

430 Non-Licensed Employee Salary Determination

I. Purpose

The purpose of this policy is to provide for fair and consistent determination of new and existing non-licensed employees' hourly wage or salary in conjunction with the non-licensed pay schedule adopted by the NSCS Board.

II. General Statement of Policy

This policy outlines various circumstances to guide the Director in determining non-licensed employees' hourly wage or salary.

III. New Hires

Non-licensed employees will be granted up to eight years of relevant previous experience on the NSCS Non-Licensed Salary Schedules as described in Section IV.

IV. Previous Experience

All non-licensed employees will be granted up to eight years of experience on the appropriate salary schedule. Experience must have occurred within the last ten consecutive calendar years and is subject to the following conditions:

A. Facilities Department:

1. Facilities Manager: Experience as a Facilities Manager and/or Maintenance Manager in any setting.
2. Custodian: Experience as a Custodian in any setting.

B. Food Service Department:

1. Food Service Coordinator: Experience as a Food Service Coordinator in a K-12 public school setting.
2. Kitchen Assistant: Experience equivalent to kitchen assistant job duties in any food service setting.
3. Cook: Experience equivalent to cook job duties in any food service setting.

C. Office:

1. Clerical Assistant: Experience as a Health Paraprofessional in a school setting or LPN.
2. Administrative Assistant: Experience as an Administrative Assistant in a K-12 public school setting.
3. Business Assistant: Experience in Accounts Payable and/or payroll processing in any business setting.
4. Business Manager: Experience as a Business Manager in a K-12 public school setting.
5. Finance Manager: Experience as a Business Manager in a K-12 public school setting.

D. Paraprofessionals:

1. Title IA Paraprofessionals: Experience as a Title IA Paraprofessional and/or licensed K-12 teacher (as described in Policy 429).
2. Special Education Paraprofessionals: Experience as a Special Education Paraprofessional and/or licensed Special Education K-12 teacher (as described in Policy 429).
3. Media Paraprofessional: Experience as a Media Paraprofessional or School Librarian in a K-12 school setting.
4. Preschool Assistant: Experience as an ECFE and/or K-12 school setting as an ECFE Assistant or Title IA or Special Education Paraprofessional.

E. Technology Department:

1. Technology Coordinator: Experience as a System Administrator in any setting and/or Technology Coordinator in a K-12 school setting.

F. Director:

1. Experience as a District or Building Administrator (i.e. Superintendent, Principal, Charter School Director) in a K-12 public school setting.

G. Assistant Director:

1. Experience as a District or Building Administrator (i.e. Assistant Principal, Charter School Assistant Director) in a K-12 public school setting.

H. Teaching and Learning Specialists:

1. Experience in a K-12 public school setting as a Supervisor of Federal Programs and/or Supervisor of Assessment and Evaluation.

I. Part time experience will be honored as follows:

Part-time experience will be examined on a cumulative basis and rounded to full-year experience.

Experiences are not limited to the above items and acceptance will be determined by the Director.

V. Verification

Verification of experience will be required.

VI. Exceptions

The Director may request approval from the NSCS Board for exceptions or exemptions from any portion of this policy. This would occur in the event of justifiable circumstances, such as (but not limited to) a shortage of candidates in a certain field or in the event of retaining a qualified employee where replacement of that employee is not possible.