

**DOUGLAS COUNTY SCHOOL DISTRICT  
EXECUTIVE DIRECTOR  
SALARY SCHEDULE  
2017-18  
3% Salary Increase**

**1. Base Salary Schedule**

Executive Director Salary Schedule	
Experience Step	Base Salary
0	\$85,810
1	\$87,824
2	\$89,837
3	\$91,849
4	\$93,862
5	\$95,829
6	\$97,888
7	\$99,902

**2. Work Year by Position**

Executive Director

12 Months

**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., Principal to Executive Director) 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. and demonstrated experience in appropriate field for Executive Director.

**5. Education Factor**

- |                           |         |
|---------------------------|---------|
| ▪ M.A. + 16               | \$2,003 |
| ▪ M.A. + 32               | \$4,008 |
| ▪ Earned Doctorate Degree | \$1,059 |

**6. Health and Welfare Benefits**

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

**7. 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.

**8. 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)

## **9. Vacation Time**

Vacation Time for twelve month Administrative employees shall be accrued at a rate of two (2) days per month.

## **10. 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.

## **11. Retirement**

The District pays 28.00% of an employee's salary to the Public Employees Retirement System (PERS) for retirement benefits. NRS 286.421(3) requires that the District and employee share equally the cost of any increase in contribution rates to PERS. Pursuant to this law, this schedule reflects a 1% salary reduction effective July 1, 2013 and a 1.125% salary reduction effective July 1, 2015.

## **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 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 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.

## **13. 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.

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

- a. Determine Placement on base salary schedule (work year and experience).
- b. Determine value of M.A. education factor and add that dollar amount to the amount in B above.
- c. 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.
- d. Add any increase as approved by the Board of Trustees for that year. E. If applicable, add the earned Doctorate Degree stipend.