

ARTICLE XVIII ADMINISTRATORS

Section 18.1 Central Office Staff Salaries

Annual entry level salaries for Central Office Staff shall be as follows:

Director:	\$91,061
Coordinator:	\$82,850

The annual salary shall be paid in equal installments during the budget year as per Article V, Section 5.2. Central office administrators will be paid a stipend for completing advanced degrees as follows:

EdS \$1,500
EdD/PhD \$2,500

Section 18.2 Principal Salaries

The principal's annual salary shall be covered by the salary schedule as set forth in Appendix A-2 which is attached to and made a part of this agreement. The annual salary shall be paid in equal installments during the budget year as per Article V - Section 5.2.

Section 18.3 Assistant Principal Salaries

The assistant principal's annual salary shall be covered by the salary schedule as set forth in Appendix A-3 which is attached to and made a part of this agreement. The annual salary shall be paid in equal installments during the budget year as per Article V, Section 5.2.

Section 18.4 Vacations

Definitions:

1. Vacation days - vacation days shall mean days used for a period of suspension of routine work duties. Principals and directors have positional responsibilities that transcend their daily routine work schedules; such responsibilities are not relaxed even during vacation periods. For example, only the school principals and their appropriate school supervisor can sign for their positions in the employment of new educators.
2. On-Station Duty for Principals: Principals who work twelve (12) months shall receive holidays (15) designated by the Board of Education and shall receive vacation days as enunciated in paragraphs b, c, and d of this article.

Work day schedules are not to include Saturday and Sunday except by special arrangements with the Director of Schools.

3. On-Call Duty for Principals--A principal has on-call duty to the Director of Schools during the period the principal is not on daily work duty or on approved vacation. During the on-call period, the principal maintains full responsibilities for the assigned school including the school plant and the educational programs.

- a. In addition to the vacation days, personal/professional and bereavement days shall be granted to principals, coordinators, and directors as they are to all educators.
- b. The minimum vacation for principals, system-wide coordinators, and system-wide directors shall be the same as for the 10-month educator with the addition of 1 vacation day per month for each month of contracted service beyond the 10-month period of service.
- c. Additional vacation days per year to those described above shall be granted to principals, supervisors, and directors based on the number of years of service in or equivalent administrative positions at a rate of one (1) vacation day for each two (2) years of equivalent administrative experience
- d. The maximum number of vacation days that can be accumulated is 24 days. Earned vacation days in excess of 24 not used prior to June 30 of any year shall be converted to sick leave.
- e. Principals, coordinators, and directors must apply in writing to the Director of Schools or his/her designee and obtain the Director of Schools' written approval prior to taking vacation days. It is the Director of Schools' responsibility to schedule the vacation days in keeping with the needs for work flow in the system, and it is expected that the bulk of these vacation days will be scheduled during the period when school is not in session for the students. Principals will not be "on call" during their vacation leave but will be informed of major emergencies and be allowed to reassume responsibilities or defer to other school officials. During the "on call" period of the principal's employment, the principal's assignment shall be of a general nature relative to overall responsibilities for the assigned school rather than a detailed schedule of daily work. The Director of Schools must give reasonable time for "on-call" replies, notice for attendance to called meetings, and time for the responses to administrative directives during the "on-call" period.