

Administrative and Supervisory Personnel

AR 4351(a)

COMPENSATION

Management Pay Grade/Job Classification

<u>Job Title</u>	<u>Pay Grade</u>
Executive Assistant to the Superintendent	M1
Administrative Services Manager	M2
Administrative Services Coordinator	M2
Business Manager	M4
Program Manager	M4
Program and Site Administrator	M5
Coordinator	M5
Director of Development/Public Relations	M5+
Director of Business Services	M6
Director of Educational Services	M6
Director of Instructional Services	M6
Director of Personnel Services	M6
Assistant Superintendent of Educational Services	M7

Management employees shall normally be placed on the first step of the appropriate range. However, when exceptional experience, education, ability, special knowledge, or recruitment difficulties warrant, management employees may be placed on a higher pay grade by the approval of the Superintendent and/or designee.

After initial placement, advancement on the schedule shall be one step each year based upon achieving professional growth goals and a satisfactory performance evaluation by the management employee's supervisor and approval of the Superintendent.

Step increases shall be effective on the first day of each fiscal year after completion of one (1) full year of service.

Information on the management pay structure is on file in the Personnel Services Department.

EDUCATIONAL STIPEND

The purpose of an educational stipend is to acknowledge those administrative and supervisory personnel who have attained a college degree and to also encourage classified and confidential employees to continue to grow professionally.

COMPENSATION (continued)

Stipend for full-time administrative and supervisory personnel:

EDUCATION

\$350 per year allocation for employees who have an Associate's degree.

\$750 per year allocation for employees who have a Bachelor's degree.

\$1,000 per year allocation for employees who have a Master's degree.

\$2,000 per year allocation for employees who have a Doctorate degree.

The stipend for education will be paid annually in conjunction with the payroll in March. Payment is based upon highest degree earned as verified by personnel services and approved by the Superintendent or designee. This stipend is not added to the salary schedule.

Employees working less than 40 hours per week will receive one-half of the applicable amounts.

New employees or employees who attain a college degree during the year will receive the stipend the following march.

The educational stipend does not apply to administrative and supervisory personnel who do not have a regularly scheduled assignment.

PROFESSIONAL CERTIFICATIONS STIPEND

The industry-validated certification(s) held must be directly relevant to current position.

The certification(s) must be obtained and remain valid at the expense of the staff member.

Certification(s) must be deemed by BVROP Personnel Services to be relevant to job description and approved by the superintendent or designee.

Employee will receive an annual stipend of \$500 per industry certification(s), up to five (5), as approved per board policy and by the Superintendent or designee.

Staff may receive degree stipend or industry certifications stipend, not both.

The stipend for industry certification(s) will be paid annually in conjunction with the payroll in March. Payment is based upon the number of certifications earned and as verified by personnel services and is not added to the salary schedule.