

**HIGHLINE PUBLIC SCHOOLS #401**  
**15675 Ambaum Boulevard Southwest**  
**Burien, WA 98166**

**Administrative Salary Schedule 1**

**Effective: July 1, 2024**

Schedule: AD1A			STEPS 01 - 02	STEPS 03 - 04	STEPS 05-06	STEPS 07 - 08	STEP 09
Schedule A		LEVEL	Years 1 and 2 BASE ANNUAL (260 days; 8 hrs/day)	Years 3 and 4 BASE ANNUAL (260 days; 8 hrs/day)	Years 5 and 6 BASE ANNUAL (260 days; 8 hrs/day)	Years 7 and 8 BASE ANNUAL (260 days; 8 hrs/day)	Years 9+ BASE ANNUAL (260 days; 8 hrs/day)
A.	Manager/Supervisor/Administrator	<b>A</b>	\$121,619	\$ 124,660	\$ 127,776	\$ 130,971	\$ 134,245
B.	Assistant Director	<b>B</b>	\$149,618	\$ 153,358	\$ 157,192	\$ 161,122	\$ 165,150
C.	Director	<b>C</b>	\$167,782	\$ 171,977	\$ 176,276	\$ 180,683	\$ 185,200

Schedule: AD1B		
Schedule B		Salary Range (260 days; 8 hrs/day)
D.	Executive Directors	\$215,608
E.	Cabinet Officer Level 1	\$219,919
F.	Cabinet Officer Level 2	\$226,388
G.	Assistant Superintendent	\$237,169
H.	Associate Superintendent	\$247,949
I.	Deputy Superintendent	\$258,729

Board Approval: 7/10/2024

## ADMINISTRATIVE SALARY SCHEDULE 1

1. **Salary Placement:** The individual will be placed on the specific salary range and step appropriate for the position. Step increases will be provided according to the approved schedule unless otherwise determined. Upon hire, credit for previous work history will be evaluated for relevance and job related work experience. Appropriate placement on the Administrative Salary Schedule shall be made by the Executive Director of Human Resources or designee.
2. **Insurance Benefits:** The District shall provide to eligible employees all non-optional life, dental, health and disability insurance programs available under the rules and regulations of the Washington School Employee Benefit Board.
3. **Professional Dues:** The district will provide for one membership in a professional organization at both the state level and its national affiliate. Memberships in more than one organization must be approved by the Superintendent or designee.
4. **Education and Professional Development:** The district will reimburse an employee for work related educational coursework, programs, workshops, and/or conferences. Such education must be approved by Human Resources and will be reimbursed up to a not-to-exceed amount of \$1,800.00 annually.
5. **Extra Duty:** Extra stipends of up to 5% of the administrator's annual salary can be provided by the Superintendent for responsibilities assigned which are beyond the regular duties as defined by the job description.
6. **Performance Pay:** An incentive merit amount may be provided as determined by the Superintendent for each employee represented on the Administrators' Salary Schedule B. A pool equivalent to 2% of the base salary will be used in determining the performance pay and will not exceed 5% of an individual's base pay.
7. **Vacation:** Each full-time individual will be provided twenty-five (25) paid contract days of vacation per year. Up to thirty-five days of unused vacation may be carried over to an ensuing year. No more than four weeks of vacation may be taken at one time unless approved by the Superintendent or designee. Vacation days shall be deemed used in the order in which they were earned. In circumstances where an employee's responsibilities limit the annual utilization of vacation as determined by the immediate supervisor, employees represented by Schedule A can elect to receive compensation for up to three (3) days of unused vacation; employees represented by Schedule B can elect to receive compensation for up to five (5) days of unused vacation.
8. **Doctoral Stipend:** \$3,600.00 for Doctoral Degree. Qualification of such stipend is determined by Human Resources. Stipend will be prorated based on annualized FTE.
9. **Travel/Auto Reimbursement:** Employees represented by Schedule B are entitled to a \$3,000 stipend for local travel and auto reimbursement. Stipend will be prorated based on annualized FTE.
10. **Per Diem:** Days not worked, additional days worked (at direction of the Superintendent) and cash-out of unused leaves (at separation) shall be paid at 1/221st of the administrator's annual salary.
11. **Adjustments:** Any adjustment in an individual's salary schedule is to be permitted only to the extent such adjustment does not render the district inconsistent or non-compliant with State compensation laws, appropriation acts, or administrative regulations now in existence and hereafter mended.
12. Administrators, with approval of their direct supervisor and the Superintendent, may undertake consulting work, speaking engagements, writing, lecturing, or other professional activities which do not conflict with their duties as an Administrator and are in accordance with the law. Such activities when done for compensation, shall be considered non-contractual time (vacation, holidays, on non-duty evenings or weekends).