

ADMINISTRATIVE

MANAGERIAL

SUPERVISORY

CONFIDENTIAL

2007-2008

APPROVED 8/16/2007

**TABLE I
TITLE OF POSITION FOR ADMINISTRATIVE/MANAGEMENT
AND SUPERVISORY PERSONNEL SALARY SCHEDULE**

<u>SALARY SCHEDULE TITLE</u>	<u>POSITION TITLE</u>
Coordinator IV	Food Service Specialist Shared Services Network Facilitator Area Manager
Coordinator III	Transportation Specialist
Coordinator II	Fleet Maintenance Supervisor Coordinator of Purchasing/Warehouse Public Relations Officer Coordinator of Accounting and Internal Accounts Transportation Services Supervisor Coordinator of Property Control Coordinator of Health Benefits Web Developer I-Series Operations Coordinator Purchasing Specialist, Buyer
Coordinator I	Coordinator of Operations Coordinator of Planning & Intergovernmental Relations Project Manager Maintenance Supervisor (Technical) Maintenance Supervisor (General) Coordinator of Payroll Activities Coordinator of School Food Service Chief Building Inspector Design Architect
Director III	Building Official
Director II	Director of Maintenance & Operations Director of Food and Nutrition Services Director of Purchasing/Accounts Payable and Material Management Director on Assignment Director of Facility Planning and Construction Director of Finance Director of School Improvement/Professional Development and Assessment

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Director I	Chief Information Officer Director of Career & Technical Education Director of Student Services Director of Exceptional Student Education Director of Support Personnel Services Director on Assignment Director of Instructional Personnel Services Director of Secondary Education Director of Elementary Education Director of Transportation
Supervisor III	Supervisor of Student Services Supervisor of Instructional Support Services Supervisor of Exceptional Student Education Computer Operations Manager Reading/Language Arts Supervisor Supervisor of Title I Supervisor of Information Services Supervisor of Career & Technical Education <u>Supervisor of ESOL and Assessment</u>
Supervisor II	Supervisor of Adult/Community Education Supervisor of Instructional Personnel Services Supervisor of Curriculum Pre-K-12
Supervisor I	None
Assistant Principal	Assistant Principal Assistant Principal on Assignment
Vice Principal	Vice Principal
Principal	Principal Principal on Assignment
Administrator on Assignment	Administrator on Assignment
Assistant Superintendent	Assistant Superintendent for Human Resources Assistant Superintendent for Business Affairs Assistant Superintendent for Support Services Assistant Superintendent for Instruction
Deputy Superintendent	Deputy Superintendent

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**CONTROL FACTORS FOR
ADMINISTRATIVE/MANAGEMENT AND SUPERVISORY
PERSONNEL SALARY SCHEDULE**

Unless otherwise recommended by the Superintendent, all persons being placed on the schedule for the first time will be assigned to step 0 for the pay grade appropriate to their position. The Superintendent may assign placement above step 0 subject to School Board approval to (a) insure that one who is a teacher in the district will not receive a "pay cut" when compared to their teaching salary projected for twelve months, or (b) provide an added incentive to a person with critically needed skills. Under no circumstances will a person being placed on the schedule for the first time be placed above step 20.

When a person already on the administrative salary schedule is assigned a new district level position on the schedule, the person will be placed on the salary schedule (pay grade/step) for the new position closest to their current salary, including supplements, if applicable. The person would not maintain the same step status for the new district level position, unless a decrease in overall salary would result. This paragraph shall apply only to an administrator whose move is to a district level administrative position.

A district level administrator who accepts a school based administrative position shall maintain his/her step on the schedule when assigned to the new pay grade.

Unless the Superintendent takes overt action to withhold an increment, each person will advance one step on the schedule up through step 20 for each year of administrative/management experience within the Clay County Schools except as follows:

1. If an administrator (including a Cafeteria Manager) receives an unsatisfactory rating on his/her annual performance evaluation and the Superintendent recommends reappointment to an administrative position for the following year, the administrator will receive the same salary in the next school year as he/she received during the unsatisfactory year of service. Such administrator will be ineligible for any step, supplement or base salary pay increase. This freeze will apply for, at least, the school year following the administrator's receipt of an unsatisfactory evaluation.
2. If, during the frozen salary year, the administrator earns a satisfactory evaluation, he/she will be placed back on the salary schedule for the following year and, if otherwise eligible, receive any step increase approved by the Board.
3. If the administrator referenced in 1. above receives satisfactory ratings on the final performance evaluations for each of the two (2) years following the receipt of an unsatisfactory rating, the administrator will be eligible, the third year, for any salary step and/or step amount that would have applied had the administrator never earned an unsatisfactory evaluation.

If the situation arises where the chief officer of a school makes less money than another person in that school, the situation shall be brought to the attention of the School Board to be considered on a case by case basis.

Administrative positions are 12-month positions unless otherwise approved in the allocation document. The salary and applicable supplement of a less-than-12-month administrator shall be prorated based on the number of contract days times the daily rate of pay established in the Administrative Salary Tables contained herein. The 10 or 11-month calendar for an administrator shall be the same as that established for other 10 (196 days) or 11 (216 days) - month employees.

School based administrative personnel **are eligible for performance pay in accordance with the district's Merit Award Program (MAP) Plan.** ~~who have earned the status of "exemplary" on their evaluations for 2006-2007 school year will be awarded the appropriate compensation as designed by the legislature.~~ This compensation will be prorated based on the length and type of the contract held by the respective administrator.

**TABLE II
PAY GRADE FOR ADMINISTRATIVE/MANAGEMENT AND
SUPERVISORY PERSONNEL
SALARY SCHEDULE TITLES**

PAY GRADE	SALARY SCHEDULE TITLE
112	Coordinator IV
125	Coordinator III
140	Coordinator II
155	Coordinator I
168	Assistant Principal (Base)
168	Vice Principal (Base)
173	Supervisor III
173	Director III
193	Supervisor II
193	Director II
200	Principal Special School (Base)
200	Principal (Base)
200	Supervisor I
215	Director I
See Below	Administrator on Assignment
238	Assistant Superintendent
250	Deputy Superintendent

* An administrator will maintain his/her contracted salary earned immediately prior to the transfer/redesignation as an Administrator on Assignment for the balance of the school year during which the transfer/redesignation takes place.

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**TABLE III - INDICES FOR EACH PAY GRADE/STEP FOR
ADMINISTRATIVE/MANAGEMENT AND SUPERVISORY
PERSONNEL SALARY SCHEDULE**

Pay Grades	STEPS															
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
100	1.000	1.030	1.060	1.090	1.120	1.150	1.180	1.210	1.240	1.270	1.300	1.330	1.360	1.390	1.420	1.450
110	1.100	1.130	1.160	1.190	1.220	1.250	1.280	1.310	1.340	1.370	1.400	1.430	1.460	1.490	1.520	1.550
112	1.120	1.150	1.180	1.210	1.240	1.270	1.300	1.330	1.360	1.390	1.420	1.450	1.480	1.510	1.540	1.570
115	1.150	1.180	1.210	1.240	1.270	1.300	1.330	1.360	1.390	1.420	1.450	1.480	1.510	1.540	1.570	1.600
125	1.250	1.280	1.310	1.340	1.370	1.400	1.430	1.460	1.490	1.520	1.550	1.580	1.610	1.640	1.670	1.700
128	1.280	1.310	1.340	1.370	1.400	1.430	1.460	1.490	1.520	1.550	1.580	1.610	1.640	1.670	1.700	1.730
133	1.330	1.360	1.390	1.420	1.450	1.480	1.510	1.540	1.570	1.600	1.630	1.660	1.690	1.720	1.750	1.780
135	1.350	1.380	1.410	1.440	1.470	1.500	1.530	1.560	1.590	1.620	1.650	1.680	1.710	1.740	1.770	1.800
140	1.400	1.430	1.460	1.490	1.520	1.550	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850
143	1.430	1.460	1.490	1.520	1.550	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850	1.880
145	1.450	1.480	1.510	1.540	1.570	1.600	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900
150	1.500	1.530	1.560	1.590	1.620	1.650	1.680	1.710	1.740	1.770	1.800	1.830	1.860	1.890	1.920	1.950
155	1.550	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000
158	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000	2.030
163	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020	2.050	2.080
168	1.680	1.710	1.740	1.770	1.800	1.830	1.860	1.890	1.920	1.950	1.980	2.010	2.040	2.070	2.100	2.130
173	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180
175	1.750	1.780	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020	2.050	2.080	2.110	2.140	2.170	2.200
180	1.800	1.830	1.860	1.890	1.920	1.950	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250
183	1.830	1.860	1.890	1.920	1.950	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250	2.280
188	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330
193	1.930	1.960	1.990	2.020	2.050	2.080	2.110	2.140	2.170	2.200	2.230	2.260	2.290	2.320	2.350	2.380
195	1.950	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250	2.280	2.310	2.340	2.370	2.400
200	2.000	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450
208	2.080	2.110	2.140	2.170	2.200	2.230	2.260	2.290	2.320	2.350	2.380	2.410	2.440	2.470	2.500	2.530
215	2.150	2.180	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450	2.480	2.510	2.540	2.570	2.600
225	2.250	2.280	2.310	2.340	2.370	2.400	2.430	2.460	2.490	2.520	2.550	2.580	2.610	2.640	2.670	2.700
238	2.380	2.410	2.440	2.470	2.500	2.530	2.560	2.590	2.620	2.650	2.680	2.710	2.740	2.770	2.800	2.830
250	2.500	2.530	2.560	2.590	2.620	2.650	2.680	2.710	2.740	2.770	2.800	2.830	2.860	2.890	2.920	2.950
280	2.800	2.830	2.860	2.890	2.920	2.950	2.980	3.010	3.040	3.070	3.100	3.130	3.160	3.190	3.220	3.250

Pay Grades	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
100	1.480	1.510	1.540	1.570	1.600	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900
110	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000
112	1.600	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020
115	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020	2.050
125	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150
128	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180
133	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020	2.050	2.080	2.110	2.140	2.170	2.200	2.230
135	1.830	1.860	1.890	1.920	1.950	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250
140	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300
143	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330
145	1.930	1.960	1.990	2.020	2.050	2.080	2.110	2.140	2.170	2.200	2.230	2.260	2.290	2.320	2.350
150	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250	2.280	2.310	2.340	2.370	2.400
155	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450
158	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450	2.480
163	2.110	2.140	2.170	2.200	2.230	2.260	2.290	2.320	2.350	2.380	2.410	2.440	2.470	2.500	2.530
168	2.160	2.190	2.220	2.250	2.280	2.310	2.340	2.370	2.400	2.430	2.460	2.490	2.520	2.550	2.580
173	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450	2.480	2.510	2.540	2.570	2.600	2.630
175	2.230	2.260	2.290	2.320	2.350	2.380	2.410	2.440	2.470	2.500	2.530	2.560	2.590	2.620	2.650
180	2.280	2.310	2.340	2.370	2.400	2.430	2.460	2.490	2.520	2.550	2.580	2.610	2.640	2.670	2.700
183	2.310	2.340	2.370	2.400	2.430	2.460	2.490	2.520	2.550	2.580	2.610	2.640	2.670	2.700	2.730
188	2.360	2.390	2.420	2.450	2.480	2.510	2.540	2.570	2.600	2.630	2.660	2.690	2.720	2.750	2.780
193	2.410	2.440	2.470	2.500	2.530	2.560	2.590	2.620	2.650	2.680	2.710	2.740	2.770	2.800	2.830
195	2.430	2.460	2.490	2.520	2.550	2.580	2.610	2.640	2.670	2.700	2.730	2.760	2.790	2.820	2.850
200	2.480	2.510	2.540	2.570	2.600	2.630	2.660	2.690	2.720	2.750	2.780	2.810	2.840	2.870	2.900
208	2.560	2.590	2.620	2.650	2.680	2.710	2.740	2.770	2.800	2.830	2.860	2.890	2.920	2.950	2.980
215	2.630	2.660	2.690	2.720	2.750	2.780	2.810	2.840	2.870	2.900	2.930	2.960	2.990	3.020	3.050
225	2.730	2.760	2.790	2.820	2.850	2.880	2.910	2.940	2.970	3.000	3.030	3.060	3.090	3.120	3.150
238	2.860	2.890	2.920	2.950	2.980	3.010	3.040	3.070	3.100	3.130	3.160	3.190	3.220	3.250	3.280
250	2.980	3.010	3.040	3.070	3.100	3.130	3.160	3.190	3.220	3.250	3.280	3.310	3.340	3.370	3.400
280	3.280	3.310	3.340	3.370	3.400	3.430	3.460	3.490	3.520	3.550	3.580	3.610	3.640	3.670	3.700

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**SALARY SCHEDULE
TABLE IV-A
TABLE OF FACTORS - SCHOOL BASED ADMINISTRATORS**

Add the following supplements to the base salary for school administrators (principal, assistant principal, and vice principal). Supplements are stated in terms of indices of the base. * (Base for 2007-2008 = \$38,175 ~~2006-2007 = \$36,400~~)*

BASE SALARY: (Index X \$ ~~36,400~~ **38,175**) :

<u>Administrator</u>	<u>Pay Grade</u>	<u>Range (Steps 0 -20)</u>
Assistant/Vice Principal	168	61,152 – 82,992 64,134 – 87,039
Principal	200	72,800 – 94,640 76,350 – 99,255

SUPPLEMENTS:

A. <u>School level</u>	<u>Principal</u>	<u>Vice Principal</u>	<u>Assistant Principal</u>
Special School	.12	-----	.07
Elementary	0	-----	0
Middle/Junior High	.12	.10	.07
High School	.15	.12	.07

B. Population of School

<u>Category</u>	<u>Weighted FTE**</u>	<u>Amount</u>
I	Less than 750	0
II	Greater than 749 & Less than 1800	.07 (Principal Only) .05 (Assistant/Vice Principal only)
III	Greater than 1799	.12 (Principal Only) .06 (Assistant/Vice Principal only)

* An administrator who is involuntarily transferred to a Principal on Assignment position will maintain his/her contracted salary and related supplement(s) for the balance of the school year during which the transfer takes place.

** See Table IV-B

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WEIGHTED FTE FACTORS FOR 2007-2008

SCHOOL	UNWEIGHTED	WEIGHTED
Argyle Elementary	1014	1042.94
Charles E. Bennett Elementary	720	741.17
Clay Hill Elementary	489	502.1
Coppergate Elementary	744	832.42
Doctors Inlet Elementary	865	894.80
Fleming Island Elementary	1080	1129.63
Grove Park Elementary	596	619.85
Keystone Heights Elementary	829	872.77
Lake Asbury Elementary	1483	1525.99
Lakeside Elementary	866	891.63
Middleburg Elementary	713	731.38
Montclair Elementary	549	564.02
McRae Elementary	562	583.57
Orange Park Elementary	552	565.83
Paterson Elementary	1020	1058.35
RideOut Elementary	681	705.47
Ridgeview Elementary	874	951.69
S. Bryan Jennings Elementary	626	645.51
Swimming Pen Creek Elementary	646	676.72
Thunderbolt Elementary	1312	1399.47
Tynes Elementary	732	821.55
W. E. Cherry Elementary	615	689.65
Wilkinson Elementary	921	975.03
Green Cove Springs Jr. High	775	787.36
Lake Asbury Jr. High	1067	1136.17
Lakeside Jr. High	895	958.6
Oakleaf School	1664	1695.47
Orange Park Jr. High	885	901.82
Wilkinson Jr. High	775	775
Clay High	1240	1280.48
Fleming Island High	2288	2456.02
Keystone Heights Jr./Sr. High	1415	1481.86
Middleburg High	2053	2243.76
Orange Park High	2853	3056.38
Ridgeview High	1800	2030.7
Bannerman Learning Center	178	280.08

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TABLE V
SALARY RANGES FOR
ADMINISTRATIVE/MANAGEMENT AND SUPERVISORY PERSONNEL
STEPS 0 - 20/ INDEX OF 1.000 = \$38,175 ~~\$36,400~~ (Base)

Example of Application of Pay Grades/Indices

Pay Grade 193 = Range of Indices 1.930 - 2.53 (Table III) For Steps 0- 20

Step 0 = 1.930 X 36,400 = ~~70,252~~ **\$38,175 X 1.93 = \$73,678**

Step 20 = 2.53 X 36,400 = ~~92,092~~ **\$38,175 X 2.53 = \$96,583**

Increment = .03 X 36,400 = ~~1092~~ **38,175 = 1145**

PAY GRADE SALARY SCHEDULE TITLE RANGE (Steps 0 -20)

112	Coordinator IV	40,768 – 62,608	<u>42,756 – 65,661</u>
125	Coordinator III	45,500 – 67,340	<u>47,719 – 70,624</u>
140	Coordinator II	50,960 – 72,800	<u>53,445 – 76,350</u>
155	Coordinator I	56,420 – 78,260	<u>59,171 – 82,076</u>
168	Assistant Principal (Base) Assistant Principal (Max)	61,152 – 82,992 65,884 – 87,724	<u>64,134 – 87,039</u> <u>69,097 – 92,002</u>
168	Vice Principal (Base) Vice Principal (Max)	61,152 – 82,992 67,704 – 89,544	<u>64,134 – 87,039</u> <u>71,006 – 93,911</u>
173	Supervisor III	62,972 – 84,812	<u>66,043 – 88,948</u>
173	Director III	62,972 – 84,812	<u>66,043 – 88,948</u>
193	Director II	70,252 – 92,092	<u>73,678 – 96,583</u>
193	Supervisor II	70,252 – 92,092	<u>73,678 – 96,583</u>
200	Principal (Base) Principal (Max)	72,800 – 94,640 82,628 – 104,468	<u>76,350 – 99,255</u> <u>86,657 – 109,569</u>
200	Supervisor I	72,800 – 94,640	<u>76,350 – 99,255</u>
215	Director I	78,260 – 100,100	<u>82,076 – 104,981</u>
238	Assistant Superintendent	86,632 – 108,472	<u>90,857 – 113,762</u>
250	Deputy Superintendent	91,000 – 112,840	<u>95,438 – 118,343</u>

NOTE: For ~~2006-2007~~ 2007-2008, all administrators who worked as Clay County administrators for more than one-half of the ~~2006-2007~~ 2005-2006 fiscal year shall be granted one step on the salary schedule.

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**TABLE VI
TITLE OF POSITION FOR CAFETERIA MANAGEMENT
2007-2008**

<u>Salary Schedule Title</u>	<u>Position Definition</u>
Manager Intern	Will be assigned to schools based on scheduled training activities.
Manager in Training	May be assigned to any school based on projected average daily number of meals of less than 901.
Manager SAT III	Cafeteria Manager of a satellite school serving a projected average daily number of meals of less than 500; based on 2007-2008 projected data this includes Orange Park Elementary, Lakeside Elementary , and Montclair Elementary.
Manager SAT II	Cafeteria Manager of a satellite school serving a projected average daily number of meals of more than 499 but less than 700 meals; based on 2007-2008 projected data this includes Ridgeview Elementary, Middleburg Elementary, Keystone Heights Elementary, W. E. Cherry Elementary, and Swimming Pen Creek Elementary.
Manager SAT I	Cafeteria Manager of a satellite school serving a projected average daily number of meals of more than 699; based on 2007-2008 projected data this includes Doctors Inlet Elementary, Green Cove Springs Jr. High, Lakeside Elementary and Wilkinson Elementary.
Manager SC V	Cafeteria Manager of a self contained food service program serving a projected average daily number of meals of less than 600; based on 2007-2008 projected data this includes Clay Hill Elementary, and McRae Elementary.
Manager SC IV	Cafeteria Manager of a self contained food service program serving a projected average daily number of meals of more than 599 but less than 900; based on 2007-2008 projected data this includes Paterson Elementary, Charles E. Bennett Elementary, Fleming Island Elementary, Coppergate Elementary Thunderbolt Elementary and Argyle Elementary Lake Asbury Jr. High.
Manager SC III	Cafeteria Manager of a self contained food service program serving a projected average daily number of meals of more than 899 but less than 1100; based on 2007-2008 projected data, this includes Lake Asbury Jr. High, and Thunderbolt Elementary. Argyle Elementary, Lake Asbury Elementary and Oakleaf School.
Manager SC II	Cafeteria Manager of a self-contained food service program serving a projected average daily number of meals of more than 1099 but less than 1300; based on 2007-2008 projected data this includes Lake Asbury Elementary and Oakleaf School <u>Orange Park High</u> .
Manager SC I	Cafeteria Manager of a self contained food service program serving a projected average daily number of meals of more than 1299 but less than 1500; based on 2007-2008 projected data. <u>No schools were in this category. this includes Middleburg High.</u>
Manager SC IA	Cafeteria Manager of a self contained food service program serving a projected average daily number of meals of more than 1499 but less than 1700 based on 2007-2008 projected data, <u>this includes Middleburg High and Orange Park High.</u> No schools were in this category.

- Manager SC IB Cafeteria Manager of self-contained food service program serving a projected average daily number of meals of more than 1699 based on 2007-2008 projected data. No schools were included in this category.
- Manager SB V Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of less than 900; based on 2007-2008 projected data. No schools were included in this category.
- Manager SB IV Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of more than 899 but less than 1100; based on 2007-2008 projected data. This includes ~~S. Bryan Jennings Elementary~~ and Grove Park Elementary.
- Manager SB III Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of more than 1099; but less than 1300; based on 2007-2008 projected data. This includes S. Bryan Jennings Elementary, and Orange Park Jr. High. ~~Lakeside Jr. High, and Tynes Elementary~~
- Manager SB II Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of more than 1299 but less than 1500; based on 2007-2008 projected data. This includes Tynes Elementary, RideOut Elementary and Lakeside Jr. High. ~~Orange Park Junior High, Clay High and Wilkinson Jr. High.~~
- Manager SB I Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of more than 1499 but less than 1800; based on 2007-2008 projected data. This includes ~~RideOut Elementary~~, Ridgeview High, Clay High, Wilkinson Jr. High, and Keystone Jr./Sr. High.
- Manager SB IA Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of more than 1799; based on 2007-2008 projected data. This includes Fleming Island High.

~~NOTE: This salary schedule reflects a la carte sales, adult a la carte and adult meal sales at all schools. Total a la carte dollar amounts are divided by the average cost to produce a meal. Breakfast meals served are equated to lunch meals on a 2:1 basis and are added to the projected data for each affected school.~~

~~Projected average daily number of meals will be re-evaluated based on actual meal participation at the end of the February month, each school year, and pay grades will be readjusted either up or down for the following school year.~~

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**TABLE VIIA
CAFETERIA MANAGER SUBSTITUTE**

- I. Substitute Cafeteria Managers shall have had experience as a Cafeteria Manager in a School Food Service Program. A letter from the last Principal and/or School Food Service Director recommending the person as a substitute shall be required. In addition, to qualify as a Substitute Cafeteria Manager, a drug screening will be required if the request to be a substitute is received more than ninety (90) days after separation from employment from a qualified agency, per Florida Statute. The cost of initial drug screening and fingerprinting will be borne by the district. However, the person may serve as a substitute in a probationary status until the fingerprints are cleared. Fingerprinting shall be required with one-day break in service, the cost to be borne by the employee.
- II. The rate of pay shall be \$90.00 per day for the Substitute Cafeteria Manager.

SCHOOL FOOD SERVICES SUBSTITUTE

- III. School Food Services Substitutes shall have a minimum of three years experience in a School Food Services operation performing all of the following duties:
 1. Food preparation tasks in the areas of main dishes, baked products, salads, fruits and vegetables, and condiments following state, local and federal guidelines.
 2. Set up serving line and serve food to students and adults.
 3. Perform cashier duties, including accepting and posting prepayments, accounting for meals served, counting and verifying cash receipts.
 4. Perform cleaning and sanitation tasks.

A letter from the School Food Services Director recommending the person as a School Food Services Substitute shall be required. In addition, to qualify as a School Food Services Substitute, fingerprinting and drug screening will be required if the request to be a substitute is received more than ninety (90) days after separation from employment from a qualified agency, per Florida Statute. The cost of initial drug screening and fingerprinting will be borne by the district. However, the person may serve as a substitute in a probationary status until the fingerprints are cleared.

- IV. The rate of pay shall be \$10.00 per hour for the School Food Service Substitute.

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TABLE VII
CAFETERIA MANAGEMENT
SALARY RANGES (Based on 200 days - 7 ½ hours per day)
(Index of 1.000 = \$ 15,994.05 ~~15,290.68~~)

SALARY SCHEDULE TITLE	PAY GRADES	RANGE (0-20 Years of Approved Experience)	
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Cafeteria Manager/Satellite

School Food Service Manager Intern	128	19,572 – 28,746	20,472 – 30,069
School Food Service Manager in Training	128	19,572 – 28,746	20,472 – 30,069
Manager SAT III	133	20,336 – 29,511	21,272 – 30,869
Manager SAT II	135	20,642 – 29,817	21,592 – 31,188
Manager SAT I	140	21,407 – 30,581	22,392 – 31,988
<u>School Food Service Manager/Self Contained</u>			
Manager SC V	150	22,936 – 32,111	23,991 – 33,588
Manager SC IV	158	24,159 – 33,334	25,271 – 34,867
Manager SC III	163	24,923 – 34,099	26,070 – 35,667
Manager SC II	168	25,689 – 34,862	26,870 – 36,466
Manager SC I	173	26,453 – 35,627	27,670 – 37,266
Manager SC IA	183	27,982 – 37,156	29,269 – 38,866
Manager SC IB	188	28,746 – 37,921	30,069 – 39,665
<u>Cafeteria Manager/Satellite Base</u>			
Manager SB V	163	24,924 – 34,099	26,070 – 35,667
Manager SB IV	173	26,453 – 35,627	27,670 – 37,266
Manager SB III	183	27,982 – 37,156	29,269 – 38,866
Manager SB II	188	28,746 – 37,921	30,069 – 39,665
Manager SB I	193	29,511 – 38,685	30,869 – 40,465
Manager SB IA	195	29,817 – 38,991	31,188 – 40,785

EDUCATION:

Add \$1,030.00 to salary for Associate Degree in Food Service Technology and/or Restaurant Management, Dietetics or related field from a university or college accredited by one of the Regional Accrediting Agencies, or, a certificate or diploma in Culinary Arts or related field from a technical school accredited by the Council on Occupational Education (COE).

- NOTES:**
- (1) Effective October 30, 1995, employees placed on this schedule for the first time may be credited with up to 4 years of approved, non-administrative food service experience and may be credited with approved experience in administration in a quantity food service operation.
 2. See Control Factors for Administrative/Management and Supervisory Personnel, regarding consequences of unsatisfactory evaluation on salary for following year(s).
 3. Cafeteria Management personnel holding current, valid certification from the American School Food Service Association will receive an annual payment of \$100, contingent upon Human Resources Division's receipt of proof of current, valid certification no later than December 1 of each year.
 4. For 2007-2008, all Cafeteria Managers who worked as Clay County administrators for more than one-half of the 2006-2007 fiscal year shall be granted one step on the salary schedule.

**TABLE IX
MISCELLANEOUS ADMINISTRATIVE/MANAGERIAL/
CONFIDENTIAL EMPLOYEE SALARIES**

School Board Attorney	\$132,000. Annual Salary (To be paid in equal installments)
School Board Bargaining Team Members:	
Clay County Education Association Negotiations:	\$1500 (to be paid when ratified)
Clay Educational Support Personnel Association Negotiations:	\$1500 (to be paid when ratified)
Intergovernmental Coordination	\$1800 (to be paid in equal installments)
Degree Differentials for Administrators (reflected on official transcripts from college or university recognized as accredited by the State Department of Education at the time the degree was granted)	
Specialist Degree	\$2700
Doctorate Degree	\$3300
Executive Secretary to Superintendent	Pay Grade B32, and all applicable Salary Tables of Support Salary Schedule
Human Resources - Administrative Secretary, Sr.	Pay Grade B24, and all applicable Salary Tables of Support Salary Schedule
Human Resources - Clerical Support Assistant	Pay Grade A12 and all applicable Salary Tables of Support Salary Schedule
Personnel Assistant	Pay Grade B23, and all applicable Salary Tables of Support Salary Schedule
Principal's Secretary	Pay Grade B23, and all applicable Salary Tables of Support Salary Schedule
Data Entry/Records Technician	Pay Grade B21, and all applicable Salary Tables of Support Salary Schedule
Saturday School Administrator	Hourly rate based on regular salary (beyond work hours)

OTHER PROGRAMS (OTHER THAN 310 AGREEMENTS)

Employees employed in other programs beyond their scheduled day or during the summer shall be paid as follows at the discretion of the Superintendent or his/her designee:

1. An hourly rate of pay equivalent to their normal rate of pay in effect, or
2. The rate of pay for the position employed in, based either on the Administrative, Teacher or Support Salary Schedule, or

OTHER PROGRAMS (OTHER THAN 310 AGREEMENTS), Continued

3. A rate of pay selected from the rates determined for Temporary Adult Labor.

A former Clay County administrator who has retired or resigned from the School System with a satisfactory evaluation shall receive an hourly rate of pay for teaching Adult Education that is derived from the application of the administrator's years of previously-approved experience to the adopted salary schedule for teachers in effect at the time the administrator retired. However, for such retirees employed effective July 1, 1999, such hourly pay shall not exceed \$26/hr. Teachers of these Adult Education FTE courses in 1998-99 whose pay was greater than \$26/hr. in 1998-99 shall be frozen at the 1998-99 hourly rate as long as they continuously teach Adult Education FTE classes.

EMERGENCY SHELTER OPENINGS

(NOT as part of emergency closing of schools or district facilities. See policy 6GX-10-2.31 for salaries paid to employees assigned to work in shelters during emergency closings of school or district facilities.)

When an administrator is called by the Superintendent or his designee to assist in the opening of an emergency shelter during hours outside of the administrator's normal work day, the administrator will be paid at his/her normal hourly rate of pay. This additional pay shall apply to all work required in addition to the administrator's normal duties and responsibilities as a result of the emergency shelter opening and as authorized by the Superintendent or his designee.

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