed up to step 15 based on past teaching experience.

C. OVERSEAS TEACHERS' AGREEMENT

Overseas Faculty	As of August 1, 2009
Settling-In Allowance:	
1 Single Teacher	\$3,000
Single - with dependent/s	\$3,500
Couple - One Employed by AIS	\$3,500
Couple - Both Employed by AIS	\$5,000
Family - One Employed by AIS	\$3,500
Family - Both Employed by AIS	\$5,000
2 Shipping In	
Shipping In - Single	Reimbursable to \$2,500
Shipping In - Single – with dependent/s	Reimbursable to \$3,000
Shipping In - Couple - One Employed by AIS	Reimbursable to \$3,000
Shipping In - Couple - Both Employed by AIS	Reimbursable to \$3,500
Shipping In - Family - One Employed by AIS	Reimbursable to \$4,000
Shipping In - Family - Both Employed by AIS	Reimbursable to \$4,500
3 Shipping Out	
Shipping Out - Single	Reimbursable to \$2,500
Shipping Out - Single – with dependent/s	Reimbursable to \$3,000
Shipping Out - Couple - One Employed by AIS	Reimbursable to \$3,000
Shipping Out - Couple - Both Employed by AIS	Reimbursable to \$3,500
Shipping Out - Family - One Employed by AIS	Reimbursable to \$4,000
Shipping Out - Family - Both Employed by AIS	Reimbursable to \$4,500
4 Long Term Disability	
5 Home Leave – every year	Annually
6 Housing Allowance per month	
Single -	Reimbursable to \$1,400
Singles living together	Reimbursable to \$2,100 (\$1,050 each)
Married couple - one under contract	Reimbursable to \$1,700
Married couple - both under contract	Reimbursable to \$2,100
Each Dependent Child Under 18	\$150
7 Medical & Dental - \$100 medical & \$25 dental deductible per person, per calendar year.	Yes
8 Evacuation + Salary Continuation Insurance	Yes
9 Loan Program	From AIS
10 Bereavement - Airfare	Yes
11 In Service bank - \$800 per yr. & and accruable to 3 yrs.	Yes
12 Summer Projects / Special Projects	Yes, by application
13 Pension up to 5% Matching	5% of salary
14 US Social Security 7.65% matching	7.65% of salary
15 Reimbursement of agency fees after 2 years	Yes

D. SALARY AND BENEFITS FOR OVERSEAS HIRES

- The overseas hires are covered under the Status of Forces Agreement (SOFA) and are exempt from paying taxes to the Israeli Government. They also benefit from limited duty-free importation of personal effects and duty-free purchase of one automobile per employee and license fee/road taxes.
- The parties acknowledge that the value of the fringe benefits given to the local teachers is made up for by the monetary payment paid to the overseas hires, and that if it would be decided that the overseas hires were also to receive the above-mentioned fringe benefits, their monetary payments would be reduced accordingly.

- **AIRFARES-IN/OUT:** AIS will pay for the most economical air route from the point of origin (to be determined between employee and Superintendent) to AIS for the employee and each dependent. This will be on a recognized scheduled international carrier. The Administration reserves the right to delineate most direct routing and cost with reasonable layovers. Upon termination of the contract, AIS will pay for the most economical air route to the point of origin for the employee and each dependent under the same terms as delineated above.
- **HOME LEAVE:** After the completion of the first contractual period of two years, AIS will pay for the most economical air route from AIS to the point of origin annually, and return to AIS, for the employee, and each dependent. This will be on a recognized scheduled international carrier. The Administration reserves the right to delineate most direct routing and cost with reasonable layovers. If the employee wishes to make his/her own reservations through the travel agent of his/her choice, the cash value of the airfare, to employees' point of origin, will be given in June of the school year.
- **HOUSING ALLOWANCE:** The school will assume the cost of a rental for the employee while employed by the School, up to specified limits in the overseas faculty benefits addendum. Housing allowance reimbursements will be made upon presentation of receipts or by contractual agreement between the lessee and the lessor with approval from the Superintendent. Advance payments supported by a copy of the lease agreement requiring such advance may be made for a period of up to three (3) months or more only with specifically authorized permission from the Superintendent. The housing allowance is reimbursable and designed to subsidize the cost of housing for recruited teachers. Any housing allowance funds in excess of stated rent may be applied to electricity, water, heat, or municipal taxes. The annual housing allowance shall be paid on a 12-month basis or until the end of contract and departure from Israel. AIS will provide "welcome kits" on loan for the first two months in Israel. Should a teacher's contract be terminated before an academic year is finished, the housing allowance shall be pro-rated to the percentage of the year taught. (Please see Overseas Benefits Addendum).
- **SETTLING-IN ALLOWANCE:** Each recruited teacher (one per teaching couple) will receive a settling-in allowance upon the receipt of a signed contract. This is a one-time payment to help defray the cost of moving to Israel. Funds may be used at the discretion of the employee. If the recruited teacher leaves employment with the school at his/her initiative before the end of the first academic year of employment, the settling-in allowance will be pro-rated and the employee will be asked to refund the balance owed.
- **TUITION GRANTS:** AIS will provide tuition grants for dependent children who attend AIS.
- **RETIREMENT:** AIS will provide a school retirement plan, which will match employee contributions up to 5% of monthly salary.
- **MEDICAL INSURANCE:** AIS will provide medical insurance as per the school health plan provider. Part-time teachers receive a pro-rated allowance. Medevac is part of the overseas medical health plan and is available to all employees enrolled in the current overseas health plan unless this benefit is otherwise provided to the employee, e.g., through the employee benefits package of a family member.
- **SALARY CONTINUATION INSURANCE/EVACUATION:** AIS will provide Evacuation and Salary Continuation Insurance: Airfare for teachers and dependents if they actually evacuate and 60% salary for three months if the school is closed and evacuation of personnel is ordered.
- **FREIGHT-IN ALLOWANCE:** AIS will provide a freight-in allowance as a means of transporting personal effects to Israel from point of origin (to be determined between employee and Superintendent). This is reimbursable upon presentation of receipts for shipping or excess baggage expenses incurred to the allowable maximum of the allowance.
- **FREIGHT-OUT ALLOWANCE:** Upon completion of contractual obligations, AIS will provide a freight-out allowance as a means of transporting personal effects to point of origin. This is reimbursable upon presentation of receipts for shipping or excess baggage expenses incurred to the allowable maximum of the allowance.

- **AGENCY FEE REIMBURSEMENT:** Upon completion of two year's service, the school will reimburse up to a limit any employment agency fee previously paid by an employee, in consideration of his/her employment in Israel.
- **U.S. SOCIAL SECURITY:** AIS will deduct and contribute to US Social Security required by U.S. law.
- Only one faculty member in a family unit shall receive recruited benefits of airfare, settling-in allowance, freight allowance, and housing.

E. SALARY AND BENEFITS FOR ALL FACULTY

- **SALARY SCALE:** All salaried teachers teaching more than one class daily shall be placed on the attached salary scale in accordance with the education and years of experience, but at no less than B.A. Step 1.
- **EXPERIENCE:** Years of experience, for current and new teaching staff, shall include all School (WBAIS) teaching experience, and all equivalent teaching experience. Initial credit for placement on the salary scale can be up to sixteen (16) years in 2008-2009 if documented to the satisfaction of the Administration. Current staff will be placed at least at an equivalent level with new staff, given equivalent experience and educational training.
- **OFF CONTRACT:** The School reserves the right to employ not more than two (2) teachers at any one time whose salaries and benefits may be negotiated by the Superintendent. Based upon market conditions and the needs of the School, the Superintendent, with the consent of the Va'ad, has the right to reopen, by February, the issue of how many negotiated salaries and benefits can be offered during any subsequent year.
- **SALARY INCREMENTS/PLACEMENT:** Additional salary increments shall be paid in accordance with Israeli practice for academic credits earned beyond the bachelor's degree. Salary credit for approved prior and prospective B.A. + 15, B.A. + 30, M.A. + 15, M.A. + 30, M.A. + 45, and M.A. + 60 credits will be compensated by placement on the salary scale between the appropriate B.A. /PhD. rates on the salary scale.
- Teachers are placed on the salary scale according to their years of experience in a similar teaching environment and educational level. Teachers hired from the academic year 2000-2001 without certification shall not advance beyond Step 12 until certification is obtained. Teachers are required to file transcripts with the Superintendent by September 30 of the new school year indicating additional academic preparation for upgrading. Advancement on the salary scale shall occur upon the date of official notification from the conferring institution and is not retroactive to the beginning of the contract year. Faculty shall advance one step in salary schedule for each academic year up to the ceiling in the appropriate salary schedule column. For this purpose, a given academic year is defined as 75% of the current number of instructional days in the calendar.
- **SALARY PAYMENTS:** Salaries shall be payable in twelve (12) monthly installments by or on the last day of the month. Any teacher may request a portion of his/her monthly take-home salary be paid in U.S. dollars, only as long as it is legally permissible under Israeli law.
- **LOANS:** There will be a loan program available to teachers. Reference the policy manual.
- **SOCIAL SECURITY/ NATIONAL INSURANCE:** The School will make all other payments required of employers by U.S. law and Israeli law including U.S. Social Security and National Insurance and Health Insurance.
- **PROFESSIONAL DEVELOPMENT FUND:** There will be a professional development program in place at the school. Reference the policy manual. Except for dollar amounts, changes to the policy require mutual agreement between the Va'ad and the School.

- **SPECIAL/SUMMER PROJECTS:** The faculty and/or Administration may initiate additional professional development activities and special projects. Compensation for such projects will be based on the amount of time required to complete the work and the nature of the work. The amount shall be agreed in writing in advance by both teacher and Administration.

ADDITIONAL EMPLOYMENT BENEFITS FOR TENURED STAFF

Tenured teachers shall have the following rights and benefits.

- **ABSENCE WITHOUT PAY:** Any teacher may apply to the Administration for up to one year’s leave of absence without pay. If such is granted, the applicant will lose none of his/her former rights under this Agreement. Equivalent experience may be accepted as a year of service at the School. All applications for leave of absence without pay must be made in writing to the Superintendent prior to February 1 of the preceding academic year. Severance pay may not accrue during leave of absence.

F. COST-OF-LIVING ADJUSTMENT (COLA)

For the 2008-2009 school year: A cost-of-living adjustment (COLA) will be applied to the weighted average of the cost-of-living in Israel, adjusted monthly. The Israeli COLA index will be used, thus the cost for goods and services in Israeli Shekels (NIS) will remain constant.

G. INITIAL PLACEMENT & ADVANCEMENT ON THE SALARY SCHEDULE

Years of experience, for current and new teaching staff, shall include all School (WBAIS) teaching experience, and all equivalent teaching experience. Initial credit for placement on the salary scale can be up to sixteen (step 16) in 2008-2009 if documented to the satisfaction of the Administration. Current staff will be placed at least at an equivalent level with new staff, given equivalent experience and educational training.

H. PART-TIME/PART YEAR APPOINTMENTS

Teachers under contract on part-time or part-year assignments shall be paid proportionately according to their placement on the teacher salary schedule. Salary and benefits for teachers working less than a full year shall be prorated on a daily basis, in relation to the number of duty days in the school calendar. Teachers employed for less than a full teaching day shall be paid at the rate of 1/5th of a full day salary for each period of teaching in the secondary school. Elementary school part-time teachers will be paid on a percentage of a normal working day.

I. SPECIAL RATES

Pay for outside (non-contractual) substitute teachers will be as follows:

	Elementary School Period	Middle & High School Block
1	\$15	\$30
2	\$30	\$60
3	\$45	\$90
4	\$60	
5+	\$110	

Pay for inside (contractual) employee coverage per period will be:

Elementary		Middle/High	
Local	Overseas	Local	overseas
\$15	\$15	\$30	\$30

- Duties are not paid extra but are inclusive in the full day and half-day responsibilities of the regular or substitute teacher.
- A long-term substitute (defined as substitution after ten [10] consecutive days) will be reimbursed at 110% of substitute pay.

J. SALARY PAYMENTS

Salary payments shall be credited to the teachers’ bank account in a local or overseas bank on the last working day of the month. Payments will be made in twelve equal installments.

K. PAYMENT SCHEDULE FOR SPORTS AND ACTIVITIES

The following is a formula for payment of after school sports and other activities. It is based on time and responsibility with \$30.00 offered for each point. Varsity coaches receive 30 points for responsibility and Assistant and Middle School coaches receive 15 points for their efforts in terms of responsibility. In terms of time, all coaches/directors/producers receive a point for a week of practice and a game. Generally, the HS Varsity coaches work four practices and one game a week on average with seasons of 10, 12, 15, and 17 week seasons. The middle school and Assistant coaches work two practices and one game per week, thus their time factor is half of the Varsity or 5, 6, 7.5, 8.5.

HS Varsity Value – 4 practices, 1 game per week on average. 10,12,15,17 weeks
 MS or HS assistant – 2 practices, 1 game per week. 5, 6, 7.5, 8.5 weeks

SPORTS/ATHLETICS Each Point is \$30.00 - Example

Position	Act./Sport	Responsibility	Weeks # of Practices	Total	Amount
HS	BASKETBALL	30	15	45	\$1350.00
HS/Asst.	BASKETBALL	15	15	30	\$900.00
MS	BASKETBALL	15	15	30	\$900.00
HS	VOLLEYBALL	30	12	42	\$1260.00
HS/Asst.	VOLLEYBALL	15	12	27	\$810.00
HS	SOCCER	30	12	42	\$1260.00
HS/Asst.	SOCCER	15	12	27	\$810.00
MS	SOCCER	15	12	30	\$810.00
HS	FIELD HOCKEY	30	12	42	\$1260.00
HS/Asst.	FIELD HOCKEY	15	12	27	\$810.00
HS	BASEBALL	30	10	40	\$1200.00
HS/Asst.	BASEBALL	15	10	25	\$750.00
HS	SOFTBALL	30	10	40	\$1200.00
HS/Asst.	SOFTBALL	15	10	25	\$750.00
HS	TENNIS	15	15	30	\$900.00
HS/MS/ES	COM. LEAGUE				\$850.00
ES/MS	SPORTS PROGRAM	\$20.00	Per hour	or	\$850.00

Plus 3 points per AIS year of experience up to 6 years inclusive. The total experience stops at 6 years or 18 additional points

ACTIVITIES

HS Drama/Musical	\$1,350.00
HS Assist Drama/Musical	\$750.00
MS Drama/Musical	\$850.00
MS Assist. Drama/Musical	\$500.00
ES Student Council Advisor	\$500.00
MS Student Council Advisor	\$1,000.00
HS Student Council Advisor	\$1,610.00
Hockey Marathon	\$600.00
NHS	\$500.00
Transportation Coordinator	\$1,750.00
MS Activities @ \$20.00 per hour	\$4,000.00
All Clubs First year @ \$20.00 per Hour	Established Clubs/See Guidelines \$850 per annum

Middle School, Elementary School and Community League coaches are paid \$20.00 per hour.

L. PROFESSIONAL DEVELOPMENT

PROFESSIONAL DEVELOPMENT PHILOSOPHY

We believe that AIS should embrace the concept of a “learning community” and thus, it is important for teachers to continue as professional life-long learners to benefit themselves, their students, and the program of the American International School in Israel. Our professional growth program should reflect the goals and philosophy of the school and incorporate current educational developments and research to increase competency, knowledge, accountability, continuity, and consistency.

The program should be an on-going joint effort between the administration, board, and faculty. Through empowerment and commitment, teachers, board members and administrators should contribute to the guidelines and goals for continued professional growth. The boards’ and administrators’ role also includes support through adequate funding, appropriate time allocation, and support for a variety of approaches. The program should also have short-term (annual) and long-range objectives. Development opportunities should allow for school-wide, small group, and individual participation, coordinated through the Professional Growth Committee (PGC). It is the goal of the PGC to insure that all faculty have access to professional development and growth on an annual basis.

PROFESSIONAL EXPECTATIONS

Apart from the opportunity to live and work within another culture, teachers at AIS are offered the opportunity to expand themselves professionally. The following is a list of expectations for AIS teachers:

- ❖ To plan and prepare throughout the year for effective instruction within the classroom.
- ❖ To engage with the administration in a committed effort to improve one's own instructional skills.
- ❖ To effectively manage each group of students while providing for a variety of learning styles.
- ❖ To individualize the content when necessary to meet each students' learning needs.
- ❖ To maintain the highest and most appropriate learning expectations of all students at all times.
- ❖ To engage parents in the learning process through frequent and meaningful communication about student progress.
- ❖ To interact cooperatively with other staff members in the development of cohesive curriculum materials and the establishment of instructional goals.
- ❖ To engage with students in meaningful activities beyond the classroom which simultaneously extends learning experiences for students.
- ❖ To act as a positive role model for students.
- ❖ To become proficient in Technology as determined by the school’s needs.

PROFESSIONAL DEVELOPMENT IMPLEMENTATION

The American International School believes that professional development is an ongoing process that should consider all aspects of faculty development and reinforce the school programs that supervise and evaluate the faculty and administration.

1. Pre-Service Orientation

New Staff: All new teachers, both overseas and local hires, are required to attend pre-school orientations prior to the reporting date for returning staff. The dates for this new staff orientation will be annually scheduled by the Administration.

Returning Staff: New staff will be joined by returning staff for pre-school orientation on the dates indicated in the adopted school calendar. Other than sickness or some other emergency, all other leaves will not be available during the pre-service orientation.

2. Staff Meetings

Time is set aside for faculty, grade level and department meetings. Every staff member is expected to participate in whatever staff development activity is scheduled.

3. Staff Development Days

The school calendar contains staff development days - days for pre and post-school staff development and days spread throughout the year for instructional development. No students are present on these days, allowing teachers the time to work together on curriculum revision and other instructional activities.

4. Curriculum Committees

Curriculum development is an ongoing process at AIS. Every teacher can expect to serve on a curriculum committee and participate in the annual review of the curriculum

5. Conferences and Courses

Funding is provided for approved conferences and courses in accordance with the Professional Development Funding Guidelines. To safeguard teacher/student instructional time, teacher absences from class will be taken into account when authorizing conference attendance. Teachers are encouraged to attend conferences on non-contract days.

PROFESSIONAL DEVELOPMENT COMPONENTS/IMPLEMENTATION

The American International School in Israel believes that professional development is an ongoing process that should consider all aspects of faculty development to include supervision of faculty and administration.

As a result, the following includes: provisions for AIS Requested Study, provisions for AIS Special Project Fund, provisions for Sabbatical for Local Hire Faculty, provisions for ETA for local hire faculty, provisions for Consultant Services, provisions for an Inservice Bank for Conference Attendance, provisions for a AIS Inservice Supplemental Fund, and provisions for faculty Advanced Degree Study (as per August 2008 Israeli tax authority regulations for non-SOFA faculty) that is congruent with the philosophy of the professional development at the American International School.

There shall be an established Professional Growth Committee (PGC) that will work hand in hand with the school administration to plan for professional growth at AIS. This committee shall be comprised of six (6) faculty members who will act in an advisory capacity to the administration in developing a professional growth plan for the short and long-term.

Any individual accessing any of the following funding sources is expected to submit to the appropriate principal a synopsis of the conference and learning that took place and when appropriate, make a presentation to the next faculty meeting or other appropriate venue. Please see Elaine Haziza in the Superintendent's office for the form that will be used to specify this feedback.

AIS Requested Professional Development (6604): This is funding where AIS deems that a particular program would be of great benefit and value to the school (i.e., training for a new math program in the elementary school or training for an AP class) and therefore would like a faculty member to attend a conference or workshop under full reimbursement. AIS retains the option to choose the site to send people as well as the timing of the Inservice in order to spend the funds as expeditiously and as wisely as possible. Staff requested to do this will use ETA funds first, then Inservice Bank funds, to offset costs. If necessary, the school will pick up any additional funding needs. (Level of Funding \$TBD)

AIS Special Project Fund (6610): The American International School in Israel supports specialized summer projects that are not unit bearing or necessarily associated with a formal university program. These projects would be submitted through the principals for approval by the administrative team. This would be a budgeted amount on an annual basis to a maximum amount. (\$20.00 per hour up to \$400.00 per person/s per project) (Level of Funding \$TBD)

AIS Sabbatical: The American International School in Israel finances a sabbatical program for local hire faculty. The conditions of the sabbatical are set forth in the Official Teacher's Agreement. **(As stated in Local Hire Contract)**

AIS ETA: The American International School in Israel finances an Educational Travel Allowance for local hire personnel. The conditions of the ETA are set forth in the Official Teacher's Agreement. This is an amount that is set aside for local hire faculty to travel to courses and pay for registration and enrollment as per August 2008 Israeli tax authority regulations for non-SOFA faculty.

AIS Inservice Bank (6607): The American International School in Israel views faculty attendance at professional conferences, coursework or workshops as a valuable form of Inservice. In order to allow faculty options in attendance, an Inservice Bank will be established. The following guidelines are suggested with additional input from faculty members and the administration. (Level of Funding \$TBD)

- In 2008-2009, each teacher is allotted \$800.00 for attendance at a professional conference, coursework or workshops during the 2008-2009 academic year. Part-time teachers are allotted a percentage of this amount based on the percentage of their teaching duties.
- Personal ETA accounts must have a zero balance before individual employees can access inservice bank accounts.

- People on Sabbatical must use their personal ETA accounts before accessing Inservice Bank Accounts.
- Money not used may be carried over to the next year. Money may be rolled over for up to three years. No additional money will be given to faculty members who accumulate three years worth of funding.
- Teachers making presentations at conferences will be awarded a \$100 honorarium from the school (if no other honorarium has been offered). The honorarium will take the form of additional credit in the Inservice Bank rather than cash payment.
- There is an opportunity to borrow against the following year's allotment under special circumstances and at the discretion of the administration.
- Inservice Bank money may be used towards all expenses directly related to conference, course or workshop attendance, including registration fees, transportation, and lodging.. You may not use Inservice Bank funds for meals, personal purchases and activities. Personal ETA funds carry a per-diem for food and lodging.
- All costs involved with conference attendance beyond the amount provided by the school are the individual teacher's responsibility.
- Inservice funds are not transferable to others.
- Use of the Inservice Bank Money for professional conferences or coursework requires administrative approval. The administration will make every effort to support and approve professional development requests, but may need to limit conference attendance due to program or staffing needs. For all conferences and workshops occurring on days when school is in session, the cost of the substitute will be at the expense of the school.
- Inservice funds are school funds for the professional development of faculty and staff. As such, should a conference unexpectedly cost more due to delays, hotel cancellation, flight issues, the legitimate extra expenses will come from the remaining Inservice Bank funds or ETA in the individual's account or be deducted from the following year's inservice allotment.
- Given the tax authorities definition, the inservice money must be for the benefit of the school and students and not the individual. Use of these funds in the semester of the terminating year denigrates the value of the benefit to the students and school. Therefore, use of inservice funds are discouraged and generally not available in the final semester of a teacher's tenure.

AIS Consultant Services (ADF)(6606): Every year funds are budgeted to pay for visiting consultants. Consultants would be contacted and scheduled through the Professional Growth Committee with the assistance and approval of the administration. Consultant services will be sought through NESAs, Office of Overseas Schools and recommendations from faculty and administrators from AIS and other schools. (Level of Funding \$TBD)

AIS in-house Conferences (6608): The American International School in Israel views faculty attendance at professional conferences as a valuable form of inservice. As long as AIS deems that in-house conferences have a value added effect, we will budget for them. These should not be confused with regular inservice days for curriculum development although there could be an overlap. (Level of Funding \$TBD)

AIS Advanced Degree Funding (ADF) (6609): The American International School attempts to support and encourage faculty professional upgrading through financial assistance for advanced degrees (matriculated track). The PGC and administration will oversee the following proposed operating guidelines. Below are the proposed guidelines and formulae.

Forms will be available from the Superintendent's office. Please submit your requests no later than the end of April 15 of the current academic year to the Superintendent. (Level of Funding \$TBD)

Program Conditions

Coursework/program must be professionally enhancing and have a direct benefit to and for the students and in line with current professional responsibilities.

All coursework must be completed with an accredited institution.

Annual financial assistance per person cannot exceed \$1,500.00 for tuition, books, and lodging.

All coursework is considered of equal value once it has met the basic criteria for acceptance, i.e., being for the benefit of AIS students.

Deciding who meets the basic criteria for acceptance rests with the Superintendent upon recommendation from the principals.

- ❖ Applications for advanced degree study for the following year will have a submission deadline of April 15 of the current academic year for the next academic year. Approval or denial of application indicating the amount of funding will be made in writing to the individual by May 1st of the same year.
- ❖ At the conclusion of the coursework/class, the recipient of the grant assistance is required to make an annual inservice presentation to either the whole faculty, a suitable segment of the faculty or to an audience appropriate to the content of the study. This presentation is expected to occur in a timely fashion during the year and scheduled with the appropriate Principal. A presentation at a conference is also acceptable without the additional honorarium.
- ❖ All amounts are reimbursable only unless there is a financial hardship. The individual faculty member is expected to present receipts (registration/tuition statements upon returning to Tel Aviv in the fall). A check will be issued up to the amount indicated on the Grant Assistance Memo. Faculty who do not present receipts or fail to prepare a presentation will not be reimbursed.
- ❖ Because additional degrees are deemed as “to the benefit of the employee” by the Israeli Tax authorities, all ADF funds are taxable by the Israeli tax authorities. For non-SOFA faculty, this should be viewed as an assist in getting another degree. If the teacher chooses to access these funds, they must use the net amount allotted for the coursework while paying taxes on the gross amount. This means that should a teacher receive an allotment of \$1500.00, they will receive that on the salary payment, pay the tax but must show that gross amount in receipts for the coursework for \$1,500.00.

The goal of this program is to offer financial assistance/support to faculty pursuing coursework that would be professionally enhancing and have a **DIRECT BENEFIT** to and for the **STUDENTS** of the American International School.

M. CERTIFICATED STAFF DUTY CONDITIONS

Duty Year	August 2010 – June 2011
Instructional days	178 days
Returning staff duty days	185 days
New staff duty days	190 days

Teachers may be required to attend sessions scheduled by the Administration for (1) teachers and staff, (2) parents and teachers, (3) teachers' training sessions, etc. Such attendance shall be credited towards the one hundred and ninety (190) working days.

- **SICK LEAVE:** Employees are entitled to sick leave of thirty (30) days per academic year cumulative to a maximum of the number of workdays in a year.
 - For illnesses of more than three (3) consecutive days, or ten (10) days per year, a doctor's statement will be required to secure sick leave.
 - Up to 6 days of sick leave may be granted in order to take care of sick children (under 16) and parents (over 65) or other family members.
 - Separation payments will not include compensation for accrued sick leave.
 - Administration of this provision is pursuant to Israeli regulations.
- **PERSONAL LEAVE:** Up to two (2) days of paid leave may be granted as "personal days" per year, providing advance notice of one week for such leave is given and prior approval of the Administration is secured in all cases, except for serious emergencies. Personal days may not be taken immediately before or after a school holiday.
- **MOURNING LEAVE:** Up to seven (7) calendar days of mourning leave from time of burial is granted in the event of a death in the immediate family. The employee only will receive round trip airfare, unless otherwise provided.
- **PROFESSIONAL EXAMINATION LEAVE:** One (1) day per year is granted for the taking of professional examinations.
- **FAMILY OCCASIONS LEAVE:** Employees will be entitled to family occasions leave, according to the following:
 - Marriage of the employee - 2 days
 - Birth of the employee's child - 1 day
 - Marriage of the employee's child - 1 day
- **MATERNITY LEAVE:** Maternity leave is granted according to Israeli law. For local teachers, the School will pay the difference between (1) the teacher's monthly salary from the School and (2) monthly compensation provided by National Insurance. Individuals on maternity leave will not be required to reimburse the School the sums received from National Insurance for any period covering a School vacation of at least one week duration. To qualify for maternity leave, overseas and non-resident teachers must have completed two full consecutive years of service at AIS. After two consecutive years, paid maternity leave will be granted for a maximum of 12 calendar weeks as per Israeli law.
- **JOB-SEEKING LEAVE:** Teachers seeking a new position outside Israel will be granted three days' paid leave once every three years. At the discretion of the Administration, an additional two days' paid leave may be granted in special circumstances.

- **ADMINISTRATIVE LEAVE** - Teachers may apply for paid administrative leave in situations not covered by the types of leave listed in the contract. Such situations may include, but are not limited to, death of a relative not covered under “mourning leave”, care for a sick relative beyond the 6 days listed above, extending mourning leave to include travel days and other special circumstances including force majeure, medical, personal or humanitarian. Information provided to the Superintendent that will inform his/her decision to grant administrative leave may be considered confidential by the applicant. The granting of administrative leave is at the discretion of the administration however the Va’ad will be informed if leave is denied in the circumstances listed above. Any decision may be appealed to the Board. Administrative leave may be applied for retroactively.
- **LEAVE WITHOUT PAY** – The Administration may also grant leave without pay for extenuating circumstances that do not fall into any of the above guidelines.

N. EMPLOYMENT PROCESS

The following documents must be on file or submitted to the Superintendent’s office by August 22 of the entry year:

- One original copy of college transcripts and degrees
- One original copy of teaching credentials
- Your passport photocopy
- Staff information sheet
- Health form
- Personal statement, including philosophy of education
- Letters of reference