



TEACHER INCENTIVE PROGRAM

Overview

The TEACH ACT is an incentive program for districts who meet the legislative goal for competitive base pay of teachers. The legislative goal for competitive base pay is equal to at least 10 times the quality educator payment and, for first class districts, not less than 70% of the teacher average pay in the district.

Eligible teachers are in their first 3 years of their teaching career (not including teaching under an emergency authorization). The teacher must hold a current class 1, 2, 4, 5, 6 or 7 license and be employed in an instructional position requiring teacher licensure.

Identify Eligible Educators

PATH: Census>Staff>District Employment/District Assignment

1. Verify District Assignment:
 - a. The District Assignment should reflect one of the following State Assignment Codes:

Code	Name
TC01	Teacher – General Education
TC02	Teacher – Title I
TC03	Teacher – Special Education
TC07	Supervising Teacher
TC11	Teacher – Gifted and Talented
SP21	School Counselor – General Education
SP22	Library Media Specialist
SP23	School Psychologist, General Education
SP24	School Psychologist, Special Education
SP27	School Counselor, Special Education

2. Indicate Seniority (teaching year) on District Employment screen.
 - a. In the current District Employment record, indicate 1st Year, 2nd Year or 3rd Year in the Seniority dropdown.

The screenshot shows the 'District Employment' form with the following fields:

- Buttons: Save, Delete, New
- Employment Records: (Empty table)
- Employment Information:
 - *Start Date: 08/05/2022
 - End Date: (Empty)
 - Teaching Start Year: (Empty)
 - Teaching Years Modifier: 0
 - License Number: (Empty)
 - FTE Percent (whole number 0-100): 0
 - Seniority: (Dropdown menu, circled in blue)
 - Education: (Dropdown menu)

AIM Unit Contact Information

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Data Verification

PATH: Reporting>Data Validation>Validation Groups/Reports

1. Select All Schools for the current school year.
2. Under Validation Groups/Reports, select *Personnel - QEC Teacher Incentive 2024-25 Report Validations*. Verify the list of educators, the State Assignment Code, and the FTE.
3. If an educator does not appear on the list, check the District Employment to ensure that Seniority is entered as 1st, 2nd or 3rd year and check District Assignment to ensure that the educator has a qualifying State Assignment Code and FTE entered.
4. Use the “Run at State” option to ensure that data has fully synced to the state.

Data Certification

PATH: Reporting>Data Certification>Type Membership Setup/Event Certification

Once the data has been verified (both at the district and the state), set up a certifier for this collection (Teacher Incentive Program) and certify the Teacher Incentive Program report. Refer to the [Complete AIM User Guide](#) for certification instructions.

Contact Nicole Thuotte, AIM Unit Manager: (406) 444-2080 or nthuotte@mt.gov if you have questions related to AIM (Infinite Campus) data entry. Contact Autumn Belmont, Budget Analyst: (406) 444-9852 or autumn.belmont@mt.gov for program specific questions.

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