

To Our New Teachers

Please help us to ensure proper salary placement for you! If you have previous teaching experience, a verification of experience form is to be completed by your former employer(s). Please fill out the top portion of the form and send it to the Personnel Office of the school system (s) where you previously taught. The information should be completed by that system(s) and returned to this office.

Upon receipt of proper documentation of your experience, this office will process the information to determine whether or not the experience meets required guidelines. Your salary will be adjusted accordingly and you will be properly paid for acceptable experience from your starting date. If you need additional forms, please contact the Office of Human Resources.

Calculating Years of Experience

GCD-AP: Professional Staff Hiring (certificated; certified)

Approved candidates will receive credit for years of service within K–12 teaching positions up to a maximum of 20 years or all Cape Girardeau Public School District years of experience, whichever is greater. Years of service credit for teaching within a college or university will be calculated one year for every three years of experience

GDC-AP: Classified Staff Recruiting and Hiring

Approved candidates will receive credit for years of service directly related to the position up to a maximum of 20 years or all Cape Girardeau Public School District years of experience, whichever is greater. Years of service credit indirectly related to the position will be calculated one year for every three years of experience