

STAFF SALARY AND SALARY SCHEDULES

- A. The School Board shall approve the individual salaries of all division-wide positions two reporting levels below the Superintendent's position and all licensed personnel.
- B. The School Board shall, on an annual basis, approve through the budget process salary schedules for employees.
- C. A teacher or administrator who renders service for one (1) semester or one-half of the school year may not be given credit for a full year's service. However, half-years may be combined to create whole years for purposes of setting salary.
- D. The Albemarle County School Board will approve all categories of athletic coaching and other extracurricular activity sponsorships for which supplemental pay will be provided. The Board will also establish the amount of compensation for employees who coach or supervise such activities.

A separate contract in the form ~~permitted prescribed~~ by the ~~State~~ Board of Education shall be executed by the School Board with an employee who receives supplemental pay for any athletic coaching assignment or extracurricular activity sponsorship assignment. This contract shall be separate and apart from the contract for teaching. All such contracts will require a party intending to terminate the contract to give reasonable notice to the other party before termination thereof will become effective.

For purposes of this policy, "extracurricular activity sponsorship" means an assignment 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 activities that are conducted in conjunction with regular classroom, curriculum, or instructional programs.

Adopted: July 1, 1993

Amended: December 8, 1997; August 24, 2006; September 27, 2012

Legal Ref.: Code of Virginia, 1950, as amended, §§22.1-78, 22.1-302, and 22.1-313

8 VAC 20-440-110

8 VAC 20-440-120

~~Cross Ref.: CC, Administrative Organizational Plan~~

COACHING SUPPLEMENTS FORMULA

Salary Basis

As a basis for determining coaching pay, the positions will be arranged into similar groups and the annual stipend determined using comparable market data gathered by Human Resources, consistent with the School Board adopted compensation strategy.

Additionally, to compensate for coaching longevity, the rate shall be computed as a percentage of the applicable coaching group stipend.

Payment

The Athletic Activities Director is responsible to determine the applicable stipend and any applicable longevity bonus prior to submitting each coach stipends for payment.

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ACADEMIC LEADERSHIP PROGRAM FORMULA

Background

The Academic Leadership Program provides a structure to support instructional leadership needs and professional growth across the division. This program directly supports the School Improvement Process. Incorporated within the design are a division-wide instructional component and a school-level instruction component, each of which are differentiated based on the size and educational level of the school. This program includes an accountability component to ensure consistent implementation and fiscal responsibility across the division.

Evaluative Criteria

The Academic Leadership Program includes stipends for both division-level and site-based instructional responsibilities. Criteria have been defined and are utilized in determining the stipends for these responsibilities. A position rating scale is used to apply each of the criteria to the job descriptions. This rating scale consists of six categories, with range of point values assigned on the basis of level and extent of professional responsibilities. The point values from these six factors are summed to determine the stipend. The specific factors are described below:

Instructional Connection- This factor considers the coordination and organization of instruction activities, the impact of the role on student learning, and the leadership required at the school and the division levels. The scale for this factor ranges from 0-6 points.

Financial Responsibility- This factor considers the degree of financial responsibility required by the teacher in executing his duties. The size of the budget, fundraising requirements, and allocation responsibilities are components considered in applying this criterion. The scale for this factor ranges from 0-4 points.

Direct Involvement with Students- This factor considers the number of students with whom the teacher has direct involvement in carrying out his/her responsibilities for this assignment. The scale for this factor ranges from 0-4 points.

Direct Involvement with Staff/Parents- This factor considers the number of staff and parents with whom the teacher has direct involvement in carrying out his/her responsibilities for this assignment. The scale for this factor ranges from 0-4 points.

Time Requirements- Factors considered in rating this criterion include the amount of time the teacher is expected to use, including school planning time, afterschool and weekend time commitment, as well as overnight supervision requirements. The scale for this factor ranges from 0 to 6 points.

Level of Responsibility- Factors considered here include the degree to which the teacher works independently, represents the school to the public, and impacts the broader school community. The scale for this factor ranges from 0 to 7 points.

Payment

Annually, the principals work with Superintendent/designee to rate school-level responsibilities in order to insure consistent application of these criteria. Teachers who participate in this program sign a contract which delineates the job description, stipend amount, and the evaluative criteria. The Superintendent/designee , in conjunction with the Department of Human Resources, will oversee the performance and fiscal accountability of this program.

Adopted: December 8, 1997
Amended: September 27, 2012
