



**2023-2024 Wake ThreeSchool  
Staff Change Request Form**

Site Name \_\_\_\_\_

Administrator First & Last Name \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Date submitted: \_\_\_\_\_ Effective Date of Requested Change: \_\_\_\_\_

**New Teacher Information**

Teacher First & Last Name \_\_\_\_\_ Start Date: \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Position (please circle one)      Lead Teacher      Teacher Assistant      Long-term Substitute-Lead Teacher      Long-term Substitute-Teacher Assistant      Short-term Substitute-Lead Teacher      Short-term Substitute-Teacher Assistant

**Race (please circle at least one and as many that apply)**

American Indian or Alaskan Native      Asian      Black or African American      Native Hawaiian or Other Pacific Islander      White

**Ethnicity (please circle one)**      Hispanic or Latino      Not Hispanic or Latino

**Current Teacher License/Credential (please circle one and provide either DCDEE verification sheet or diploma)**

BS/BA in Early Childhood Education      BS/BA in area other than ECE (specify): \_\_\_\_\_

AA in Early Childhood Education      AA in area other than ECE (specify): \_\_\_\_\_

Other (specify): \_\_\_\_\_

**Former Teacher Information**

Teacher First & Last Name \_\_\_\_\_ Exit Date: \_\_\_\_\_

**Certification-** I have reviewed this information and certify that all information provided herein has been verified and is reported correctly.

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>For Office Use Only</b>	<b>Date Form Received:</b> _____
<input type="checkbox"/> Approved as requested <input type="checkbox"/> Approved with the following changes: _____	
_____ <i>WTS Staff Signature</i>	_____ <i>Date</i>



### Compensation Plan

This form should be submitted for each Wake ThreeSchool Teacher (both lead and assistant teachers). Please review this document carefully. This document is used to monitor compliance with Wake ThreeSchool and Wake County Smart Start Contract Requirements. Salary listed should include income earned solely for services provided to children and families enrolled in the Wake ThreeSchool program. Income earned for work during holidays, before and/or after school and during summer months should not be included in the reported amount. This form is considered complete only when signed, dated, and documentation is attached.

Site Name: \_\_\_\_\_ Does this site use a payroll service: \_\_\_\_\_

Staff Name: \_\_\_\_\_ Position: \_\_\_\_\_

Salary for _____ months of service in a Wake ThreeSchool classroom <b>Note:</b> Wake ThreeSchool is a ten-month program; compensation confirmation documentation will be required at the end of the school year	
Years of Experience	
Value of Health Insurance (amount paid by employer)	
Retirement (amount paid by employer)	
Total Compensation Package amount	
Paid Teacher Workdays (dates)	
Paid Holidays (dates)	
Paid Annual Leave (number of days [1 day = 8 hours])	
Paid Sick Leave (number of days [1 days = 8 hours])	

**Certification-** I have reviewed this information and certify that all information provided herein has been verified and is reported correctly. Reported compensation includes only compensation for Wake ThreeSchool services.

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

Wake ThreeSchool Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

*For Office Use Only*

## Helpful Definitions

Updated July 2023

- Wake ThreeSchool Staff are expected to work 40 hours each week. The workday for **all** classroom staff (including lead teachers, co-teachers, and teaching assistants regardless of education level and/or time served) working in Wake County Smart Start WTS classrooms will consist of 8 hours. A typical workday will include 6.5 hours in the classroom and 1.5 hours for planning/breaks (with *at least 1 hour allocated for planning*). It is the expectation that during the dedicated planning period, teachers do not have children in their care at that time. Teacher workdays are also expected to consist of 8 hours for the purpose of planning, training, family contacts and/or other related activities. Teachers are expected to work no less than 36 weeks (including 5 teacher workdays). Additional hours worked outside of the Wake ThreeSchool classroom (support in other classrooms, kitchen help, etc.) cannot be used in this calculation and are subject to all Wage and Hour regulations.
- Lead teachers who are fully qualified will receive compensation as referenced in Wake County Smart Start Wake ThreeSchool Operational Procedures and contract. Upon receipt of any updated license/credentials/degrees for lead teachers, programs should:
  - Immediately send a copy of the updated information to WCSS Wake ThreeSchool Specialist
    - WTS Specialist will enter educational info into WTS database
    - Send copy of new license/diploma to WTS Manager and WTS Specialist
    - WTS Specialist will update classroom reimbursement
    - WTS Manager will update budget in database
  - Additional center reimbursement will be effective for the month of attendance in which the update was received by Wake County Smart Start (ex: update received in April, additional reimbursement to be included in April payment).
  - Compensation will be based upon education and years of experience as noted on the DCDEE verification sheet and accumulate with continued related experience.
- Teaching assistants who are fully qualified will receive compensation as referenced in the Wake County Smart Start Wake ThreeSchool Operational Procedures and contract. Upon receipt of any updated degree or credential, the program should immediately send a copy of the new license/diploma to WCSS Wake ThreeSchool Specialist. A new compensation rate for teaching assistants who receive an updated degree/credential within the school year should begin with the program's next complete payroll cycle. Initial compensation upon receipt of required degree will include years of experience and accumulate with continued related experience.