

**CERTIFICATED & CLASSIFIED ADMINISTRATOR SALARY
SCHEDULE**

Position	Grade
Executive VP, Administrative Services	Grade 27
Vice President, Administrative Services (vacant)	Grade 24
Vice President, Instruction	Grade 24
Vice President, Student Services	Grade 24
Dean, Student Services (vacant)	Grade 20
Dean of Instruction- Grants	Grade 20
Director, Dental Hygiene Program (w/D.D.S.)	Grade 19
Director, Information Services	Grade 19
Director, Fiscal Services	Grade 18
Director, TIL Program	Grade 18
Exec. Director, Foundation & Institutional Advancement	Grade 17
Director, Library/Learning Resources (vacant)	Grade 17
Director, Children's Center	Grade 14
Director, Career and Technical Education	Grade 14
Application Support Manager (vacant)	Grade 13
Assistant to the Superintendent/President	Grade 13
Director, Admissions and Records	Grade 13
Director, Human Resources	Grade 13
Director, Maintenance & Operations	Grade 13
TIL Transition Specialist	Grade 11
Executive Assistant, Administrative Services	Grade 9
Manager, Bookstore	Grade 8
Asst. Director, Admissions and Records	Grade 8
Director, Financial Aid	Grade 8
Assistant, Administrative Services (vacant)	Grade 7
Assistant, Instruction	Grade 7
Assistant, Student Services	Grade 7
Coordinator, PE Facility/Athletic Trainer	Grade 7
TIL Career Education Facilitator	Grade 7
TIL Direct Support Facilitator	Grade 7
Program Review & Planning Facilitator/ QFS Executive Secretary	Grade 7
Human Resources Specialist	Grade 6
Human Resources Analyst/Technology Coordinator	Grade 6
Supervisor, Food Services	Grade 6
Supervisor, Residence Hall	Grade 6
TIL Vocational Coordinator	Grade 4

Step Movement:

1. Newly hired employees may be placed at a maximum of step 4 based on comparable, previous experience. The Superintendent/President, with the concurrence of the Board of Trustees, may place entering employees at a higher step based on significant experience and recruitment factors.

2. After initial placement and at least six months of service, annual step movement through step 7 shall be made only after an annual evaluation rating of "meets standards" or better to become effective after July 1st.

3. On July 1st of the year following the employee completing step 7, the employee will move to step 8. For step movement for steps 8 through 12, the employee must remain on each step for 3 complete years. On July 1st of the year following the employee completing the 3rd year of each step, the employee may move to the next step only after receiving a rating of "meets standards" or better on the most recent three-year intensive evaluation. For educational administrators this evaluation shall include faculty input.

Position Grade Reclassification:

Reclassification requests, initiated by the supervisor or the employee, will be considered annually.

Reclassification of positions will be based on one or more of the following:

1. An accretion of additional responsibilities and duties rather than an accrual of effort required for existing duties.
2. The breadth and scope of the additional responsibilities and duties.
3. The level of independent judgment required to fulfill the additional responsibilities and duties.
4. The number of persons directly supervised as a result of the additional responsibilities and duties.

Board Approved 5/8/2002

Updated 3/13/2013