

## USA EXECUTIVE DIRECTOR SALARY SCHEDULE

Executive Director 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. Executive Director salary will be re-evaluated at the end of every fiscal year, 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 Executive Director 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-\$105,000
2. Financial Administration Duties: \$10,000-\$25,000
3. Additional Administrative Duties: \$5,000-\$20,000
4. Teacher Duties (part time): \$2,000 - \$30,000.

#### 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  
Scheduling  
\*Public relations  
\*Student discipline  
Report student progress to DNCOE  
\*Curriculum development and evaluation  
\*Implementation of Curriculum  
\*Teacher Mentoring and Training  
\*Staff Professional Development

#### Financial Administrator Duties

Preparation of annual budget  
Report finances to DNCOE  
Develop LCFF w/board and public input  
Ensure financial stability  
\*Secure Funding Sources  
\*Purchasing, payroll, financial tracking  
\*State financial reports  
Authorize financial transactions

*(\*these duties may be shared with or delegated to the other Personnel)*

**Additional Administrative Duties** *(may be shared with or delegated to other staff as appropriate)*

**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, Prepare, Implement, Report Grants

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

**Teacher Duties:** Independent Study students as needed at a rate of \$2,000 per student per year