

SY2020–2021
Pay and Classification Plan



Pay and Classification Plan

Manassas Park City Schools

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Check out the following:

<https://www.nnva.gov/200/Administrative-Manual>

<https://www.delraybeachfl.gov/government/city-departments/human-resources/position-classification-plan> The Classification Plan is a system of determining the value of an individual job. Its purpose is to ensure all positions or jobs are evaluated on the same basis of overall job content, responsibilities, skills and requirements.

The following are the City of Delray Beach listings of the approved positions, along with the salary range and grade assignment for Directors, General Exempt, General Non-Exempt, and the four (4) represented unions.

file:///C:/Users/krista.kelly/Desktop/FY%202019%20Classification%20and%20Pay%20Plan_1.pdf

<http://www.cityofchesapeake.net/government/city-departments/departments/Human-Resources-Department/links-resources/pay-plan.htm>

Definition of a Compensation Philosophy

A compensation philosophy is an official statement identifying and describing an organization's values and beliefs regarding its pay programs and reward systems for all employees. This important philosophy defines the principles behind the organization's compensation system. The compensation system includes not only salaries and stipends but also the employer's funding contributions for retirement (Virginia Retirement System), health care, other benefits, and professional development.

Manassas Park City Schools Compensation Philosophy

The MPCCS compensation philosophy places an emphasis on financial sustainability, transparency and equity, and external competitiveness. Compensation policies and procedures support the division's mission, vision, and goals.

Financial Sustainability – The design and administration of all compensation packages will be sustainable to ensure good stewardship of division resources.

Transparency and Equity – The division will clearly communicate compensation policies and structures. Administration of the compensation plan will be consistent and impartial to ensure equity for employees working within similar jobs.

External Competitiveness – Compensation policies and procedures will be competitive with comparable K–12 school divisions and based on appropriate external markets. Policies will reflect the desire to recruit, retain, and develop high-quality employees.

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General Information

This Pay and Classification Plan describes the MPCS payroll process including the method of grouping positions into appropriate payroll grades. It includes a description of the pay structure, a classification of all position titles, and the rules for administration of the pay structure. This document was created to support MPCS policies:

- DL – [Payroll Procedures](#)
- GCBA – [Staff Salary Schedules](#)
- GCBB – [Supplementary Pay](#)
- GCG – [Professional Staff Probationary Term and Continuing Contract](#)
- GCI – [Professional Staff Assignments and Transfers](#)
- GBD – [Support Staff Employment Status](#)
- GDI – [Support Staff Assignments and Transfers](#)

Definitions

Exempt – Employees who are excluded from FLSA overtime provisions. These employees are not eligible to be paid for additional or overtime hours worked. They are not required to track hours but rather work to the completion of the job responsibilities.

Fair Labor Standards Act (FLSA) – Legislation that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments.

Full-Time Employees – Employees hired to work a standard schedule of days for six hours or more each day (30 hours or more per week) in a given position. These employees may be exempt or non-exempt as defined above.

Grade – The specific pay level for a position or group of positions that have similar duties, responsibilities, and qualifications that can be equitably compensated within a specific range.

Maximum – The highest rate that will be paid on a given grade.

Midpoint – The median rate on a given grade based on the maximum and minimum rather than the distribution of employees on the grade.

Minimum – The lowest rate that will be paid on a given grade.

Non-exempt – Employees who are eligible for overtime compensation according to the FLSA. These employees are required to track time worked in VeriTime.

Part-Time Employees – Employees hired to work a standard schedule of days for less than six hours each day (less than 30 hours per week) in a given position. These employees may be exempt or non-exempt as defined above.

Position – A group of assigned duties and responsibilities requiring the full- or part-time employment of one person. A position may be occupied or vacant.

Range or Band – The range of rates for a given grade.

Salary Scale – The system that determines how much an employee is to be paid as a wage or salary.

Substitute – A temporarily employed teacher (substitute) is defined by Va. Code § 22.1–302 as (i) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence, or (ii) one who is employed to fill a teacher vacancy for a period of time, but no longer than ninety teaching days in such vacancy during the school year.

Stipend Positions – These positions are governed by Va. Code § 22.1–302 for assignments requiring responsibility for any student organizations, clubs, or groups, such as service clubs, academic clubs and teams, cheerleading squads, student publication and literary groups, and visual and performing arts organizations except those that are conducted in conjunction with regular classroom, curriculum, or instructional programs.

Width – The percent increase of the maximum rate over the minimum rate on a given salary grade.

Salary Scale Structure

In 2016, MPCS contracted with Management Advisory Group (MAG) to help redesign the division's salary structure. After completing position inventories for all non-teaching positions and comparisons of prevailing wages of several neighboring jurisdictions, MAG presented a recommendation for a unified salary scale for all non-teaching employees. Designing a structure for "teacher" scale positions (teachers, librarians, and guidance counselors) required further discussion and development.

For the 2017–18 school year, the division utilized a single salary scale with guides from 100 through 139. The guides comprised the pay ranges for all positions within the division with the exception of teachers and the superintendent (whose salary is negotiated directly with the School Board). The teacher scale structure was changed from step and lane at this time, but was placed as guide 201 on the unified scale with no reduction in width beyond the annual increase in starting salary.

For nearly 18 months a compensation committee worked on the structure for teacher scale positions. Made up of six teachers from each building, the committee met with the Deputy Superintendent, Finance Director, and HR Director to develop a plan that would be suitable for teachers and similar to the unified structure adopted for all other positions. On February 5, 2018, the School Board voted to implement a structure for teachers that had two grades: one for probationary staff and one for those who have achieved continuing contract status.

Distance Between Grades

The minimum of each grade is separated by five (5) percent. This method was suggested by MAG. Inspection of the scales of surrounding jurisdictions showed differences of anywhere from four (4) percent to just over nine (9) percent, which supported our use of a five (5) percent separation. The administration also felt that this method provided reasonable growth between guides for promotions.

Grade Width

Research indicates that the appropriate width for salary guides is between 30% and 60%. MPCS scales prior to the conversion to a unified system had widths in excess of 100%. While MAG recommended a 60% width, use of a 70% width minimized the number of MPCS staff with rates above the top of their assigned scale when implemented in FY18.

For FY19, the administration reduced the width of several guides toward the higher end of both scales. Guides for the Deputy Superintendent, Associate Superintendent, Principals, and most Directors were reduced to a 60% width. The guides for other division-level administrative positions and the remaining Directors were reduced to a 65% width.

Unified Salary Scale

Grade	Min	Max	Midpoint	Width
100	13.21	22.46	17.84	70%
101	13.87	23.58	18.73	70%
102	14.56	24.75	19.66	70%
103	15.29	25.99	20.64	70%
104	16.05	27.29	21.67	70%
105	16.85	28.65	22.75	70%
106	17.69	30.07	23.88	70%
107	18.57	31.57	25.07	70%
108	19.50	33.15	26.33	70%
109	20.48	34.82	27.65	70%
110	21.50	36.55	29.03	70%
111	22.58	38.39	30.49	70%
112	23.71	40.31	32.01	70%
113	24.90	42.33	33.62	70%
114	26.15	44.46	35.31	70%
115	27.46	46.68	37.07	70%
116	28.83	49.01	38.92	70%
117	30.27	51.46	40.87	70%
118	31.78	54.03	42.91	70%
119	33.37	56.73	45.05	70%
120	35.04	59.57	47.31	70%
120*	35.04	66.02	50.53	92%
121	36.79	62.54	49.67	70%
122	38.63	65.67	52.15	70%
123	40.56	68.95	54.76	70%
124	42.59	72.40	57.50	70%
125	44.72	76.02	60.37	70%
126	46.96	77.48	62.22	65%
127	49.31	81.36	65.34	65%
128	51.78	85.44	68.61	65%
129	54.37	89.71	72.04	65%
130	57.09	91.34	74.22	60%
131	59.94	95.90	77.92	60%
132	62.94	100.70	81.82	60%
133	66.09	105.74	85.92	60%
134	69.39	111.02	90.21	60%
135	72.86	116.58	94.72	60%

Grade	Min	Max	Midpoint	Width
136	76.50	122.40	99.45	60%
137	80.33	128.53	104.43	60%
138	84.35	134.96	109.66	60%
139	88.57	141.71	115.14	60%

* Continuing Contract Grade for Teachers, Media Specialists, and School Counselors.

The development of the Unified Salary Scale was a multi-year process. Initially, the “Teacher Scale” was held separate from the process. The original teaching scale was wider than desired for the new structure. To prevent the division from immediately placing veteran teachers outside of the new grade maximum, a duplicate grade was created. The maximum of the Continuing Contract Grade 120 will remain constant until such time as the minimum is increased to within 70% width. From that point on, the maximum will move with any adjustment in the minimum and the two 120 grades will be combined.

Degree Upgrade

Instructional staff on grades 119 or 120 are eligible for a degree upgrade supplement for the attainment of degrees beyond a bachelor’s. Supplements are available in increments as shown in the table below. A degree supplement is listed separately from the employee’s base salary on their contract, but the amount is reported as creditable compensation to VRS. The degree supplement is paid on the same basis as the base salary.

Degree Attainment	Amount
Bachelor + 15 credits	\$3,000
Master’s	\$6,000
Master’s + 15 credits	\$7,000
Two Master’s	\$8,000
Doctorate	\$13,000

Courses used for upgrading to the BA + 15 supplement must be undergraduate or graduate-level courses completed from an accredited* institution. For the MA + 15, the courses must be graduate-level courses. The 15 additional credits shall be completed:

- After the bachelor’s or master’s degree was conferred, or
- During the degree program, if the additional 15 credits were completed in addition to the bachelor’s or master’s degree requirements.

In addition, the MA+15 additional credits must meet one or more of the following criteria:

- Assist in the acquisition of an additional endorsement
- Provide credits required to qualify the teacher for Dual Enrollment instruction

- Contribute to the attainment of an advanced degree in the field of education

** The term “accredited” refers to a four–year institution of higher learning approved by the Virginia State Board of Education or, in the case of out–of–state institutions, by their own state boards of education and by recognized regional and national accrediting agencies. International school credits must be approved by the Virginia Board of Education.*

National Board Certification

Teachers achieving National Board Certification (NBC) are eligible for a supplement awarded through the Virginia Department of Education. The supplement for new awards is \$2,500 and is paid each pay period during base contract months, typically September through June.

Position Classifications

Two types of tables are provided in this section:

- A list by grade indicating the associated positions, and
- An alphabetical listing of positions indicating the associated grade.

Job Class by Grade

Grade	Position Name
100	SNP Team Member
101	Bus Aide
102	SNP Team Lead
103	<i>Not in use</i>
104	Clerical – Parent Liaison Clerical – School Nutrition Crossing Guard
105	Van Driver
106	Instructional Aide
107	Community Support Liaison
108	Bus Driver Clerical – School Level Positions Greeter
109	Instructional Aide – Technology
110	Food Service Manager
111	Clerical – Bookkeeper Clerical – HR Clerical – Transportation
112	Technology Support – Level I
113	<i>Not in use</i>
114	School Nurse
115	Clerical – Executive Staff Clerical – Special Programs Clerical – School Board Clerical – Finance
116	Technology Support – Level II
117	Public Information Officer
118	<i>Not in use</i>
119	Coordinator Education Diagnostician Financial Analyst

Grade	Position Name
	HR Generalist
119/120	Library/Media Specialist School Counselor Teacher
120	Fleet Maintenance
121	Instructional Technology Resource Teacher Psychologist Specialist Speech Pathologist
122	<i>Not in use</i>
123	Network Engineer
124	Instructional Technology Specialist
125	Athletic Director Supervisor – Nontraditional Programs
126	Assistant Principal – Elementary Assistant Principal – Middle School Supervisor – Student Services
127	Director – Data & Assessment Director – Maintenance Director – Transportation
128	Assistant Principal – High School
129	<i>Not in use</i>
130	Principal – Elementary Principal – Middle School
131	Director – IT
132	Director – HR Principal – High School
133	<i>Not in use</i>
134	Executive Director
135	<i>Not in use</i>
136	Associate Superintendent
137	<i>Not in use</i>
138	<i>Not in use</i>
139	Deputy Superintendent

Positions listed as 119/120 are eligible for continuing contract status. During the probationary phase of employment, an employee in one of these positions would be placed on the Probationary Grade 119. Once the employee achieves continuing contract status, the employee would stay in the same position but would move to the Continuing Grade 120.

Positions – Alphabetical

The upcoming table provides an alphabetical listing of all positions that exist within the FY19 Budget. However, it does not guarantee the perpetual existence of any position or that new positions will not be added to the organization. The table includes the following information next to each position:

- Grade – The numerical grade on the unified scale that is associated with the position.
 - During the FY19 budget process, the School Board approved the creation of two teacher grades. The probationary grade is 119, while the Continuing Contract grade is 120. These grades separate positions not by the role, but by the tenure of the employee. As such, teacher level positions are listed with both 119/120.
- Fair Labor Standards Act (FLSA) – Indication of Exempt (E) or Non-Exempt (N) status according to the FLSA.
- Contract Form – The type of contract that is issued for any position.
 - Exempt – Annual contract that lists a salary amount for the length of the contract.
 - Non-exempt – Annual contract that lists an hourly rate for all hours worked in a given position during the contract.
 - Continue Eligible – Contracts issued to Teachers, School Counselors, Media Specialists, Assistant Principals, Principals, and select other staff as indicated in the Code of Virginia.
 - Annual contracts are issued to probationary staff
 - A Continuing Contract is issued in the year the staff member achieves it. Continuing Contract status is very similar to the Annual contract but states that Continuing status has been achieved.
 - Salary Notices are provided each year following the achievement of Continuing Contract status and simply update the salary information for the individual since the Continuing Contract remains in force.
- Instructional – Identifies those positions that are defined as instructional by the Virginia Department of Education.
- Hours – The standard number of hours worked per day.
 - For non-exempt employees this is the maximum hours per day before additional pay is awarded.
 - For exempt employees this is the number of on-site or supervisory hours. Exempt positions are paid for work product instead of hours of work. Exempt employees are not eligible for additional hours or overtime pay.
- Days – The standard number of contract days per year. It is important to note that in some cases, positions are awarded discretionary days in recognition of work done outside of normal operating hours. Flex days may also be used to allow certain positions flexibility in scheduling.

Position Name	Grade	FLSA	Contract Form	Instruction	Hours	Days
Assistant Principal (CES)	AA	E	Continue Eligible	✓	7.5	247
Assistant Principal (HS)	AC	E	Continue Eligible	✓	7.5	247
Assistant Principal (MPE)	AA	E	Continue Eligible	✓	7.5	247
Assistant Principal (MS)	AA	E	Continue Eligible	✓	7.5	247
Associate Superintendent	AK	E	Continue Eligible		7.5	247
Athletic Director	Z	E	Exempt		7.5	245
Board Member	A	E	N/A		TBD	TBD
Bus Aide	B	N	Non-Exempt		6.0	185
Bus Driver	I	N	Transportation		6.0	185
Clerical — Bookkeeper	L	N	Non-Exempt		7.5	245
Clerical — Executive Staff	P	N	Non-Exempt		7.5	245
Clerical — Finance	P	N	Non-Exempt		7.5	245
Clerical — Greeter (MPHS)	I	N	Non-Exempt		7.5	186
Clerical — HR	L	N	Non-Exempt		7.5	245
Clerical — Media Center	I	N	Non-Exempt		7.5	186
Clerical — Parent Liaison (CES)	E	N	Hourly		TBD	TBD
Clerical — Parent Liaison (HS)	E	N	Hourly		TBD	TBD
Clerical — Parent Liaison (MPE)	E	N	Hourly		TBD	TBD
Clerical — Parent Liaison (MS)	E	N	Hourly		TBD	TBD
Clerical — Registrar	I	N	Non-Exempt		7.5	220
Clerical — School Board	P	N	Non-Exempt		7.5	245
Clerical — School Nutrition	E	N	Non-Exempt		7.5	186
Clerical — Special Programs	P	E	Exempt		7.5	245
Clerical — Transportation	L	N	Non-Exempt		7.5	220
Clerical (CES)	I	N	Non-Exempt		7.5	220
Clerical (HS)	I	N	Non-Exempt		7.5	220
Clerical (MPE)	I	N	Non-Exempt		7.5	220
Clerical (MS)	I	N	Non-Exempt		7.5	220
Community Support Liaison	H	N	Non-Exempt		7.5	220
Coordinator — Health Services	T	E	Exempt		7.5	210
Crossing Guard	E	E	Non-Exempt		6.0	185
Deputy Superintendent	AN	E	Exempt		7.5	247
Director — Data & Assessment	AB	E	Exempt		7.5	247
Director — HR	AG	E	Exempt		7.5	247
Director — IT	AF	E	Exempt		7.5	247
Director — Maintenance	AB	E	Exempt		7.5	247
Director — Transportation	AB	E	Exempt		7.5	247

Position Name	Grade	FLSA	Contract Form	Instruction	Hours	Days
Education Diagnostician	T/U	E	Exempt		7.5	200
Executive Director — Finance	AI	E	Exempt		7.5	247
Executive Director — Special Programs	AI	E	Continue Eligible	✓	7.5	247
Fleet Maintenance	U	E	Exempt		7.5	245
Food Service Coordinator	T	E	Exempt		7.5	245
IA — Head Start (PreK)	G	N	Non-Exempt		7.5	186
IA — In-School Detention	G	N	Non-Exempt		7.5	186
IA — Media Center	G	N	Non-Exempt		7.5	186
IA — Nontraditional Programs	G	N	Non-Exempt		7.5	186
IA — Sped	G	N	Non-Exempt		7.5	186
IA — Sped (PreK)	G	N	Non-Exempt		7.5	186
IA — STEM	G	N	Non-Exempt		7.5	186
IA — Technology	J	N	Non-Exempt		7.5	186
IA — VPI (PreK)	G	N	Non-Exempt		7.5	186
Instructional Aide	G	N	Non-Exempt		7.5	186
Instructional Technology Resource Teacher	V	E	Exempt		7.5	245
Instructional Technology Specialist	Y	E	Exempt		7.5	245
Library/Media Specialist	T/U	E	Continue Eligible	✓	7.5	200
Network Engineer	X	E	Exempt		7.5	245
Principal (CES)	AE	E	Continue Eligible	✓	7.5	247
Principal (HS)	AG	E	Continue Eligible	✓	7.5	247
Principal (MPE)	AE	E	Continue Eligible	✓	7.5	247
Principal (MS)	AE	E	Continue Eligible	✓	7.5	247
Professional Staff — Finance	T	E	Exempt		7.5	245
Professional Staff — HR	T	E	Exempt		7.5	245
Public Information Officer	R	E	Exempt		7.5	245
Psychologist	V	E	Exempt		7.5	200
School Counselor	T/U	E	Continue Eligible	✓	7.5	200
School Counselor — Extended (HS)	T/U	E	Continue Eligible	✓	7.5	220
School Counselor — Scheduling (HS)	T/U	E	Continue Eligible	✓	7.5	245
School Counselor — Scheduling (MS)	T/U	E	Continue Eligible	✓	7.5	245
School Nurse	O	N	Non-Exempt		7.5	190
SNP Manager	K	N	Non-Exempt		7.5	186
SNP Team Lead	C	N	Non-Exempt		7.0	184
SNP Team Member	A	N	Non-Exempt		6.0	184
Specialist — Intervention	V	E	Exempt		7.5	220
Specialist — Literacy	V	E	Exempt		7.5	220

Position Name	Grade	FLSA	Contract Form	Instruction	Hours	Days
Specialist — Math	V	E	Exempt		7.5	220
Specialist — OT/PT Therapist	V	N	Non-Exempt		7.5	200
Specialist — STEM/CTE/Gifted	V	E	Exempt		7.5	245
Specialist — Student Assistance Programs	V	N	Non-Exempt		7.5	220
Speech Pathologist	V	E	Exempt		7.5	205
Superintendent	B	E	Negotiated		7.5	247
Supervisor — Nontraditional Programs	Z	E	Exempt		7.5	245
Supervisor — Student Services	AA	E	Continue Eligible	✓	7.5	245
Teacher — Art	T/U	E	Continue Eligible	✓	7.5	200
Teacher — Athletic Trainer (HS)	T/U	E	Continue Eligible	✓	7.5	212
Teacher — Band	T/U	E	Continue Eligible	✓	7.5	200
Teacher — CTE	T/U	E	Continue Eligible	✓	7.5	200
Teacher — CTE (HS)	T/U	E	Continue Eligible	✓	7.5	200
Teacher — Elementary	T/U	E	Continue Eligible	✓	7.5	200
Teacher — English (MS/HS)	T/U	E	Continue Eligible	✓	7.5	200
Teacher — ESOL	T/U	E	Continue Eligible	✓	7.5	200
Teacher — Foreign Language	T/U	E	Continue Eligible	✓	7.5	200
Teacher — Math (MS/HS)	T/U	E	Continue Eligible	✓	7.5	200
Teacher — Music	T/U	E	Continue Eligible	✓	7.5	200
Teacher — Nontraditional Programs	T/U	E	Continue Eligible	✓	7.5	200
Teacher — PE	T/U	E	Continue Eligible	✓	7.5	200
Teacher — Pre-K	T/U	E	Continue Eligible	✓	7.5	200
Teacher — Reading Specialist	T/U	E	Continue Eligible	✓	7.5	200
Teacher — Science (MS/HS)	T/U	E	Continue Eligible	✓	7.5	200
Teacher — Social Studies (MS/HS)	T/U	E	Continue Eligible	✓	7.5	200
Teacher — Special Education	T/U	E	Continue Eligible	✓	7.5	200
Teacher — Special Education (Chair)	T/U	E	Continue Eligible	✓	7.5	205
Teacher — Special Education (HS Chair)	T/U	E	Continue Eligible	✓	7.5	210
Teacher — SPED (PreK)	T/U	E	Continue Eligible	✓	7.5	200
Teacher — STEM	T/U	E	Continue Eligible	✓	7.5	200
Teacher — Theater (MPHS)	T/U	E	Continue Eligible	✓	7.5	200
Technology Support — Lvl 1	M	N	Non-Exempt		7.5	245
Technology Support — Lvl 2	Q	N	Non-Exempt		7.5	245
Van Driver	F	N	Transportation		6.0	185

Initial Salary Determination

Probationary “Teaching” Grade

An employee that accepts a position with MPCS as a Teacher, Reading Specialist, Media Specialist, or School Counselor will be placed on grade 119 based on their individual experience in five areas:

- Public Schools in Virginia
- Public Schools in the US outside of Virginia
- Private, Charter, or International Schools
- Industry positions directly related to the accepted assignment (typically occurs in STEM or CTE courses)
- Industry positions indirectly related to the accepted assignment (most likely for math, science, etc. but may occur with other positions)

All employment must be considered full time, which is defined as equal to or greater than 30 hours per week. Credit for public schools will be granted when employment occurs in an accredited institution. All school-based experience will be considered when 80% or more of the standard contract was completed. The following experiences will not be considered during initial salary determination for this grade:

- Practice or student teaching
- Substitute teaching, regardless of length, or non-contracted work assignments
- Teaching assistant or clerical positions
- Non-academic administrative experience
- Day care center experience or experience in a non-accredited preschool
- Private instruction (teaching, tutoring, consulting, etc.)

The administration has the right to increase the calculated placement for staff in these positions based on two critical factors:

- Additional Endorsements – Staff that are endorsed to teach in multiple areas provide additional flexibility and value to the division.
- Hard-to-Fill – The State and Federal definitions of hard-to-fill positions vary from year to year and may not align with those positions that MPCS has experienced or has had periodic difficulty in filling. Certain positions may be considered hard to fill because MPCS experiences a large turnover within a building, grade level, or subject area. Others may have annually low application rates.

Use of these exceptions to increase initial salary must be justified and documented within the employee’s personnel file.

Other Certified or Administrative Grades

Similar to the Probationary “Teaching” Grade, an employee that accepts a certified or administrative position with MPCS will be placed on the appropriate grade based on their individual experience. The experience areas will not include industry categories when those are not appropriate. For example, a Director position would include the same five areas listed for a teacher while a Principal position would not as there is little applicable industry experience.

All Other Grades

Grade placement for all other positions will be based on the individual employee’s experience in the same position at other schools, as a substitute for MPCS, and industry experience if applicable to the position.

Other Positions

School Board salaries are authorized by the General Assembly and vary by jurisdiction. The School Board Chair receives \$3,500 annually while each School Board Member receives \$3,000. These amounts change infrequently and are not included in the unified salary scales presented in this document.

The salary of the Superintendent is negotiated with and determined by the School Board. As such, the Superintendent position is not included in the unified salary scales presented in this document.

Substitute and supplemental payments for additional duties outside the employee’s basic contractual obligations are covered in the last two sections of this plan.

Salary Adjustments

General Salary Increases

Salary increases may be awarded annually at the discretion of the School Board. While changes in the division calendar may, on occasion, yield lower annualized salaries, the division rarely reduces an employee's hourly rate without a demotion. This section describes the process of calculating general salary increases.

Midpoint Method for the Salary Increase

The MPCS School Board adopted the Midpoint Method for salary increase calculations. This method applies the percentage increase to the midpoint of each salary grade rather than to each individual salary rate. The process begins with the calculation of the midpoint for the salary grade. The midpoint is the mathematical average of the minimum and maximum for the grade.

The annual increase is then set at some percentage of the midpoint. The increase amount is calculated for each grade and the respective increase is added to the current rate for each employee on that grade.

MIDPOINT INCREASE CALCULATION EXAMPLE

Grade 112 has a minimum of \$22.76/hour and a maximum of \$38.69/hour.

Two theoretical employees are assigned to Grade 112 with rates of \$23.01/hour and \$35.38/hour respectively.

The midpoint is $(22.76 + 38.69) \div 2$ or \$30.73/hour.

If the increase is 2% of the midpoint, then 0.02×30.73 , or 61¢ is added to the rate of each employee on grade 112.

The new rate for Employee #1 is \$23.63/hour ($\$23.01 + 0.61$), which is a 2.65% increase ($\$0.61/\23.01). The new rate for Employee #2 is \$35.99/hour ($\$35.38 + \0.61), which is a 1.70% increase ($\$0.61/\35.38).

Loyalty Component of the Salary Increase

Along with the Midpoint increase, the School Board adopted a loyalty component to the salary increase process. This process awards a small increase to the employee's hourly rate based on the number of years of full-time service with MPCS. While the hourly increase is small, the compounding

effect of this increase produces a significant benefit to employees who remain with the division for their entire career.

Increases are awarded as indicated in the table below.

Years of Service	Hourly Rate
1 to 10	None
11 to 15	\$0.06
16 to 20	\$0.07
21 to 25	\$0.08
26 to 30	\$0.09
31 and beyond	\$0.10

Exceptions

Certain circumstances exist that make an employee ineligible for a salary increase. The reasons are as follows:

Scale maximum – Employees who have reached the maximum of their assigned grade will not be eligible for the midpoint component of the salary increase until the scale is adjusted so that they are no longer at the maximum. The employee will still be eligible for the loyalty component of the salary increase.

Time worked – Any MPCS employee who is contracted for less than 80% of the standard contract days during a given school year will not be eligible for a salary increase for the next school year. The employee's rate may be adjusted to ensure it is not below the minimum of the salary grade for the employee's position.

Promotion

A promotion occurs when an employee is offered and accepts a position on a grade higher than the employee's current position. Typically, the employee will be placed at the minimum rate of the new grade. When the employee's current hourly rate exceeds the minimum of the new grade, the employee's new hourly rate will be established at 5% of the current value. In no case will this change result in the employee's hourly rate exceeding the maximum of the grade to which the employee was promoted.

“Acting” or “Interim” Position

When certain positions are vacated, typically during the school year, the workload must be assumed by another employee until the hiring process can be completed. Rates for employees selected to take on

“Acting” or “Interim” roles will be set at the minimum of the grade of the position for which they are assuming responsibility or a 5% increase in their current rate, whichever is less.

Demotion

A demotion occurs when an employee requests or is placed in a position on a grade lower than the employee’s current position. The demotion may occur at the employee’s request (voluntary) or as a result of administrative actions (involuntary).

The employee’s rate of pay will not change or will be set at the grade maximum of the new grade when demotions occur under the following conditions:

- The employee requests reassignment to a lower grade position.
- A period of economic downturn or decline in enrollment prompts organizational restructuring and/or position reclassification. Through no fault of their own, employees are reassigned to a lower grade position.

The employee’s rate of pay will not exceed the maximum of the lower grade and may be reduced when demotions occur under the following conditions:

- Performance issues result in the reassignment of the employee to a position on a lower grade.
- Disciplinary actions result in the reassignment of the employee to a position on a lower grade.

Any change in pay will be determined by the Superintendent and/or their designee.

Transfers

A transfer is a lateral reassignment of an employee from one position to another on the same grade. Such transfer may occur within or between schools, departments, or offices. Transfers may not result in an employee being employed in or reassigned to a situation where a family member, as defined in Policy GCCB Employment of Family Members, is directly responsible for that employee's supervision.

Involuntary Transfers

Per MPCS policy GCI, the Superintendent or his/her designee may transfer any MPCS employee within or between locations to meet the staffing needs of the school division. The transfer activity will not be used to increase or decrease the pay of the transferred employee, provided the transfer is not related to an involuntary demotion. A change of assignment within a primary work location is the responsibility of the immediate supervisor.

Voluntary Transfers

Any employee seeking a transfer of assignment to another work location for the next school year must make a request in writing to the Superintendent or the Superintendent's designee, with copies to the current supervisor, no later than April 1. This type of request, if granted, will be considered a voluntary transfer.

Reclassifications

Reclassification is a change to the established job title or the grade assigned to a particular job title. Positions will be reviewed for possible reclassification when significant changes in job responsibilities occur. Reclassifications will be reviewed by the Executive Team and will be recommended for consideration and approval by the Superintendent. Pay increases or decreases resulting from reclassification actions will be treated as promotion and/or demotion pay as outlined in these regulations.

Compensation Payment Process

Pay Periods

MPCS processes payroll on a semi-monthly basis providing all full-time employees with 24 pay checks over the course of a year. Payments are calculated at 1/24 of the annualized contract based on the employee's contracted rate of pay and the standard hours and days for the position.

All payments are made via direct deposit on the 15th and 30th of the month, or the last day of the month for February. Should the standard payday fall on a weekend or bank holiday, the direct deposit will be scheduled for the first weekday prior. While all employees are paid over 24 pay periods, the first of those pay periods is determined by the four pay cycles outlined in the table below.

Pay Cycle	First contract payment	Last contract payment*
S12	July 15	June 30
S11	August 15	July 30
S10	September 15	August 30
S25	August 30	August 30

* Last contract payments occur in the calendar year after the first contract payment.

The S12 pay cycle is used for employees who work “year-round”. The contracts for these employees begin July 1 of each new fiscal year and end June 30 of that fiscal year. Typically, though not always, these employees serve in division- and building-level administrative or clerical roles.

Staff members that are paid on the S11 pay cycle have contracts that begin on or before August 1 of each fiscal year. Contracts for these employees are 210 to 220 days in length. Sample positions on this pay cycle include school counselors, media specialists, division-wide academic specialists, and speech pathologists.

The majority of MPCS staff, including teachers, are paid on the S10 pay cycle. These employees have contracts that begin after August 1 of each fiscal year and are 200 days or fewer in length.

New teachers, especially recent graduates from outside of Northern Virginia, incur significant costs establishing a new place of residency. For this reason, MPCS offers new teachers the option to be paid over 25 pay periods instead of 24 using the S25 pay cycle. This does not increase the overall value of the contract, but instead creates slightly smaller paychecks so that the employee receives their first paycheck sooner.

Additional and Overtime Pay

The normal method of payroll for non-exempt staff, sometimes referred to as hourly staff, pays this type of employee on a slight delay only for the hours worked. This means that pay periods that fall

after holidays or school breaks would result in a reduced or zero paycheck. However, the standard MPCS payroll process provides these employees with 1/24 of their annualized contract each pay period to smooth this volatility and provide consistent paychecks year-round.

Regardless, non-exempt staff members must be paid for every hour worked and are responsible for recording time worked. Each pay period, actual hours worked are compared against the standard hours for the position. These comparisons occur on a two-week lag due to the time required to process this information. Since full-time positions are 30 to 37.5 hours a week, additional hours (hours between the standard level and 40 hours) are paid at the employee's contract rate. Hours beyond 40 hours are paid at one and a half times the employee's contract rate. Additional hours and overtime payments are made each pay period.

Proration of Salaries

Employees who begin employment subsequent to the first work day or terminate employment prior to the last work day for the position for the given school year shall be paid a pro rata share of the annual base salary. The pro-rated salary will be calculated using the employee's hourly rate, standard work day, and actual days worked. The loyalty component of any salary will not be prorated.

Degree upgrades are awarded either at the beginning or middle of a school year. For this reason, these upgrades will be prorated on this same schedule. National Board Certification bonuses paid by the VDOE will not be prorated.

Substitutes

Substitute Rates

As defined previously in this document, a substitute is an employee who is appointed to replace an absent employee and whose employment is not subject to benefits. Substitute Teachers are specifically named in the FLSA as exempt employees and are, therefore, not entitled to overtime pay.

Position Name	Beginning Hourly Rate	Hourly Rate After 140 Hours Worked
School Nutrition Team Member	\$8.50	\$10.50
Bus Aide Clerical Staff Crossing Guard Instructional Aide Van Driver	\$10.00	\$12.00
Bus Driver	\$14.00	\$16.00
Media Specialist School Counselor Teacher	\$15.00	\$17.00
School Nurse	\$18.00	\$20.00
Athletic Trainer	\$50.00	No change

Substitute Payment Process

Substitutes, like non-exempt full-time employees, must be paid for each hour worked. However, it is impossible to estimate the cumulative hours each substitute will work in a given fiscal year. For this reason, substitutes do not receive a standard pay check and are paid on a slight delay (approximately two weeks) based solely on reported hours actually worked.

Stipends – General Information

The School Board authorizes stipend job descriptions and stipend compensation for supplemental positions outside employees' basic contractual responsibilities. The work performed by those holding supplement positions is broken into five categories:

- Athletic coaching and support
- Extracurricular sponsorship
- Summer School
- Instruction and Remediation
- Administration, operations, and leadership

The next section of this document attempts to provide a comprehensive list of all stipend positions available in the division. Stipend positions may be added or removed as necessary for the proper operations of the division.

Stipend Position Type

Stipend positions are set as one of three types:

Regular – Only one person is assigned to positions listed as Regular.

Shared – Two people share positions marked as Shared. Should only one person fill the position then the stipend amount is doubled. Athletic positions listed as Regular, not including head coach positions, can be split into shared positions at the request of the Head Coach. Additional modifications to stipend amounts, especially those intended to increase the overall number of coaches, are not permitted.

Common – In general, any number of people can be added to this type of position since the position is paid by the hours worked.

Stipend Payment Measure

The payment measure refers to the manner in which the payment is made and to the length of time that the person fills the position. Each position is listed with one of five measures:

Annual – This position is paid for work that occurs throughout the school year. In some cases, work during the summer is also required.

Seasonal – Work for positions marked seasonal generally takes place during a specific time period.

One Time – These positions are for a single day, event, or award.

Per Hour – People with these positions enter, track, and submit their time for payment. Payments are typically made in two-week increments and are made approximately two weeks in arrears due to the length of time required for payroll processing.

Per Event – Certain positions are paid at a flat rate for each event occurrence regardless of the number of hours involved.

Pay Cycles

Stipends are paid on the following cycles. One of these payment methods is attached to each stipend position.

TS	As certified on time sheet or other notice
L	15 th of November & April
L-1	15 th of November only
L-2	15 th of April only
S	15 th of September, December, & April
W1	December 15
W2	February 15
W3	March 15
W4	June 15

Stipends – Position Listing

Position Name Description of Responsibilities	Type	Count	Rate per Person	Rate Basis	Pay Timing
Auditorium Coordinator Manage scheduling of auditorium. Set-up and operate sound system.	Regular	1	2,000	Annual	L
Behavior Leaders (MPHS)	Regular	4	1,000	Annual	L
Department Chair (MPHS) – Core Courses	Regular	4	1,000	Annual	L

Athletic Coaching and Support

Manassas Park Middle School

Position Name	Position Type (# of openings)	Rate per Person	Rate Basis	Pay Timing
Assistant Athletic Director	Regular	4,000	Annual	L
Athletics – Clock Operator	Common	30	Per Event	TS
Athletics – Event/Meet Staff	Common	TBD	Per Event	TS
Athletics – Ticket Taker	Common	30	Per Event	TS
Athletics – Track Starter	Common	60	Per Event	TS
Baseball – Head Coach	Regular	2,500	Seasonal	W4
Baseball – Assistant Coach	Regular	1,500	Seasonal	W4
Softball – Head Coach	Regular	2,500	Seasonal	W4
Softball – Assistant Coach	Regular	1,500	Seasonal	W4
Basketball (Boys) – Head Coach	Regular	2,500	Seasonal	W3
Basketball (Boys) – Assistant Coach	Regular	1,500	Seasonal	W3
Basketball (Girls) – Head Coach	Regular	2,500	Seasonal	W2
Basketball (Girls) – Assistant Coach	Regular	1,500	Seasonal	W2
Soccer (Boys) – Head Coach	Regular	2,500	Seasonal	W1
Soccer (Boys) – Assistant Coach	Regular	1,500	Seasonal	W1
Soccer (Girls) – Head Coach	Regular	2,500	Seasonal	W4
Soccer (Girls) – Assistant Coach	Regular	1,500	Seasonal	W4
Track (Boys) – Head Coach	Regular	2,500	Seasonal	W4
Track (Boys) – Assistant Coach	Regular (2)	1,500	Seasonal	W4
Track (Boys) – Assistant Coach	Regular	2,500	Seasonal	W1
Track (Girls) – Head Coach	Regular (2)	1,500	Seasonal	W1
Track (Girls) – Assistant Coach	Regular	2,500	Seasonal	W3
Track (Girls) – Assistant Coach	Regular	1,500	Seasonal	W3

Position Name	Position Type (# of openings)	Rate per Person	Rate Basis	Pay Timing
Football – Head Coach	Regular	2,500	Seasonal	W1
Football – Assistant Coach	Regular	1,500	Seasonal	W1
Sideline Cheer – Head Coach	Regular	2,500	Seasonal	W1
Volleyball – Head Coach	Regular	2,500	Seasonal	W1
Volleyball – Assistant Coach	Regular	1,500	Seasonal	W1

Manassas Park High School

Position Name	Position Type (# of openings)	Rate per Person	Rate Basis	Pay Timing
Assistant Athletic Director	Regular	4,000	Annual	L
Athletics – Event/Meet Staff	Common	TBD	Per Event	TS
Athletics – Ticket Taker	Common	30	Per Event	TS
Athletics – Youth Camps	Common	TBD	Per Event	TS
Baseball – Head Coach (Varsity)	Regular	5,000	Seasonal	W4
Baseball – Assistant Coach (Varsity)	Regular	2,700	Seasonal	W4
Baseball – Head Coach (JV)	Regular	3,000	Seasonal	W4
Baseball – Assistant Coach (JV)	Regular	2,700	Seasonal	W4
Softball – Head Coach (Varsity)	Regular	5,000	Seasonal	W4
Softball – Assistant Coach (Varsity)	Regular	2,800	Seasonal	W4
Softball – Head Coach (JV)	Regular	3,000	Seasonal	W4
Softball – Assistant Coach (JV)	Regular	2,700	Seasonal	W4
Cross Country – Head Coach	Regular	5,000	Seasonal	W1
Cross Country – Assistant Coach	Regular	2,800	Seasonal	W1
Basketball (Boys) – Head Coach (Varsity)	Regular	5,000	Seasonal	W3
Basketball (Boys) – Assistant Coach (Varsity)	Regular	2,800	Seasonal	W3
Basketball (Boys) – Head Coach (JV)	Regular	2,800	Seasonal	W3
Basketball (Boys) – Assistant Coach (JV)	Regular	2,800	Seasonal	W3
Basketball (Girls) – Head Coach (Varsity)	Regular	5,000	Seasonal	W3
Basketball (Girls) – Assistant Coach (Varsity)	Regular	2,800	Seasonal	W3
Basketball (Girls) – Head Coach (JV)	Regular	2,800	Seasonal	W3
Basketball (Girls) – Assistant Coach (JV)	Regular	2,800	Seasonal	W3
Golf – Head Coach	Regular	3,000	Seasonal	W1
Soccer (Boys) – Head Coach (Varsity)	Regular	5,000	Seasonal	W4
Soccer (Boys) – Assistant Coach (Varsity)	Regular	2,800	Seasonal	W4
Soccer (Boys) – Head Coach (JV)	Regular	2,800	Seasonal	W4
Soccer (Boys) – Goalkeeper Coach	Regular	2,500	Seasonal	W4
Soccer (Girls) – Head Coach (Varsity)	Regular	5,000	Seasonal	W4

Position Name	Position Type (# of openings)	Rate per Person	Rate Basis	Pay Timing
Soccer (Girls) – Assistant Coach (Varsity)	Regular	2,800	Seasonal	W4
Soccer (Girls) – Head Coach (JV)	Regular	2,800	Seasonal	W4
Soccer (Girls) – Goalkeeper Coach	Regular	2,500	Seasonal	W4
Swim – Head Coach	Regular	5,000	Seasonal	W3
Swim – Assistant Coach	Regular	2,800	Seasonal	W3
Football – Head Coach (Varsity)	Regular	6,500	Seasonal	W1
Football – Assistant Coach (Varsity)	Regular	5,000	Seasonal	W1
Football – Assistant Coach (Varsity)	Regular (3)	3,500	Seasonal	W1
Volleyball – Head Coach (Varsity)	Regular	5,000	Seasonal	W1
Volleyball – Assistant Coach (Varsity)	Regular	2,800	Seasonal	W1
Volleyball – Head Coach (JV)	Regular	2,800	Seasonal	W1
Volleyball – Assistant Coach (JV)	Regular	2,800	Seasonal	W1
Track – Head Coach	Regular	5,000	Seasonal	W4
Track – Assistant Coach	Regular (3)	2,800	Seasonal	W4
Wrestling – Head Coach (Varsity)	Regular	5,000	Seasonal	W3
Wrestling – Assistant Coach (Varsity)	Regular	2,800	Seasonal	W3
Wrestling – Head Coach (JV)	Regular	2,800	Seasonal	W3
Wrestling – Assistant Coach (JV)	Regular	2,800	Seasonal	W3
Sideline Cheer – Head Coach (Varsity)	Regular	5,000	Seasonal	W1
Sideline Cheer – Assistant Coach (Varsity)	Regular	3,500	Seasonal	W1
Competition Cheer – Head Coach	Regular	3,000	Seasonal	W3

Extracurricular Sponsorship

Position Name	Position Type (# of openings)	Rate per Person	Rate Basis	Pay Timing
Band – Color Guard	Regular	1,800	Seasonal	W1
Band – Director (Assistant)	Regular	1,800	Seasonal	W1
Band – Director (Brass)	Regular	500	Seasonal	W1
Band – Director (Drum Line)	Regular	1,800	Annual	L
Band – Director (Head)	Regular	5,600	Seasonal	W1
Band – Honors	Regular	400	Annual	L
Band – Show Writer (Drill)	Regular	1,000	Seasonal	Sept 15
Band – Show Writer (Music)	Regular	1,000	Seasonal	Sept 15
Band – Winter Pep Band (Lead)	Shared	500	Seasonal	W2
Band – Winter Pep Band	Shared	300	Seasonal	W2
Band Event/Performance Staff (HS) ¹	Common	TBD	Per Event	TS

Position Name	Position Type (# of openings)	Rate per Person	Rate Basis	Pay Timing
Dance DJ ²	Common	200	One Time	TS
Drama – Musical Choreography	Regular	400	Annual	L-2
Drama – Musical Director	Regular	800	Annual	L-2
Drama – Musical Pit Director	Regular	400	Annual	L-2
Drama – Musical Set Director	Regular	600	Annual	L-2
Drama – Musical Technical Director	Regular	600	Annual	L-2
Drama – VHSL Sponsor	Regular	1,000	Annual	L
Music – Choral Director (MPHS)	Regular	1,000	Annual	L
Music/Choir Performance Staff (HS) ³	Common	TBD	Per Hour	TS
Sponsor – AMC 8 Math Competition (MPMS)	Regular	300	Annual	L
Sponsor – BETA Club (MPHS)	Regular	450	Annual	L
Sponsor – Class (Freshman)	Shared	250	Annual	L
Sponsor – Class (Junior)	Shared	500	Annual	L
Sponsor – Class (Senior)	Shared	500	Annual	L
Sponsor – Class (Sophomore)	Shared	250	Annual	L
Sponsor – Debate (MPHS)	Regular	450	Annual	L
Sponsor – DECA (MPHS)	Regular	450	Annual	L
Sponsor – Drama (MPMS)	Regular	400	Annual	L
Sponsor – FBLA (MPHS)	Regular	450	Annual	L
Sponsor – Library Club (MPMS)	Regular	200	Annual	L
Sponsor – NHS (MPHS)	Regular	450	Annual	L
Sponsor – NJHS (MPMS)	Regular	400	Annual	L
Sponsor – Odyssey of the Mind (MPMS)	Regular	400	Annual	L
Sponsor – Parents for Safe Teen Driving	Common	150	Annual	L
Sponsor – Scholastic Bowl Coach (MPHS)	Regular	1,000	Seasonal	W2
Sponsor – Sea Perch (MPHS)	Common	450	Annual	L
Sponsor – Student Council/Government ⁴	Regular	500	Annual	L
Sponsor – Student Recognition Program	Regular	200	Annual	L
Sponsor – VA Star	Regular	450	Annual	L
Sponsor – Vex Robotics (Lead)	Regular	900	Annual	L
Sponsor – Vex Robotics	Regular	600	Annual	L
Sponsor – Yearbook (CES)	Regular	500	Annual	L
Sponsor – Yearbook (MPES)	Regular	500	Annual	L
Sponsor – Yearbook (MPHS) ⁵	Regular	1,000	Annual	L
Sponsor – Yearbook (MPMS)	Regular	1,500	Annual	L

Notes:

1. Amounts are set by the District/Regional/etc. event organizers.
2. Amount is set by the provider. This stipend is only used if the chosen provider is an employee of MPCS.
3. Amounts are set by the District/Regional/etc. event organizers.
4. Amount is \$300 per person if shared sponsors. Program is offered at both the Middle and High Schools.
5. Amount awarded for after-school work beyond regular class period. Sponsor is expected to enter Virginia High School League competition.

Summer School

Position Name	Position Type (# of openings)	Rate per Person	Rate Basis	Pay Timing
Bus Aide	Common	15	Per Hour	TS
Bus Driver	Common	23	Per Hour	TS
Bus Washer	Common	25	Per Hour	TS
Clerical Staff	Common	18	Per Hour	TS
School Nutrition Team Lead	Common	13	Per Hour	TS
School Nutrition Team Member	Common	11	Per Hour	TS
Instructional Aide	Common	18	Per Hour	TS
School Nurse	Common	30	Per Hour	TS
Teacher	Common	30	Per Hour	TS

Instruction and Remediation

Position Name: Curriculum Development

Number of Positions: As needed

Rate, Basis, and Pay Timing: \$250 Annual (L-1)

Comments: Assignments determined by Associate Superintendent and typically begin in the summer.

Position Name: Extra Block (MS or HS)

Number of Positions: As needed

Rate, Basis, and Pay Timing: \$5,000 per period as part of regular salary

Comments: The High School may run additional sections before (Zero Block) and after school (5th Block) as needed to accommodate scheduling needs.

Position Name: Grant Recipient – State STEM Award (MS or HS)

Number of Positions: Based on number of staff eligible per state guidelines

Rate, Basis, and Pay Timing: \$5,000 year 1; \$1,000 years 2 & 3 (W4)

Comments: Staff must meet years of service and discipline requirements as well as sign a contract to continue employment for the following school year in order to be eligible.

Position Name: Remediation – ESOL
 Number of Positions: As needed
 Rate, Basis, and Pay Timing: \$25 per hour
 Comments: Positions are paid with Title III funds as awarded by the Federal government

Position Name: Remediation – Project Grad (Teacher)
 Number of Positions: As needed
 Rate, Basis, and Pay Timing: \$25 per hour
 Comments: Positions are paid with Project Grad funds from a state award

Position Name: Remediation – Project Grad (Coordinator)
 Number of Positions: 1
 Rate, Basis, and Pay Timing: \$300 annually (L)
 Comments: This position is responsible for scheduling and tracking remediation efforts with students that meet the Project Grad requirements.

Position Name: Remediation – SOL Course
 Number of Positions: As needed
 Rate, Basis, and Pay Timing: \$25 per hour
 Comments: Typically, only one teacher per subject is paid to provide SOL remediation for each SOL course.

Position Name: Teacher – GATE Program
 Number of Positions: Up to 3 per grade 6–8
 Rate, Basis, and Pay Timing: \$1,000 Annual (L)
 Comments: Teachers provide gifted services to students in grades 6, 7, or 8. Gifted endorsement preferred.

Position Name: Teacher – Homebound
 Number of Positions: As needed
 Rate, Basis, and Pay Timing: \$35 per Hour
 Comments: Homebound teachers meet with students at their home or a public site. Hours do not include planning unless approved in advance. Rate is intended to cover mileage.

Position Name: Teacher – ISAEP
 Number of Positions: 1 Lead Teacher
 1–2 Asst. Teachers

Rate, Basis, and Pay Timing: \$30 per hour for Lead Teacher
 \$25 per hour for Asst. Teachers

Comments: Teachers assist students with preparing for the GED test in accordance with ISAEP guidelines.

Administration, Operations, and Leadership

Position Name	Position Type (# of openings)	Rate per Person	Rate Basis	Pay Timing
Auditorium Coordinator	Regular	2,000	Annual	L
Behavior Leaders (MPHS)	Regular (4)	1,000	Annual	L
Department Chair (MPHS) – Core Courses	Regular (4)	1,000	Annual	L
Leadership Team (CES) – ESOL Rep	Regular	500	Annual	L
Leadership Team (CES) – Grade 1 Rep	Regular (2)	500	Annual	L
Leadership Team (CES) – Grade 2 Rep	Regular (2)	500	Annual	L
Leadership Team (CES) – Grade K Rep	Regular (2)	500	Annual	L
Leadership Team (CES) – Pre-K Rep	Regular	500	Annual	L
Leadership Team (CES) – Specialist Rep	Regular	500	Annual	L
Leadership Team (MPES) – ESOL Rep	Regular	500	Annual	L
Leadership Team (MPES) – Grade 3 Rep	Regular (2)	500	Annual	L
Leadership Team (MPES) – Grade 4 Rep	Regular (2)	500	Annual	L
Leadership Team (MPES) – Grade 5 Rep	Regular (2)	500	Annual	L
Leadership Team (MPES) – Specialist Rep	Regular	500	Annual	L
Leadership Team (MPES) – STEM Rep	Regular	500	Annual	L
Leadership Team (MPMS) – Data & Instruction	Common (4)	300	Annual	L
Leadership Team (MPMS) – Electives Chair	Regular	300	Annual	L
Leadership Team (MPMS) – Grade-Level Chair	Regular (3)	300	Annual	L
Leadership Team (MPMS) – Related Services	Common (3)	300	Annual	L
Leadership Team (MPMS) – School Climate	Common (3)	300	Annual	L
Leadership Team (MPMS) – Technology	Common (3)	300	Annual	L
Strategic Planning Team – Bldg. Rep	Regular (4)	500	Annual	L
Strategic Planning Team – Technology	Regular	500	Annual	L
Supervision — After School	Common	25	Per Hour	TS
Supervision — Detention (MPHS)	Common	25	Per Hour	TS
Supervision — Detention (MPMS)	Common	25	Per Hour	TS
Supervision — Library	Common	25	Per Hour	TS
Teacher Mentor (Lead) ¹	Regular (2)	500	Annual	L
Teacher Mentor ²	Common	700	Annual	L

Notes:

1. One lead per campus.
2. Number of positions in each building is based on the number of new teachers in the building for the given school year.