

## USA ADMINISTRATIVE SALARY SCHEDULE

Administrative salary shall be dependent upon the range of duties the administrator must perform, the experience of the administrator in performing those duties, and the number of students & staff under the administrator's direction. Considerations should be made for both the total enrollment and the actual ADA. Administrative salary will be re-evaluated every January after the P-1 ADA report, and adjusted accordingly. Experience, years of service with the school, and budgetary concerns may also be factors in determining salary for the year; these are only guidelines.

The following schedule may be used as a guideline in deciding the administrative salary for the year. Duties may be fulfilled by more than one individual, and pay will be divided accordingly.

### Director Base Salary Ranges Based on Duties

1. School Principal Duties: \$75,000-\$95,000
2. Financial Administration Duties: \$10,000-\$25,000
3. Additional Administrative Duties: \$5,000-\$20,000
4. Teacher Duties: \$5,000 per year per class subject

#### Principal Duties

Hiring, firing, & evaluation of staff  
Facilities, Operations, Educational Management  
Develop School Accountability Report (SARC)  
Ensure implementation of mission of school  
Data analysis and assessment of student progress  
Student discipline  
Public relations  
Scheduling  
Curriculum development and evaluation  
Implementation of Curriculum  
Teacher Mentoring and Training  
Staff Professional Development  
Report student progress to DNCOE

#### Financial Administrator Duties

Preparation of annual budget  
Report finances to DNCOE  
Develop LCFF w/board  
Ensure financial stability  
Oversee Grants  
Oversee purchasing, payroll,  
and financial tracking  
State financial reports

#### Additional Administrative Duties (may be delegated to admin or other staff member)

**Testing Administration:** Order, process, prepare, administer, report state testing

**Special Ed and 504 Plan Coordination:** coordinate with special ed teacher to meet the needs of all students, keep files in order, ensure compliance with legal mandates, make contacts as needed

**Grant Writing:** Acquire, Secure, Prepare, Implement, Report Grants

**Attendance and Audit Compliance Control:** Audit files, attendance, receipts checked for accuracy.

#### Recommended Administrative Staff in Future:

Principal: \$75,000 – \$95,000 (no classe; include budget oversight, financial planning w/finance admin)

Financial Administrator with additional admin duties: \$35,000-\$50,000 (w/ math classes up to \$85,000)