

Douglas County School District  
**SITE ADMINISTRATOR SALARY SCHEDULE**  
**PERFORMANCE BASED SCHEDULE**  
**2014 - 2015**

**1. Administrative Base Salary Schedule**

		2013-14 +	2013-14 +	
Level	Ratio to Base	214	224	
0	100	61736	64422	
1	102.5	63279	66033	
2	105	64822	67643	
3	107.5	66367	69254	
4	110	67909	70864	
5	112.5	69453	72475	
6	115	70995	74086	
7	117.5	72540	75697	
		2013-14 +	2013-14 +	
		214	224	
P B	A	120	74083	77307
E A	AA	121.25	74855	78112
R S	B	122.5	75627	78917
F E	BB	123.75	76398	79723
O D	C	125	77170	80528
R	CC	126.25	77942	81333
M	D	127.5	78713	82138
A	DD	128.75	79485	82944
N	E	130	80257	83749
C	EE	131.25	81029	84554
E	F	132.5	81800	85360
	FF	133.75	82572	86165

**2. Work Year by Position**

Vice Principals and Elementary Principals  
 High School Principals; Middle School Principals

**DAYS**  
 214  
 224

**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 level in which the total amount of administrative experience in Nevada is reflected for levels 0 through 7 only.

**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	

## **6. Education Factor**

MA + 16 Units =	1,871
MA + 32 Units =	3,742
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 Personal Life and AD&D (Accidental Death & Dismemberment) Insurance up to \$50,000. The District will also provide Business Travel Accident Insurance up to \$200,000 when on bona fide business travel for the District.

## **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. Retirement**

The District will fund any increase to PERS at the statutorily required rate for all employees for the current Employer Paid contribution rate of 25.75%.

## **12. Longevity Service Increment**

Any administrator in a contracted position who has completed five, ten, or fifteen 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 level 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 level placement.
- ~ The year following completion of 15 years of Douglas County School District administrative experience, a longevity measurement of fifteen percent (15%) above regular range and level 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.

## **13. Performance Evaluation**

An administrator must have a satisfactory performance evaluation ("effective" or "highly effective" pursuant to NRS 391.3127) 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 ("ineffective" or "minimally effective" pursuant to NRS 391.3127) 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.

#### **14. Method of Computing Annual Compensation**

- A. Determine Placement on base salary schedule (work year and level).
- 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, 1.15 following 15 years of service.
- E. If applicable, add the earned Doctorate Degree stipend.

#### **15. Salary Schedule Misplacement**

Should an error be made in the placement of an administrator on the salary schedule and the administrator was placed at a higher salary rate than appropriate, she/he will be allowed to pay back the money owed on a regular monthly basis for a period of time not to exceed the time it took to discover the error in the first place. Should an administrator not pay back the full amount owed during this time, she/he will have the balance taken from his/her subsequent or final pay check.

#### **16. Leadership Project Level Placements**

For levels 0 through 7, administrators move through the levels on a yearly basis as long as their performance evaluation is satisfactory. The administrators within levels 0 through 7 may also receive a stipend equivalent to 2.5% of their salary for having a 4 or 5 star school or moving up a star as per the Nevada School Performance Framework. They may receive a stipend equivalent to 1.25% of their current salary for maintaining their school at a 4 or 5 star level year over year with an increase in index scores.

For levels A through F, administrators must first be at level 7 and then may advance to level A if their school is a 4 or 5 star school or the school has moved up a star as per the Nevada School Performance Framework. She/he may move through levels AA through FF for maintaining their school at a 4 or 5 star level year over year with an increase in index scores. A school that moves from 4 stars to 5 stars will allow the administrator(s) to advance 2 levels on the performance based schedule.

At the end of the project (June 30, 2016), the District will hold harmless those administrators who have been successful in entering the performance based section of the salary schedule and will maintain their salary placement at the time, until the Board approves new salary schedules.

#### **17. Professional Development Work Days**

Four (4) days per year are reserved for mandatory training for all administrators. The training will be determined and directed by the District.

#### **18. Legislative or Department of Education Changes in Law or Policy**

The parties agree to meet to consider any changes in NRS or DOE policy that may affect this agreement for the duration of the project.