

Licensed Administrator Salary Placement Guidelines

Overview

In February 2022, after a comprehensive market analysis, listening and working group feedback, and Board approval, PPS implemented an updated Administrator Salary Scale and new salary placement guidelines to support our short- and long-term efforts to attract and retain a diverse administrative team ready and able to lead programs and schools to achieve our strategic plan and reflect our student population.

This document outlines the placement guidelines used to determine a licensed administrator's step placement on the Licensed Administrator Salary Schedule which is available on the [HR website](#).

General Salary Placement Guidelines

- New Hires** 1 step for a year of same/similar experience (higher level experience will count 1 year for one step) additional step for 3+ years in a position that is one level below the new position. Note that 6 years in a position one level below does not count for 2 additional steps. Only 1 total additional step is given regardless of the number of years beyond 3 at the level below.
- Promotion** New position is a higher Pay Level
(step 1 or 2 as noted above)
- Lateral** New position is the same Pay Level
(no change in step – annual salary may change if # of work days changes)
- Demotion** New position is lower Pay Level
(years in same and higher levels will be credited capping at step 4)
- Mid-year Hire** See below regarding Mid-Year Admin Hiring & Salary Placement

Experience Calculation

Experience is calculated as follows:

- One step for each year of same or similar licensed administrator experience maxing out at 4 years (step 4)
 - Salary placement assumes the administrator will complete the current school year and be awarded credit when being hired in the spring for the following school year.
 - Example: Principal at a neighboring school district is being offered a Principal position with PPS. The offer is being provided in April 2022 and the start date is for the subsequent school year 2022-23. At the conclusion of the 2021-22 school year the administrator will have 3 full years as a Principal. The salary placement should count 3 years of Principal experience.
- One additional step for 3+ years in a position at a pay level below the new position will be counted (see below for pay levels). There is a maximum of 1 additional step. For instance, an Assistant Principal (pay level 2) with 3+ years of experience in that role has been promoted to ES/MS/K-8 Principal or Assistant Director (pay level 3), but has no leadership experience otherwise. Instead of

being placed at Step 1 as a Principal or Assistant Director, the individual would be placed at Step 2 due to having 3+ years of experience as an Assistant Principal.

- It should be noted that a Vice Principal with 3+ years of experience will be given 1 step credit as HS Principal even though it is a 2-level promotion. They will not be given the extra step for moving to a Director position.
- Experience as an adjunct professor does not count toward the administrators salary placement.

Internal Transfers

Administrators who apply for and are offered an internal transfer will have a complete review of their salary placement to ensure all internal and external experience is credited for step placement.

Mid-Year Admin Hiring & Salary Placement

Note - when an administrator changes classification/title, they must be issued an updated version of their contract. Please work with the HR Staffing team to ensure this change occurs. See the [Process: Issuing & Renewing Administrator Contracts](#) document for details.

- Placed on a new structure on or before March 31st, they will be eligible for a step increase after the school year ends (based on a minimum of 135 days worked during a school year).
- Placed on or after April 2nd, they will not be eligible for a step increase (due to working less than 135 days during the school year as an Admin).
- When determining credit for 4+ years at a lower step, credit should be given if they were hired into the position on or before September 15th and remained in the position through at least March 15th.
 - Example 1:
 - Started their 4th year on July 1, 2021 as a Program Admin
 - Transitioned to Assistant Director on March 1st.
 - No credit given for 4th year placement so placed at step 1.
 - Receives a step increase July 1, 2022.
 - Example 2:
 - Started their 4th year on July 1, 2021 as a Program Admin
 - Transitioned to Assistant Director on April 16th.
 - Credit given for 4th year placement so placed at step 2.
 - No step increase July 1, 2022

Additional Pay for Licensed Administrators

Administrators may be eligible for one or more of the following stipends.

Doctoral Stipend - administrators who have earned their doctoral degree are eligible for an additional \$2,000 annually. To begin receiving the stipend, administrators must provide official transcripts to Human Resources.

CSI-TSI-Title 1 Stipend - principals serving at a school designated as CSI, TSI or Title 1 may be eligible for an annual \$3,000 retention stipend. If eligible, principals will automatically receive the stipend. Please see the [CSI, TSI, Title 1 Principal Retention Stipend Guidelines](#) for details.

Retention Bonus - principals with 7 years of experience as a Principal with Portland Public Schools may be eligible for a \$3,000 retention bonus. If eligible, principals will automatically receive the stipend. Please see the [Principal Retention Bonus Guidelines](#) for details.

Pay Levels

Dir. Academic Prog (260 days)	Pay Level 4	HS Principal (233 days)
Asst. Dir. Academic Prog (260 days)	Pay Level 3	MS / ES Principal (233 days)
Program Admin(260 days)	Pay Level 2	VP / AP Principal (233 days)

It is not uncommon for new hires or existing licensed admins to change roles. The above Pay Levels show the types of admins and their relative titles across each Pay Level.

The days indicated (260 or 233) represent the number of days in a work year that the role may be assigned.

Change Tracker

7/1/2024 - updated the “new hire” and “experience calculation” sections.

The new hire section stated, “1 step for a year of same/similar experience (higher level experience will count 1 year for one step) additional step for 4+ years in a position that is one level below the new position. Note that 8 years in a position one level below does not count for 2 additional steps. Only 1 total additional step is given regardless of the number of years beyond 4 at the level below.”

The goal was to ensure that when someone was moving to a promotion, such as an AP to Principal, they received a pay raise. The roles are different and the principal role is compensated higher. To move to step 2 on the principal scale as a new principal, you need 4 years or more of AP/VP experience. However this year we realized if you are a new AP, you start on step 1, therefore when you complete your 3rd year and begin your 4th year as an AP, you are moving into step 4. Step 4 of the AP/VP scale is slightly higher than step 1 of the ES principal scale. Therefore after completing your 3rd year as an AP, it's more cost-effective to remain an AP for your 4th year than to be promoted to principal (which only requires 2 years as an AP).

We considered the options (a) modifying the salary schedule to ensure moving from step 4 of AP to step 1 of ES Principal was an increase and (b) reducing the number of years to move on the scale from 4 to 3 and (c) no change. Without doing a complete budget analysis, it is clear that option (a) would result in significant costs and change the scale that was just adjusted for market in the last two years and option (c) does not align with our compensation philosophy.

Decision was to shift to option (b) effective 7/1/2024. We have 2-3 APs to Principals being hired this year that are impacted. Steve is working on an audit for anyone else hired in the last two years who may be eligible for an additional step due to this year change.