

Douglas County School District  
**SITE ADMINISTRATOR & DISTRICT DIRECTOR SALARY SCHEDULE**  
**2011-2012 with 1.125% PERS Increase**

**1. Administrative Base Salary Schedule**

EXPERIENCE	RATIO	<u>200</u>						12-MONTH CONTRACT
STEP	TO BASE	DAYS	205 DAYS	210 DAYS	215 DAYS	220 DAYS		
0	100.0	58,478	59,838	61,194	62,553	63,911		66,631
1	102.5	59,939	61,334	62,723	64,117	65,509		68,297
2	105.0	61,401	62,830	64,253	65,681	67,106		69,963
3	107.5	62,863	64,326	65,784	67,245	68,704		71,629
4	110.0	64,325	65,822	67,313	68,808	70,302		73,294
5	112.5	65,787	67,318	68,843	70,372	71,900		74,960
6	115.0	67,249	68,814	70,372	71,937	73,498		76,626
7	117.5	68,711	70,310	71,903	73,500	75,096		78,291

**2. Work Year by Position**

Vice Principals of Elementary Schools	200 Days
Vice Principals of High Schools under 500 Pupils	205 Days
All Other Vice Principals and Traditional Calendar Elementary Principals	210 Days
Middle School Principals of Schools under 500 Pupils	215 Days
High School Principals; Middle School Principals of Schools over 500 Pupils; Director of Curriculum; Director of Grants and Assessments	220 Days
Director of Special Services	12 Month Contract

**3. Initial Placement and Placement upon Promotion for Administrators within the District**

Previous administrative experience will be evaluated by the Superintendent when recommending initial placement on the salary schedule to the Board of Trustees for newly elected administrators.

An administrator who receives a promotion within the District (i.e., Vice Principal to Principal) will be moved to that experience step in which the total amount of administrative experience in Nevada is reflected.

**4. Minimum Degree and Credential Requirements**

M.A. plus appropriate administrative credential as required by NRS.

**5. Responsibility Factor to Base Salary Scale**

Vice Principal – Elementary	(0-400) Students	104%	of Base Salary
	(401+)	106	
Vice Principal - Middle	(0-400)	106	
	(401+)	108	
Vice Principal - High	(0-400)	108	
	(401+)	112	
Principal - Elementary	(0-400)	114	
	(401+)	116	
Principal - Middle	(0-400)	116	
	(401+)	118	
Principal - High	(0-400)	118	
	(401+)	122	
Director of Special Services, Director of		118	

**6. Education Factor**

M.A. + 16 Units - - 3% of 210 days "0" Step Base =	1,836
M.A. + 32 Units - - 6% of 210 days "0" Step Base =	3,671
Earned Doctorate Degree	989

**7. Health and Welfare Benefits**

No less than the benefits provided for all other licensed employees of the Douglas County School District.

**8. Insurance**

The District will provide each member of the management team with an insurance policy for \$200,000 accidental death with 24-hour coverage.

The District will also provide each member of the management team with a \$30,000 straight-term life insurance policy.

## **9. Sick Leave**

A total of thirty days is transferable from other districts outside of Nevada. All sick leave from another Nevada school district may be transferred per NRS 391.180. No sick leave may be transferred following a break in service from any school district. Administrators may choose to participate in a sick leave bank as per AR 326(b).

## **10. Work Year Flexibility**

Administrators may, with approval in advance from the Superintendent, be permitted to take up to five days during the school year as non-duty days. Any such days will be subsequently served at other times during the contract year. Administrators may reflect on their Addendum Calendars duty days that require occasional weekend or holiday work that is required by the District.

Administrators requested by the Superintendent to serve work days in excess of their contracted work year will have any such days of service credited to them as days served for the following contract year.

## **11. Education Credit**

Course work intended for advancement on the salary schedule is to be upper division or graduate level and approved in advance by the Superintendent on a form provided by the District. A grade no lower than a "B" must be earned.

## **12. Retirement**

A 21.5% contribution to the Nevada Public Employees' Retirement System is paid by the District.

## **13. Longevity Service Increment**

Any administrator in a contracted position who has completed five, ten, fifteen or twenty years of administrative service within the Douglas County School District shall receive a longevity service pay increment as follows:

- ~ The year following completion of 5 years at Douglas County School District administrative experience, a longevity measurement of two and a half percent (2.5%) above regular range and step placement.
- ~ The year following completion of 10 years of Douglas County School District administrative experience, a longevity measurement of five percent (5%) above regular range and step placement.
- ~ The year following completion of 15 years of Douglas County School District administrative experience, a longevity measurement of ten percent (10%) above regular range and step placement.
- ~ The year following completion of 20 years of Douglas County School District administrative experience, a longevity measurement of fifteen percent (15%) above regular range and step placement.

A Douglas County School District "administrative service year" is defined as fulfilling a contract that begins on or before September 30 of any given-year.

## **14. Performance Evaluation**

An administrator must have a satisfactory performance evaluation to advance on the salary schedule for the succeeding year. Frequency of communication should be increased with administrators whose performance is in question so that supervisory personnel may provide assistance to the individual.

In the event an administrator does not have a satisfactory performance evaluation, assistance will be provided. No later than six (6) months after the unsatisfactory performance evaluation, another performance evaluation shall be conducted. If the performance evaluation is still unsatisfactory, no salary advancement will occur. If the performance evaluation is satisfactory, the employee's salaries schedule advancement will be reflected on the next possible pay period. The salary advancement will not be retroactive.

### **Method of Computing Annual Compensation**

- A. Determine Placement on base salary schedule (work year and experience).
- B. Determine the appropriate responsibility factor and multiply times base salary determined above. (School size is the total number of active enrollment as of the District-wide student count day--which is the attendance date on which state apportionment is based.)
- C. Determine value of M.A. education factor and add that dollar amount to the amount in B above.
- D. If the longevity service increment is applicable, multiply the total of A through C by the applicable longevity factor 1.025 following 5 years of service, 1.05 - following 10 years of service, 1.10 - following 15 years of service and 1.15 - following 20 years of service.
- E. If applicable, add the earned Doctorate Degree stipend.