

Human Resources
Maurene Stanton
Executive Director of Human Resources
Stanwood Camano School District

Date: February 1, 2022

To: Board of Directors

From: Maurene Stanton

RE: Approval of Updated Administrative Salary Schedule and PSE Salary Schedule

I have provided, for your review, an updated copy of the District Office Administrator Salary Schedule. The positions of Director of Curriculum and Instruction and Special Education have been added. Also for your review is an updated PSE Schedule A. We have added a position of Motor Pool Driver under the Transportation Classification. Because Motor Pool Driver is new position for the district, I have attached a copy of the job description for your information.

If you have any questions as you review these documents, please contact me at your convenience.

RECOMMENDATIONS:

I recommend that the board approve the updated salary schedule for District and Building Level Administrators.

**District Office Stanwood-Camano School District
Administrators Salary Schedule 2021/2022**

4% Increase

<u>Position</u>	<u># Days</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
		(0 Years) 2021-22	(1-3 Years) 2021-22	(4 + Years) 2021-22
Food Service Director	260	\$103,534	\$106,442	\$109,350
Transportation Director	260	\$70,569	\$107,691	\$112,678
Maintenance Manager	260	\$102,532	\$107,432	\$112,332
Directors (Student Services & Safety, Director of Curriculum & Instruction, Director of Special Education)	260	\$164,505	\$171,337	\$178,167
Executive Directors (Business Services; Human Resources; Assessment; Technology, Teaching & Learning, Special Services)	260	\$179,532	\$186,982	\$194,432
Director of Capital Projects	260	\$158,206	\$158,206	\$158,206
Director of Communications	260	\$112,000	\$112,000	\$112,000

**Doctoral Stipend \$3,000*

NOTES:

Exec Dirs = 4% above HS Principal*

Certificated Directors = 2% above MS Principal

**PSE - Schedule A ~ Hourly Wage Including Vacation
Stanwood-Camano School District
September 1, 2021 - August 31, 2022**

CLASSIFICATION	MATRIX CODE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
		(0-1 YRS)	(2-7 YRS)	(8-14 YRS)	(15-19 YRS)	(20-24 YRS)	(25+ YRS)
		21-22 (Avg Low)	21-22	21-22 (Avg High)	21-22 \$1.50 (Longevity Step)	21-22 \$2.00 (Longevity Step)	21-22 \$2.50 (Longevity Step)
<u>CUSTODIAL</u>							
PSE00	Custodians	\$24.78	\$27.55	\$27.65	\$29.15	\$29.65	\$30.15
PSE58	Custodians (Appr)	\$25.28	\$28.05	\$28.15	\$29.65	\$30.15	\$30.65
PSE01	Lead Custodian	\$26.56	\$28.60	\$28.70	\$30.20	\$30.70	\$31.20
PSE53	Lead Custodian (Appr)	\$27.06	\$29.10	\$29.20	\$30.70	\$31.20	\$31.70
PSE02	Middle School Lead Custodian	\$27.17	\$29.00	\$29.10	\$30.60	\$31.10	\$31.60
PSE56	Middle School Lead Custodian (Appr)	\$27.67	\$29.50	\$29.60	\$31.10	\$31.60	\$32.10
PSE03	High School Lead Custodian	\$27.55	\$30.09	\$30.19	\$31.69	\$32.19	\$32.69
PSE57	High School Lead Custodian (Appr)	\$28.05	\$30.59	\$30.69	\$32.19	\$32.69	\$33.19
<u>MAINTENANCE/GROUNDS</u>							
PSE04	Maintenance/Grounds	\$31.25	\$33.01	\$33.11	\$34.61	\$35.11	\$35.61
PSE05	Maintenance/Grounds (Appr)	\$31.75	\$33.51	\$33.61	\$35.11	\$35.61	\$36.11
PSE06	Maintenance/HVAC	\$35.44	\$40.05	\$40.15	\$41.65	\$42.15	\$42.65
PSE07	Maintenance/HVAC (Appr)	\$35.94	\$40.55	\$40.65	\$42.15	\$42.65	\$43.15
PSE08	Lead Groundskeeper	\$32.80	\$36.83	\$36.93	\$38.43	\$38.93	\$39.43
PSE09	Lead Groundskeeper (Appr)	\$33.30	\$37.33	\$37.43	\$38.93	\$39.43	\$39.93
<u>TRANSPORTATION</u>							
PSE10	Bus Drivers	\$27.24	\$31.00	\$31.70	\$33.80	\$34.61	\$35.15
PSE11	Mechanics	\$31.03	\$35.99	\$36.09	\$37.59	\$38.09	\$38.59
PSE12	Lead Mechanic	\$33.84	\$37.58	\$37.68	\$39.18	\$39.68	\$40.18
PSE13	Service Technician	\$25.79	\$27.85	\$27.95	\$29.45	\$29.95	\$30.45
PSE62	Dispatcher/Driver Trainer	\$30.42	\$34.38	\$35.14	\$37.29	\$38.13	\$38.68
PSE70*	Motor Pool Driver*	\$25.00	\$28.20	\$28.85	\$30.90	\$31.70	\$32.24
<u>PROFESSIONAL/TECHNICAL</u>							
PSE14	Technology Specialist	\$36.84	\$40.55	\$40.65	\$42.15	\$42.65	\$43.15
PSE15	Systems Infrastructure Specialist	\$39.88	\$43.85	\$43.95	\$45.45	\$45.95	\$46.45
PSE64	Technology Support	\$27.86	\$31.25	\$31.35	\$32.85	\$33.35	\$33.85
PSE69	Infrastructure/Network Lead	\$49.17	\$52.54	\$52.64	\$54.14	\$54.64	\$57.14
PSE18	Non-certificated Reg Nurse	\$39.68	\$45.79	\$46.78	\$49.10	\$50.04	\$50.59
PSE19	LPN	\$29.87	\$35.37	\$36.15	\$38.31	\$39.17	\$39.71
PSE 67	Health Room Assistant	\$24.40	\$29.18	\$29.85	\$31.92	\$32.72	\$33.26
PSE63	Family Liaison	\$26.92	\$29.95	\$30.63	\$32.71	\$33.52	\$34.06
PSE20	<u>SECURITY</u>	\$27.32	\$31.00	\$31.70	\$33.80	\$34.61	\$35.15
<u>SECRETARIAL</u>							
PSE22	Office Manager	\$27.87	\$31.81	\$32.53	\$34.64	\$35.46	\$36.00
PSE23	Office Manager (Appr)	\$28.39	\$32.33	\$33.06	\$35.18	\$36.00	\$36.54
PSE24	Secretary II	\$26.08	\$29.71	\$30.38	\$32.46	\$33.26	\$33.81
PSE25	Secretary II (Appr)	\$26.60	\$30.23	\$30.91	\$33.00	\$33.81	\$34.35
PSE26	Secretary I	\$24.72	\$27.86	\$28.50	\$30.55	\$31.34	\$31.88
PSE27	Secretary I (Appr)	\$25.24	\$28.38	\$29.03	\$31.08	\$31.88	\$32.42
PSE28	Clerical	\$23.04	\$26.57	\$27.18	\$29.21	\$29.99	\$30.53
PSE61	Clerical (Appr)	\$23.56	\$27.09	\$27.71	\$29.75	\$30.53	\$31.07
<u>PARA EDUCATORS</u>							
PSE29	Para Educator I	\$22.08	\$24.97	\$25.56	\$27.56	\$28.33	\$28.87
PSE54	Para Educator II (ASSIST)	\$23.68	\$26.21	\$26.82	\$28.84	\$29.62	\$30.16
PSE30	Para Educator III (Para II)	\$23.04	\$25.98	\$26.58	\$28.60	\$29.37	\$29.91
PSE55	Para Educator IV (ASSIST II)	\$24.40	\$26.92	\$27.54	\$29.58	\$30.36	\$30.90
PSE32	Para Educator V (Para Technical)	\$27.23	\$31.59	\$32.30	\$34.41	\$35.23	\$35.77
PSE33	Campus Supervision	\$23.97	\$27.20	\$27.83	\$29.87	\$30.65	\$31.19
PSE60	Campus Supervision (Appr)	\$24.49	\$27.72	\$28.36	\$30.40	\$31.19	\$31.73

**PSE - Schedule A ~ Hourly Wage Including Vacation
Stanwood-Camano School District
September 1, 2021 - August 31, 2022**

<u>CLASSIFICATION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	
	(0-1 YRS)	(2-7 YRS)	(8-14 YRS)	(15-19 YRS)	(20-24 YRS)	(25+ YRS)	
	21-22	21-22	21-22	21-22	21-22	21-22	
<u>FOOD SERVICE</u>							
PSE34	Food Service Assistant	\$19.57	\$22.29	\$22.82	\$24.78	\$25.53	\$26.07
PSE35	Food Service Assistant (Appr)	\$20.09	\$22.81	\$23.35	\$25.32	\$26.07	\$26.61
PSE38	Food Service Manager Elem/Sec	\$22.90	\$25.63	\$26.23	\$28.24	\$29.01	\$29.55
PSE39	Food Service Manager Elem/Sec (Appr)	\$23.42	\$26.15	\$26.76	\$28.78	\$29.55	\$30.10
PSE41	Food Service Manager Elem/Sec (Appr+3)	\$23.94	\$26.67	\$27.29	\$29.32	\$30.10	\$30.64
PSE65	High School Manager (Lead Cook)	\$23.53	\$26.97	\$27.59	\$29.62	\$30.41	\$30.95
PSE66	Secondary School Manager (Lead Cook Appr)	\$24.05	\$27.49	\$28.12	\$30.16	\$30.95	\$31.49
PSE68	Secondary School Manager (Lead Cook Appr+3)	\$24.57	\$28.01	\$28.65	\$30.70	\$31.49	\$32.03
PSE42	Food Service High School Cook	\$22.75	\$25.39	\$25.98	\$27.99	\$28.76	\$29.30
PSE43	Food Service High School Cook (Appr)	\$23.27	\$25.91	\$26.51	\$28.52	\$29.30	\$29.84
PSE50	Mail/Food Delivery	\$25.38	\$28.27	\$28.92	\$30.97	\$31.77	\$32.31
PSE51	Mail/Food Delivery (Appr)	\$25.90	\$28.79	\$29.45	\$31.51	\$32.31	\$32.85

*Appr - Employees who successfully complete the apprenticeship program or other programs meeting state or local requirements shall receive \$.50 increase in their hourly rate.

**When called upon for the purpose of being a driver's trainer, an employee will receive \$1.50 per hour increase in the rate of pay during the training period. (Management retains the right to train drivers per past practice and doing so is not subject to grievance.)
receive an additional twenty-five (25) cents for each step. Documentation for all steps must be submitted by October 1st of each school year.

STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION

TITLE: Motor Pool Driver

Classification: Transportation

Reports to: Transportation Director

PURPOSE STATEMENT

The District Motor Pool Driver safely and efficiently transports students between school and home as authorized by school district officials. The driver is responsible to maintain safe, efficient and orderly behaviors of students and other authorized persons riding the van in changing weather conditions including, but not limited to rain, fog, sleet, snow, ice, and hail during day and night time hours.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Operate a district van on scheduled routes both within and outside school district boundaries in accordance with the laws of the State of Washington and policies of Office of Superintendent of Public Instruction (OSPI) and the Stanwood-Camano School District.
- Drive a district van under all types and sometimes-changing weather conditions including but not limited to fog, rain, hail, sleet, snow, and ice.
- Perform pre- and post-trip safety inspections of van, maintain cleanliness of vehicle and related equipment, and complete fueling such as required by Washington Administrative Codes, Office of Superintendent of Public Instruction, and district policy and procedure.
- Operates school van equipment and accessories including, but not limited to fire extinguishers, first aid kits, body fluid kits, seat belt cutter, snow chains, highway warning signs and CB radio.
- Maintain control of student and authorized passengers to maintain student and staff safety.
- Report unsafe acts or conditions to administration.
- Confer with parents when necessary in both written and oral form.
- Complete forms, records, and reports as required by the state or local school district policies.
- Successfully complete school driver training programs and courses established by the State Superintendent of Public Instruction (OSPI) and the Stanwood-Camano School District.
- Perform basic first aid as appropriate including CPR.
- Complete legible and accurate completion of forms, records, time sheets, misconduct reports, accident reports, and other clerical type of activities, that may be required.
- Attend all mandatory meetings and trainings as required by OSPI and school district policy.

- Possesses sufficient agility and strength to assist ill or physically impaired students to enter or exit through a passenger service door.
- Job Presence

Performs related duties as assigned that are consistent with the intent and scope of the position.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

- Strong oral and written communication skills--ability to follow verbal and written directions; strong active listening skills
- Ability to communicate and work collaboratively with parents, administration, and colleagues
- Possesses sufficient strength and agility as required to assist students in evacuating a van
- Ability to stoop, bend, and safely secure students in car seats, booster seats and seat belts
- Ability to lift up to 30 pounds
- Ability to use good judgment in difficult driving situations
- Ability to work as a member of a team and with people from diverse backgrounds
- Ability to be flexible, organized, and manage time effectively in a rapidly changing environment
- Ability to remain calm and make sound decisions in stressful situations
- Ability to pass DOT physical
- Ability to pass random drug tests
- Ability to perform CPR and basic first aid as needed
- Must be at least 21 years of age and 5 years as a licensed driver
- Have an excellent driving record

Working Environment

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Work is typically performed in a variety of locations, both outdoors, indoors, and in a motor vehicle. The job requires employees to sit for prolonged periods, sometimes up to 3 hours. The individual is required to wear appropriate footwear for driving. Required to work with youth ages 3-21, adults, school employees and the public; requires safety awareness. The individual is exposed to exhaust fumes and cleaning supplies.

Experience

- Minimum 5 years' experience driving a passenger vehicle

Special Requirements

- Washington State Patrol and FBI Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act
- Licensed driver with 5 years' experience driving a passenger car
- Successful completion of District Training Course for Non-CDL Drivers
- Successfully meet all applicable requirements of WAC 392-144
- Must complete all required Safe School Training within 60 days of hire

Continuing Ed./Training

As required to maintain licensing

Certificates**FLSA Status:**

Non-exempt

Salary Range: Per PSE Schedule A

Classification History

Job Description Developed: 11/2021

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.