



## Master's Degree Incentive Program

Are you a lifelong learner? Ector County ISD is offering an incentive for teachers interested in pursuing a Master's Degree in any field of education. Approved candidates will be allowed the maximum per salary schedule for courses listed on the Master's Degree Plan.

### **To apply for the Master's Degree Incentive Program you will need**

#### **to:**

1. Apply to the university/college of your choice (including those seeking a degree through Masters Online or other accredited distance learning programs)
2. Have your Degree Plan from your university/college
3. Pick up and fill out a Master's Degree Incentive Program.
  - a. Applications are located in Human Resources
4. **Return the Application and your Degree Plan** to Albert Valencia, Jr. in Human Resources
5. You will be notified in writing of your acceptance into the program and when your reimbursements will begin
  - a. **Master's Incentive Reimbursements are not retroactive**

### **Criteria / Guidelines**

- The Masters Incentive program is for 1<sup>st</sup> Master's Degree only
- Preference will be given to those teachers who are currently enrolled in a Master's Degree Plan.
- Candidates must hold a valid Texas Teacher Certificate.
- Candidates receiving financial assistance from other sources will not be considered for the ECISD Master's Incentive Program.
- Master's work must be sought in the content area in which the candidate is currently teaching or in another education field (Education Administration, Counseling, Speech Pathology, etc.)
- Candidates will be allowed the maximum per salary schedule for courses listed on the Master's Degree Plan.
- Candidates will be reimbursed after the course (s) is successfully completed with a minimum grade of a "B" and a transcript is submitted to the Human Resources Department. **Course(s) that do not issue a standard letter grade are not eligible for reimbursement.**
- Candidates are responsible for submitting their own applications to the universities.

Please call **Albert Valencia, Jr.** at 432-456-9351 if you have questions concerning the **Master's Degree Incentive Program.**



## **Ector County ISD Master's Degree Incentive Program**

**In order to receive your reimbursement, you will need to:**

1. Have been notified in writing of your acceptance into the Master's Degree Program
2. Upon completion of the course(s) you must submit an **official transcript** with a grade of a "B" or better **and receipts** to the Human Resources Department **within three weeks** following the semester for which you wish to be reimbursed.
  - a. Send transcripts and receipts in attention to: Valnita Hernandez, Human Resources
3. Reapply for the program if you do not take classes for three consecutive semesters.
  - a. Because of workloads, we understand that you may not attend for a year. However, if you miss three semesters in a row you will be required to reapply to continue in the Master's Degree Incentive Program.
4. All communications and submissions concerning the Master's Degree Incentive Program should be addressed to Albert Valencia, Jr., Human Resources Director 432-456-9351.

