



**2021-2022**

**PAY & CLASSIFICATION PLAN  
EFFECTIVE JULY 1, 2021**

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# **Part I**

## **GENERAL REGULATIONS**

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# **PORTSMOUTH PUBLIC SCHOOLS**

## **PAY AND CLASSIFICATION PLAN**

### **GENERAL REGULATIONS**

#### **I. The Human Resources Management System**

It is the practice of Portsmouth Public Schools to establish and maintain a fair and uniform human resources management system for its employees in order to ensure the most effective delivery of services to the children and citizens of Portsmouth. This includes:

- Employment and classification actions are made without regard to race, color, gender, religion, national origin, age or disability.
- Establishing and maintaining a salary structure that will attract and retain qualified employees.
- Establishing and maintaining salary ranges that will strive for internal equity of compensation based on a systematic evaluation of positions.

The Superintendent has overall authority for administration of the Pay and Classification Plan and may recommend amendments to the School Board for approval as needed. Under the direction of the Superintendent, the Director of Human Resources is responsible for the daily administration of the Pay and Classification Plan.

#### **II. Pay and Classification**

The Pay and Classification Plan is the School Board's approved system of grouping into appropriate position classes and includes the listing of job titles and the rules for administration.

For position classification purposes, a position is a group of currently assigned duties and responsibilities requiring the full or part-time employment of one person. A position may be occupied or vacant.

A class is a group of positions (or one position) that has similar duties and responsibilities, requires similar qualifications and can be equitably compensated at the same salary range. The class title is the official designation or name of the class as stated in the listing of class and job titles. It will be used on all personnel records and transactions.

## FAIR LABOR STANDARDS ACT (FLSA) PROVISIONS

All employees will be grouped as either exempt or non-exempt as defined below:

Exempt employees are defined as employees who are excluded from overtime provisions.

Non-exempt employees are defined as employees who are eligible for overtime compensation according to the FLSA standards.

## PLACEMENT ON THE TEACHER SALARY SCHEDULE

Teachers will be placed on the teachers' salary schedule with experience credits given for full-time teaching in accredited schools and/or military experience. The Department of Human Resources will verify information submitted by the candidate to assure appropriate placement.

Class titles and positions included on the teacher salary schedule include:

- Athletic Director
- Facilitator
- School Counselor
- Library Media Specialist
- Psychologist
- School Social Worker
- Speech Language Pathologist
- Teacher

## PLACEMENT ON THE NON-EXEMPT SALARY SCHEDULE

A. New employees will be placed on the support staff salary schedule according to years of related experience and/or military experience as described in Personnel Policies. Placement on the pay scale will not necessarily reflect one step for one year of relevant experience as efforts will be made to maintain parity with current employees. The Department of Human Resources will verify information submitted by the candidate to assure appropriate placement.

B. Employees moving within the Non-Exempt salary schedule to another pay grade will be placed on the scale as follows:

- Reclassification of a position to the same grade or higher may result in a change of position relative to other positions within the organization. Employees will maintain their current grade and step or will be promoted to a new grade.
- Promotions of one grade will receive a salary increase of approximately 5%.
- Promotions of two grades or higher will receive a salary increase of approximately 10%.
- The Superintendent may authorize variations, but in no case will an employee's hourly rate be less than the minimum or more than the maximum for the grade to which the employee is promoted.
- Employees involuntarily or voluntarily demoted to a lower grade will receive compensation according to the grade into which the employee is placed. The Director of Human Resources will designate the hourly rate with final hourly rate determination and approval by the Superintendent.

C. An employee involuntarily demoted may include one of the following:

- Reclassification of certain positions that may result in employees' involuntary demotion. Employees through no fault of their own will be reassigned to a lower grade position. Employees will maintain their current grade and step for one year.
- Performance issues that result in the reassignment of the current position to a lesser assignment in position, grade, and/or step.
- Disciplinary actions that result in the reassignment of the current position to a lesser assignment in position, grade, and/or step.

D. An employee voluntarily demoted may include the following:

- Employee requested reassignment to a lower grade position.

## PLACEMENT ON THE EXEMPT SALARY SCHEDULE

- A. Employees moving to an exempt position will be placed on the exempt salary scale at a level that will ensure that their annual pay is not less as an administrator than it was as a teacher or non-exempt member. Example: A teacher moving to an assistant principal position will not make less as an assistant principal than as a teacher. Example: A supervisor moving to a coordinator position will not make less as a coordinator than as a supervisor. Example: A trades worker moving to a supervisory position will not make less as a supervisor than as a trades worker.
- B. Employees moving within the Exempt scale to another pay grade will be placed on the scale as follows:
- Reclassification of a position to the same grade or higher may result in a change of position relative to other positions within the organization. Employees will maintain their current grade and step or will be promoted to a new grade.
  - An Administrator/Exempt Employee involuntarily demoted will maintain their current grade and step for one year.
  - Promotions of one grade will receive a salary increase of approximately 5%.
  - Promotions of two grades or higher will receive a salary increase of approximate 10%.
  - The Superintendent may authorize variations, but in no case will an employee's base salary be less than the minimum or more than the maximum for the grade to which the employee is promoted.
  - Employees involuntarily or voluntarily demoted to a lower grade will receive compensation according to the grade into which the employee is placed. The Director of Human Resources will designate the salary with final Salary determination and approval by the Superintendent.
- C. An Employee involuntarily demoted may include one of the following:
- Reclassification of certain positions that may result in employees' involuntary demotion. Employees through no fault of their own will be reassigned to a lower grade position. Employees will maintain their current grade and step for one year.
  - Performance issues that result in the reassignment of the current position to a lesser assignment in position, grade, and/or step.
  - Disciplinary actions that result in the reassignment of the current position to a lesser assignment in position, grade, and/or step.
- D. An employee voluntarily demoted may include the following:
- Employee requested reassignment to a lower grade position.

New employees will be placed on the Exempt Salary scale according to years of related experience, specific qualifications of the position and with respect to a comparable salary level of administrators currently employed by the division.

## TRANSFERS

A transfer is a lateral reassignment of an employee from one class to the same class, or to another position of the same grade. Such transfer may occur within or between schools, departments or offices. The Superintendent or his/her designee may transfer any school board employee to meet the staffing needs of the school system. The transfer activity will not be used to increase or decrease the pay of the transferred employee, provided the transfer is not related to an involuntary demotion.

The Department of Human Resources annually coordinates the transfer process. Requests for transfer by instructional personnel are reviewed and authorized by the Department of Human Resources. All other requests are reviewed by the Department of Human Resources and the administrator responsible for that office. Employees are notified of all authorized transfers as they receive assignments for the following school year.

## RECLASSIFICATIONS

Reclassification is a change to the established job title or the grade assigned to a particular job title. Positions will be reviewed for possible reclassification as significant changes in job responsibilities occur. Reclassifications will be reviewed under the direction of the Department of Human Resources and will be recommended for consideration and approval by the Superintendent.

Pay increases or decreases resulting from reclassification actions will be treated as promotion and/or demotion pay actions as outlined in these regulations.

### III. PAY PROGRESSION

The School Board may increase pay through one or more of the following ways:

- A. A general increase,
- B. A cost of living adjustment, or
- C. Through a step movement.

#### A. STEP MOVEMENT

The Superintendent may recommend to the School Board the granting of a step movement at a specified time during the year.

1. A person employed for one full semester or more in any school session will move to the next step at the specified time of the movement during the next school year (if and when granted).
2. All employees who reach the top of their respective pay grade will only be eligible for a general wage increase (if and when granted) each year.
3. Other employees not on a specified pay grade will only be eligible for a general increase (if granted) each year.

#### B. GENERAL WAGE INCREASE

The Superintendent may recommend to the School Board the granting of general increases for all persons classified under this plan. The general increase will be applied directly to the pay scales such that each grade and step shall reflect the increase.

#### C. EXCEPTIONS

1. In order to compensate an employee for increased responsibility, an employee may be advanced up to 10% on the same grade by the Superintendent. This would include any correction due to improper placement in the application of this pay plan.
2. The Superintendent may reclassify persons to any level as long as the employee's pay is not advanced by more than approximately 5% on the scale. The employee's pay must not be less than the first step of the new grade.

### IV. OVERTIME

Overtime may be authorized to non-exempt employees in accordance with School Board policy, and the Fair Labor Standards Act of 1938 (FLSA), as amended, including but not limited to, the 1985 amendments to the FLSA.

## V. ACTING PAY

Compensation for serving in an “Acting” or “Interim” capacity will be paid as a supplement in the following manner:

If the individual chosen to serve in an “Acting” or “Interim” capacity is in a position that is one grade lower than the vacant position, the individual would receive an increase of approximately 5% of his or her base pay.

If the individual chosen to serve in an “Acting” or “Interim” capacity is in a position that is two grades or more lower than the vacant position, the individual would receive an increase of approximately 10% of his or her base pay.

The maximum compensation for serving in an “Acting” or “Interim” capacity will be 10% of the individual’s current base pay.

The increase will be paid as a temporary supplement and so noted to eliminate inflation of the individual’s base pay upon return to his or her regular assignment.

## VI. PART TIME AND OTHER SALARIES NOT COVERED IN THIS PLAN

- A. Part time employees (those not paid on a regular basis) shall receive compensation as recommended by the Superintendent and approved by the School Board. These part time rates are contained in Part VI of this Pay Plan.
- B. The salary of the Superintendent is determined annually by the School Board.
- C. The salary of the School Board Members is authorized by the General Assembly.
- D. Salary rates for substitutes are recommended by the Superintendent in Part VI of the Pay Plan.
- E. Pay for positions funded by grants is determined by the grant budget and may not follow the Pay Plan.

## **Glossary of Terms**

**Involuntary Demotion** – employee is placed in a lower grade and/or position because of reclassification, performance or disciplinary action.

**Pay** – refers to salary or hourly rates.

**Reclassification** – the current position is upgraded or downgraded to another grade or position classification based on job description.

**Voluntary Demotion** – employee is placed in a lower grade and/or position at their request.

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## **PART II**

# **POSITION CLASSIFICATIONS**

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# CLASSES OF POSITIONS ASSIGNED TO PAY GRADES

POSITION TITLE	GRADE	MONTHS EMPLOYED	HOURS PER DAY	FLSA	PAY SCALE	PAGE
Accounting Clerk II	408	12	8	N	Non Exempt	25
Accounting Clerk III	410	12	8	N	Non Exempt	25
Accounting Clerk IV	412	12	8	N	Non Exempt	25
Administrative Support Technician	416	12	8	N	Non Exempt	25
Administrator	253	12	8	E	Admin 2	22
Assistant Director (Title only)	157	12	8	E	Admin 1	22
Assistant Superintendent	160	12	8	E	Admin 1	22
Associate I	406	Varies	8	N	Non Exempt	25
Associate II	408	12	8	N	Non Exempt	25
Associate III	410	Varies	8	N	Non Exempt	25
Associate IV	412	12	8	N	Non Exempt	25
Attendance Officer	420	10+1	7	N	Non Exempt	25
Benefits Supervisor	376	12	8	E	Exempt (12)	23
Board Clerk	414	12	8	N	Non Exempt	25
Budget Specialist	374	12	8	E	Exempt (12)	23
Bus Driver	408	10	6.5	N	Non Exempt	25
Bus Driver Trainer	416	12	8	N	Non Exempt	25
Bus Monitor	403	10	6.5	N	Non Exempt	25
Bus Routing Analyst	416	12	8	N	Non Exempt	25
Buyer	416	12	8	N	Non Exempt	25
Cafeteria Monitor	403	10	Various	N	Non Exempt	25
Chief Officer	160	12	8	E	Admin 1	22
Compliance & Risk Management Officer	376	12	8	E	Exempt (12)	23
Coordinator	253	12	8	E	Admin 2	22
Crossing Guard	403T	10	3.25	N	Non Exempt	25
Custodian	403	12	8	N	Non Exempt	25
Dean of Students (Title only)	252	10+1	8	E	Admin 2	22
Delivery Driver	406	12	8	N	Non Exempt	25
Deputy Superintendent (Title only)	161	12	8	E	Admin 1	22
Digital Technician (Title only)	416	12	8	N	Non Exempt	25
Director	158	12	8	E	Admin 1	22
Dispatcher	410	12	8	N	Non Exempt	25
Division wide Athletic Director	376	12	8	E	Exempt (12)	23
Elementary Assistant Principal	250	12	8	E	Admin 2	22
Elementary Principal	154	12	8	E	Admin 1	22
Executive Administrator to the Superintendent (Title only)	158	12	8	N	Admin 1	22
Executive Associate	414	12	8	N	Non Exempt	25
Executive Director	160	12	8	E	Admin 1	22

## CLASSES OF POSITIONS ASSIGNED TO PAY GRADES

POSITION TITLE	GRADE	MONTHS EMPLOYED	HOURS PER DAY	FLSA	PAY SCALE	PAGE
Facilities Zone Supervisor	374	12	8	E	Exempt (12)	23
Food Services Field Supervisor	374	12	8	E	Exempt (12)	23
Food Services Manager	410	10	8	N	Non Exempt	25
Food Services Worker	403	10	Varies	N	Non Exempt	25
Graduation Coach	371C	10+1	7.5	N	Exempt (10/10+1)	24
Grant Administrator	N/A	Varies	Varies	E	Exempt (12)	23
Grants Accountant	419	12	8	N	Non Exempt	25
Head Custodian	414	12	8	N	Non Exempt	25
Help Desk Assistant	408	12	8	N	Non Exempt	25
High School Assistant Principal	253	12	8	E	Admin 2	22
High School Principal	157	12	8	E	Admin 1	22
Home School Liaison	415	Varies	7.5	N	Non Exempt	25
Home School Liaison	415	12	7.5	N	Non Exempt	25
In-School Suspension I (Middle)	408	10	7	N	Non Exempt	25
In-School Suspension II (High)	368A	10+1	8	E	Exempt (10/10+1)	24
Instructional Assistant	406	10	7.5	N	Non Exempt	25
Instructional TV Programmer	409	12	8	N	Non Exempt	25
Interpreter - ASL	412	10	8	N	Non Exempt	25
Lead Custodian	405	12	8	N	Non Exempt	25
Maintenance Supervisor	374	12	8	E	Exempt (12)	23
Manager	374	12	8	E	Exempt (12)	23
Medicaid Reimbursement Specialist	371	12	8	E	Exempt (12)	23
Middle School Assistant Principal	252	12	8	E	Admin 2	22
Middle School Principal	156	12	8	E	Admin 1	22
Network Applications Engineer	375	12	8	E	Exempt (12)	23
Network Communications Engineer	375	12	8	E	Exempt (12)	23
Network Database Applications Admin.	372	12	8	E	Exempt (12)	23
Network Engineer	375	12	8	E	Exempt (12)	23
Network Security Engineer	375	12	8	E	Exempt (12)	23
Network Technician	421	12	8	N	Non Exempt	25
Nurse (LPN)	421	10	7	N	Non Exempt	25
Nurse (RN)	368E	10	7	E	Exempt (10/10+1)	24
Nurse Team Leader	E370	10	7	E	Exempt (10/10+1)	24

## CLASSES OF POSITIONS ASSIGNED TO PAY GRADES

POSITION TITLE	GRADE	MONTHS EMPLOYED	HOURS PER DAY	FLSA	PAY SCALE	PAGE
Officer (Title only)	374	12	8	E	Exempt (12)	23
Physical/Occupational Therapist				E	PT/OT	33
Preschool Administrator	252	12	8	E	Admin 2	22
Program Specialist	374	12	8	E	Exempt (12)	23
Regional Program Specialist	374	12	8	E	Exempt (12)	23
Research Specialist II	371	12	8	E	Exempt (12)	23
School Board Attorney (Title only)	154	12	8	E	Admin 1	22
School Counselor – High School Director	250	12	8	E	Admin 2	22
School Security Officer	412	10	8	N	Non Exempt	25
Senior Supervisor	253	12	8	E	Admin 2	22
Senior System Supervisor	253	12	8	E	Admin 2	22
Service Crew Worker	405	12	8	N	Non Exempt	25
Staff Account Technician	416	12	8	N	Non Exempt	25
Storekeeper	411	12	8	N	Non Exempt	25
Student Resource Liaison	E368	10+1	7	N	Non Exempt	25
Supervisor	376	12	8	E	Exempt (12)	23
Supervisor of Supply	371	12	8	E	Exempt (12)	23
Teacher Scale: Athletic Director, Facilitator, School Counselor, Library Media Specialist, Psychologist, Speech Language Pathologist & Social Worker, Teacher				E	Teacher	29
Technology Specialist	374	12	8	E	Exempt (12)	23
Technology Support Specialist	414	12	8	N	Non Exempt	25
Trades Worker - Journey	417	12	8	N	Non Exempt	25
Trades Worker - Master	422	12	8	N	Non Exempt	25
Trades Worker - Helper	412	12	8	N	Non Exempt	25
Trades Worker - Limited	415	12	8	N	Non Exempt	25
Trades Worker - Senior	418	12	8	N	Non Exempt	25
Transportation Zone/Lot Leader	416	12	8	N	Non Exempt	25
Video Maintenance Technician (Title only)	418	12	8	N	Non Exempt	25
Video Systems Engineer	371	12	8	E	Exempt (12)	23

# **PART III**

# **SALARY SCHEDULES**

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**ADMIN 1 PAYSCALE**

Grade/Step	1	2	3	4	5	6	7
154	74,210.72	78,831.70	83,480.19	88,101.17	92,722.15	97,370.63	99,763.63
155	77,924.01	82,792.54	87,633.57	92,502.10	97,370.63	102,239.16	104,742.19
156	81,829.84	86,918.41	92,034.50	97,123.09	102,239.15	107,327.74	109,995.80
157	85,900.71	91,264.36	96,627.97	101,991.61	107,355.24	112,718.87	115,496.97
158	90,219.12	95,830.31	101,469.00	107,080.19	112,718.87	118,330.07	121,273.19
159	94,730.07	100,616.32	106,530.07	112,443.83	118,357.58	124,271.33	127,324.48
160	99,461.08	105,649.89	111,866.20	118,055.01	124,271.32	130,460.13	133,678.31
161	104,434.12	112,788.86	121,811.96	131,556.93	142,081.48	153,448.00	165,723.84

**ADMIN 1**

Grade/Step	8	9	10	11	12	13	14	15
154	102,156.65	104,577.16	106,970.15	109,363.18	111,756.18	114,176.70	116,569.70	118,962.72
155	107,272.73	109,803.27	112,306.30	114,836.83	117,367.37	119,870.40	122,400.94	124,931.47
156	112,636.37	115,276.93	117,917.49	120,585.56	123,226.11	125,866.66	128,507.23	131,175.30
157	118,275.05	121,053.15	123,831.23	126,609.33	129,387.39	132,165.52	134,943.61	137,721.68
158	124,188.81	127,104.44	130,020.05	132,935.67	135,851.29	138,766.90	141,682.53	144,585.98
159	130,377.63	133,458.28	136,511.43	139,592.08	142,645.23	145,725.88	148,779.03	151,832.17
160	136,896.50	140,114.67	143,332.87	146,551.05	149,769.23	152,987.41	156,205.59	159,423.79
161	178,981.75	193,300.27	208,764.30	225,465.45	243,502.68	262,982.90	284,021.53	306,743.25

**ADMIN 2 PAYSCALE**

Grade/Step	1	2	3	4	5	6	7	8	9	10
250	61,062.94	64,858.74	68,682.06	72,477.86	76,301.16	80,096.97	81,362.24	82,627.50	83,920.28	85,185.55
251	64,116.09	68,104.43	72,120.28	76,108.63	80,096.97	84,112.82	85,433.10	86,780.89	88,101.17	89,448.95
252	67,306.75	71,515.15	75,723.56	79,904.43	84,112.82	88,321.23	89,696.51	91,099.30	92,502.10	93,904.89
253	70,689.98	75,090.91	79,491.86	83,892.76	88,321.23	92,722.15	94,207.46	95,665.27	97,123.09	98,608.39

**ADMIN 2 PAYSCALE**

Grade/Step	11	12	13	14	15	16	17	18	19	20
250	86,450.83	87,716.09	88,981.35	90,246.63	91,539.41	92,804.65	94,069.93	95,335.21	96,600.47	97,893.24
251	90,769.23	92,117.02	93,437.30	94,785.08	96,105.36	97,453.15	98,773.43	100,093.71	101,441.49	102,761.77
252	95,307.71	96,710.50	98,113.29	99,516.10	100,918.88	102,321.68	103,724.48	105,099.77	106,502.56	107,905.36
253	100,066.19	101,551.53	103,009.32	104,494.64	105,952.44	107,437.79	108,895.56	110,380.89	111,838.70	113,296.52

**12 MO EXEMPT PAY SCALE**

<b>Grade/Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
368	46,842.43	48,575.29	50,308.16	52,041.03	53,773.89	55,506.76	57,239.63	58,972.50
369	49,180.42	51,023.31	52,838.70	54,654.08	56,469.47	58,284.85	60,100.23	61,915.62
370A	51,655.95	53,553.84	55,479.24	57,377.16	59,275.06	61,200.47	63,098.37	65,023.78
371	54,241.49	56,249.42	58,229.84	60,237.75	62,245.70	64,253.63	66,261.54	68,269.47
372	56,937.06	59,055.01	61,145.46	63,263.39	65,353.86	67,471.81	69,562.23	71,680.20
373	59,797.67	61,998.14	64,226.11	66,426.58	68,627.04	70,827.51	73,055.48	75,255.95
374	62,795.81	65,106.28	67,416.79	69,754.78	72,065.27	74,375.75	76,713.73	79,024.26
375	65,931.46	68,351.98	70,800.00	73,220.50	75,668.55	78,089.06	80,537.08	82,985.08
376	69,232.16	71,790.20	74,348.27	76,906.31	79,436.83	81,994.87	84,552.92	87,110.96

**12 MO EXEMPT PAY SCALE**

<b>Grade/Step</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
368	59,907.69	62,087.81	61,833.10	62,768.30	63,731.00	64,693.71	65,628.91	66,591.61
369	62,905.83	63,923.54	64,913.75	65,931.47	66,921.68	67,911.89	68,929.61	69,919.82
370A	66,069.00	67,114.22	68,159.44	69,204.68	70,277.40	71,322.61	72,367.83	73,413.04
371	69,369.70	70,469.93	71,570.17	72,670.39	73,770.63	74,870.88	75,998.60	77,098.85
372	72,835.44	73,990.67	75,145.92	76,301.16	77,456.42	78,611.67	79,794.42	80,949.66
373	76,466.20	77,703.96	78,914.22	80,124.48	81,334.73	82,544.99	83,782.75	84,993.01
374	80,289.51	81,582.30	82,847.55	84,140.32	85,405.59	86,698.37	87,963.63	89,228.91
375	84,305.36	85,653.15	87,000.93	88,348.72	89,669.00	91,016.79	92,364.58	93,712.36
376	88,486.25	89,861.53	91,236.83	92,612.12	93,987.42	95,362.71	96,737.99	98,113.29

**EXEMPT PAY SCALE**

<b>Grade/Step</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
368	67,554.31	68,489.51	69,452.22	70,414.92	71,350.12	72,312.82	73,275.53	74,210.72
369	70,910.03	71,927.74	72,917.95	73,935.67	74,925.88	75,916.09	76,933.80	77,924.01
370A	74,458.29	75,531.02	76,576.23	77,621.45	78,666.67	79,711.89	80,784.62	81,829.84
371	78,199.08	79,299.30	80,399.54	81,499.77	82,600.00	83,700.22	84,800.47	85,928.20
372	82,104.90	83,260.14	84,415.39	85,570.63	86,725.88	87,881.12	89,063.86	90,219.12
373	86,203.27	87,413.52	88,651.28	89,861.54	91,071.80	92,282.05	93,492.31	94,730.07
374	90,521.69	91,786.95	93,079.72	94,344.99	95,637.76	96,903.04	98,168.29	99,461.08
375	95,032.64	96,380.42	97,728.22	99,075.99	100,396.27	101,744.06	103,091.86	104,439.63
376	99,488.58	100,863.87	102,239.15	103,614.46	104,989.75	106,365.04	107,740.34	109,115.62

Position	Hrs/Day	Months	Grade/Step	1	2	3	4	5	6	7	8
Graduation Coach	7.5	10+1	371C	41,659.03	43,201.19	44,722.21	46,264.35	47,806.50	49,348.63	50,890.78	52,432.93
In School Suspension II	8	10+1	368A	38,374.76	39,794.37	41,213.99	42,633.61	44,053.23	45,472.85	46,892.47	48,312.09
Nurse (RN)	7	10	368E	33,307.55	34,539.71	35,771.88	37,004.02	38,236.19	39,468.36	40,700.52	41,932.68
Nurse Team Leader	7	10+1	E370	40,005.45	41,475.30	42,966.45	44,436.32	45,906.15	47,397.32	48,867.15	50,358.29
Student Resource Liaison	7	10+1	E368	33,577.90	34,820.08	36,062.24	37,304.41	38,546.56	39,788.74	41,030.90	42,273.07

Position	Hrs/Day	Months	Grade/Step	9	10	11	12	13	14	15	16
Graduation Coach	7.5	10+1	371C	53,277.94	54,122.94	54,967.95	55,812.97	56,657.97	57,502.98	58,369.13	59,214.14
In School Suspension II	8	10+1	368A	49,078.23	49,866.91	50,655.58	51,421.73	52,210.39	52,999.07	53,765.22	54,553.89
Nurse (RN)	7	10	368E	42,597.66	43,282.20	43,966.73	44,631.71	45,316.24	46,000.79	46,665.77	47,350.28
Nurse Team Leader	7	10+1	E370	51,167.77	51,977.27	52,786.74	53,596.20	54,426.98	55,236.48	56,045.98	56,855.46
Student Resource Liaison	7	10+1	E368	42,943.46	43,633.54	44,323.62	44,994.01	45,684.10	46,374.21	47,044.57	47,734.66

Position	Hrs/Day	Months	Grade/Step	17	18	19	20	21	22	23	24
Graduation Coach	7.5	10+1	371C	60,059.16	60,904.15	61,749.18	62,594.19	63,439.19	64,284.20	65,129.22	65,995.35
In School Suspension II	8	10+1	368A	55,342.57	56,108.72	56,897.39	57,686.08	58,452.21	59,240.88	60,029.56	60,795.71
Nurse (RN)	7	10	368E	48,034.81	48,699.79	49,384.34	50,068.87	50,733.86	51,418.40	52,102.92	52,767.91
Nurse Team Leader	7	10+1	E370	57,664.93	58,495.72	59,305.20	60,114.69	60,924.15	61,733.67	62,564.43	63,373.91
Student Resource Liaison	7	10+1	E368	48,424.75	49,095.13	49,785.23	50,475.31	51,145.69	51,835.79	52,525.87	53,196.25

**HOURLY/NON-EXEMPT**

Grade/Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
401	9.82	10.01	10.19	10.38	10.56	10.76	10.96	11.16	11.36	11.57	11.78	11.99	12.22	12.44	12.67	12.89	13.13	13.37	13.62	13.87	14.12	14.37	14.64	14.92
402	10.31	10.51	10.70	10.90	11.09	11.29	11.50	11.72	11.93	12.15	12.36	12.60	12.83	13.06	13.30	13.54	13.79	14.04	14.29	14.56	14.82	15.10	15.38	15.66
403	10.83	11.03	11.24	11.44	11.65	11.86	12.07	12.30	12.52	12.75	12.98	13.22	13.46	13.71	13.96	14.21	14.48	14.74	15.01	15.29	15.56	15.85	16.14	16.44
404	11.37	11.58	11.79	12.01	12.23	12.46	12.68	12.92	13.16	13.39	13.63	13.88	14.14	14.40	14.66	14.93	15.21	15.48	15.76	16.05	16.34	16.65	16.95	17.26
405	11.94	12.16	12.39	12.61	12.84	13.09	13.32	13.55	13.80	14.06	14.32	14.58	14.85	15.11	15.39	15.68	15.96	16.25	16.55	16.86	17.16	17.48	17.80	18.13
406	12.54	12.77	13.00	13.24	13.49	13.73	13.98	14.24	14.49	14.77	15.03	15.31	15.59	15.87	16.16	16.46	16.77	17.07	17.37	17.69	18.02	18.35	18.68	19.03
407	13.17	13.41	13.66	13.91	14.16	14.41	14.68	14.95	15.22	15.50	15.79	16.08	16.37	16.66	16.98	17.28	17.60	17.92	18.25	18.58	18.92	19.27	19.33	19.98
408	13.83	14.08	14.33	14.60	14.86	15.14	15.42	15.70	15.99	16.28	16.57	16.87	17.19	17.51	17.82	18.14	18.49	18.82	19.16	19.52	19.87	20.23	20.30	20.98
409	14.52	14.78	15.06	15.33	15.62	15.89	16.18	16.48	16.78	17.10	17.40	17.72	18.05	18.38	18.71	19.05	19.40	19.75	20.12	20.48	20.87	21.25	21.31	22.03
410	15.25	15.52	15.80	16.09	16.40	16.69	16.99	17.31	17.63	17.94	18.27	18.60	18.95	19.29	19.65	20.01	20.38	20.75	21.13	21.51	21.91	22.31	22.38	23.13
411	16.01	16.30	16.59	16.90	17.22	17.52	17.85	18.17	18.50	18.84	19.19	19.54	19.90	20.26	20.63	21.01	21.39	21.78	22.19	22.58	22.99	23.42	23.50	24.29
412	16.81	17.11	17.43	17.74	18.08	18.41	18.74	19.08	19.42	19.78	20.15	20.51	20.89	21.28	21.66	22.06	22.47	22.88	23.29	23.72	24.14	24.59	24.67	25.49
413	17.65	17.97	18.30	18.63	18.97	19.32	19.68	20.03	20.40	20.77	21.16	21.54	21.94	22.33	22.74	23.17	23.59	24.01	24.45	24.90	25.36	25.82	25.91	26.78
414	18.52	18.87	19.21	19.57	19.93	20.28	20.65	21.04	21.42	21.82	22.21	22.62	23.03	23.46	23.88	24.32	24.77	25.22	25.68	26.14	26.63	27.11	27.20	28.11
415	19.45	19.81	20.18	20.55	20.92	21.30	21.69	22.08	22.49	22.90	23.32	23.75	24.18	24.62	25.07	25.53	26.00	26.47	26.96	27.45	27.95	28.47	28.56	29.51
416	20.43	20.80	21.18	21.57	21.96	22.36	22.77	23.19	23.62	24.05	24.49	24.94	25.39	25.85	26.33	26.82	27.30	27.81	28.31	28.83	29.35	29.90	29.99	30.99
417	21.45	21.84	22.24	22.65	23.06	23.48	23.92	24.36	24.79	25.26	25.73	26.18	26.66	27.15	27.65	28.15	28.67	29.20	29.72	30.27	30.82	31.39	31.49	32.54
418	22.52	22.93	23.35	23.79	24.21	24.66	25.11	25.57	26.04	26.51	27.00	27.49	27.99	28.51	29.02	29.55	30.09	30.65	31.21	31.79	32.37	32.95	33.06	34.17
419	23.64	24.08	24.53	24.96	25.43	25.89	26.37	26.84	27.34	27.83	28.35	28.87	29.39	29.94	30.48	31.03	31.60	32.18	32.77	33.37	33.98	34.60	34.72	35.89
420	24.83	25.28	25.74	26.22	26.70	27.19	27.69	28.19	28.71	29.24	29.76	30.31	30.86	31.43	32.00	32.59	33.19	33.80	34.41	35.04	35.67	36.34	36.45	37.67
421	26.08	26.55	27.04	27.53	28.03	28.55	29.06	29.61	30.13	30.69	31.26	31.83	32.41	33.00	33.60	34.22	34.84	35.48	36.12	36.79	37.46	38.15	38.27	39.56
422	27.37	27.87	28.39	28.90	29.43	29.98	30.52	31.07	31.64	32.22	32.82	33.41	34.02	34.64	35.28	35.93	36.59	37.26	37.94	38.64	38.76	40.05	40.19	41.53
423	28.75	29.28	29.80	30.35	30.90	31.47	32.05	32.63	33.23	33.84	34.46	35.09	35.73	36.39	37.24	37.72	38.41	39.11	39.84	40.57	40.70	42.06	42.20	43.61
424	30.19	30.73	31.30	31.87	32.45	33.04	33.65	34.26	34.89	35.53	36.18	36.84	37.51	38.20	38.90	39.62	40.34	41.07	41.82	42.59	42.73	44.16	44.31	45.79
425	31.69	32.28	32.86	33.47	34.07	34.70	35.33	35.98	36.64	37.30	37.99	38.69	39.39	40.12	40.84	41.60	42.35	43.13	43.91	44.72	44.87	46.37	46.52	48.08
<b>Crossing Guards</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
403T	10.23	10.42	10.61	10.80	11.00	11.20	11.40	11.61	11.83	12.04	12.26	12.49	12.71	12.95	13.19	13.42	13.67	13.92	14.17	14.44	14.70	14.97	15.25	15.52

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**PART IV**

**ATHLETIC DIRECTOR**

**FACILITATOR**

**SCHOOL COUNSELOR**

**LIBRARY MEDIA SPECIALIST**

**PSYCHOLOGIST**

**SCHOOL SOCIAL WORKER**

**SPEECH LANGUAGE**

**PATHOLOGIST**

**TEACHER**

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Portsmouth Public Schools  
Teacher Salary Scale  
Effective July 1, 2021

Step	Years	10 MONTHS - 190 DAYS	10 MONTHS - 200 DAYS	10+1 MONTHS	10+2 MONTHS
0	0-4	48,615.37	51,174.08	53,476.36	58,338.47
1	4-5	49,588.73	52,198.66	54,547.58	59,506.48
2	6-9	50,526.57	53,185.86	55,579.25	60,631.90
3	10-12	51,324.79	54,026.10	56,457.27	61,589.75
4	13	52,145.72	54,890.24	57,360.30	62,574.88
5	14	53,000.98	55,790.50	58,301.09	63,601.20
6	15	53,864.68	56,699.66	59,251.16	64,637.62
7	16	54,758.83	57,640.88	60,234.75	65,710.63
8	17	55,667.84	58,597.72	61,234.65	66,801.39
9	18	56,591.93	59,570.46	62,251.13	67,910.32
10	19	57,531.34	60,559.30	63,284.49	69,037.60
11	20	58,486.38	61,564.62	64,335.02	70,183.65
12	21	59,457.25	62,586.58	65,402.99	71,348.70
13	22	60,444.25	63,625.52	66,488.68	72,533.08
14	23	61,447.62	64,681.70	67,592.38	73,737.13
15	24	62,467.64	65,755.42	68,714.41	74,961.18
16	25	63,504.60	66,846.94	69,855.06	76,205.54
17	26	64,558.77	67,956.60	71,014.66	77,470.56
18	27	65,630.61	69,084.86	72,193.71	78,756.76
19	28	66,706.94	70,217.84	73,377.69	80,048.35
20	29	67,800.96	71,369.44	74,581.51	81,361.16
21	30	68,912.91	72,539.90	75,804.20	82,695.50
22	31-32	70,044.19	73,730.72	77,047.40	84,051.70
23	33-35	71,191.76	74,938.70	78,310.96	85,420.13
24	36-38	72,359.34	76,167.72	79,595.25	86,831.19
25	39-41	73,546.01	77,416.86	80,900.63	88,255.24
26	42-43	74,752.17	78,686.50	82,227.38	89,702.62
27	44-45	75,978.10	79,976.94	83,575.91	91,173.73
28	46-47	77,224.14	81,288.56	84,946.59	92,669.00
29	48-49	78,490.60	82,621.68	86,339.70	93,787.54
30	50+	88,289.35	92,936.16	97,122.08	105,951.38
31		88,289.35	92,936.16	97,122.08	105,951.38
32		88,289.35	92,936.16	97,122.08	105,951.38
33		88,289.35	92,936.16	97,122.08	105,951.38
34		88,289.35	92,936.16	97,122.08	105,951.38

Advanced Degree*	Supplement Amounts
BA + 15	1,000.00
Masters	2,500.00
MA + 30	5,000.00
Doctorate	6,000.00

\*Must be enrolled in an approved college program leading towards an advanced degree

The 2021-2022 top of the teacher salary scale is step 29  
 No employee will move into steps 30-35  
 Employees currently on step 35 will remain indefinitely  
 Steps 30 - 35 will be eliminated through attrition

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**PART V**

**OCCUPATIONAL THERAPIST  
PHYSICAL THERAPIST**

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**Portsmouth Public Schools 2021-22**

**Physical Therapist/Occupational Therapist Salary Scale**

<b>Step</b>	<b>10 Month</b>	<b>10+1 Months</b>	<b>10+2 Months</b>
1	\$60,057.74	\$66,063.52	\$72,069.29
2	\$61,555.89	\$67,711.46	\$73,867.06
3	\$63,164.17	\$69,480.59	\$75,797.02
4	\$64,728.42	\$71,201.26	\$77,674.08
5	\$66,314.67	\$72,946.14	\$79,577.61
6	\$67,989.07	\$74,787.98	\$81,586.88
7	\$69,707.51	\$76,678.25	\$83,649.02
8	\$71,403.93	\$78,544.34	\$85,684.73
9	\$73,166.45	\$80,483.10	\$87,799.75
10	\$75,039.14	\$82,543.06	\$90,046.95
11	\$76,889.78	\$84,578.75	\$92,267.74
12	\$78,806.50	\$86,687.16	\$94,567.81
13	\$80,767.31	\$88,844.04	\$96,920.76
14	\$82,750.14	\$91,025.15	\$99,300.16
15	\$84,887.18	\$93,375.91	\$101,864.63
16	\$87,024.24	\$95,726.66	\$104,429.09
17	\$89,183.32	\$98,101.66	\$107,019.99
18	\$91,408.50	\$100,549.35	\$109,690.20
19	\$93,699.76	\$103,069.75	\$112,439.72
20	\$96,035.10	\$105,638.61	\$115,242.12
21	\$98,436.54	\$108,280.19	\$118,123.83
22	\$100,904.06	\$110,994.46	\$121,084.86
23	\$103,415.63	\$113,757.20	\$124,098.77
24	\$106,015.35	\$116,616.87	\$127,218.42

<b>Advanced Degree*</b>	<b>Supplement Amounts</b>
BA + 15	\$1,000.00
Masters	\$2,500.00
MA + 30	\$5,000.00
Doctorate	\$6,000.00

\*Must be enrolled in an approved college program leading towards an advanced degree

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# **PART VI**

## **PART TIME RATES**

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## PART TIME RATES

CATEGORY	RATE
Homebound Teacher	\$25.00/hour (including local travel)
COE Clerk	Minimum Wage

## EVENING SCHOOL PAY RATES

CATEGORY	RATE
Teacher	\$ 25.00 / hour
Guidance Counselor	\$25.00 / hour
Library Media Specialist	\$25.00 / hour
*Associate I	
*Full Time Employees Working in their Current Position Will Receive their Regular Hourly Rate of Pay	

## SUMMER PAY RATES

CATEGORY	RATE
Teacher / Alternative Teacher	\$ 30.00 / hour
Guidance Counselor	\$ 30.00 / hour
Summer Academy Camp Lead/Coordinator	\$30.00 / hour
Library Media Specialist	\$ 30.00 / hour
Substitute Teacher	\$30.00 / hour
Nurse	\$ 30.00 / hour
*Associate I	Step 1
*Bus Driver	Step 1
*Custodian	Step 1
*Instructional Assistant	Step 1
*Security Officer	Step 1
*Crossing Guard	Step 1
*In School Suspension	Step 1
*Interpreters	Step 1
*Full Time Employees Working in their Current Position Will Receive their Regular Hourly Rate of Pay	

## SUBSTITUTE PAY RATES

CATEGORY	RATE	*LONG-TERM RATE
Substitute Teacher (days 1-20) * Long-Term (beginning day 21 in same position)	\$ 95.00 / day	\$ 125.00 / day
Substitute Instructional Assistant	Step 1	
Substitute Associate I	Step 1	
Substitute Nurse	\$ 95.00 / day	
Substitute Bus Monitor	Step 1	
Substitute Custodian	Step 1	
Substitute Security Officer	Step 1	
Substitute Crossing Guard	Step 1	
Substitute Food Service Worker	Step 1	

\*Long-Term = 20 consecutive days in the same position;  
 Long term rate will not be paid retroactively to the first day in the position

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**PART VII**

**SUPPLEMENTS**

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## ANNUAL SUPPLEMENTS FOR COACHES

<b>SPORT</b>	<b>ROLE</b>	<b>RATE</b>
Academic Challenge (MS)	Sponsor	\$750
Athletic Academic Advisor (HS)	Sponsor	\$3,200
Athletic Director (MS)	Athletic Director Middle School	\$2,300
Baseball (HS)	Varsity Head Coach	\$2,400
Baseball (HS)	Assistant/J.V.	\$1,800
Basketball (HS)	Varsity Head Coach	\$3,800
Basketball (HS)	J.V. Head Coach/Varsity Assistant	\$2,000
Basketball (HS)	Assistant Coach	\$1,500
Basketball (MS)	Head Coach	\$1,000
Basketball (MS)	Assistant Coach	\$500
Battle of the Brains (HS)	Battle of the Brains	\$1,500
Cheer - Competition (HS)	Varsity Competition Head Coach	\$2,800
Cheer (HS)	Varsity Head Coach	\$2,800
Cheer (HS)	Assistant/J.V. Coach	\$2,000
Cheer (MS)	Head Coach	\$750
Cheer (MS)	Competition Head Coach	\$750
Debate Sponsor (HS)	Sponsor	\$1,500
Dramatics Sponsor (HS)	Sponsor	\$1,500
E-Sports (HS)	Coach	\$1,500
Field Hockey (HS)	Varsity Head Coach	\$2,800
Field Hockey (HS)	J.V. Head Coach/Varsity Assistant	\$2,000
Film Sponsor (HS)	Sponsor	\$1,500
Football (HS)	Varsity Head Coach	\$5,500
Football (HS)	Assistant/J.V. Coach	\$4,000
Football (MS)	Head Coach	\$1,500
Football (MS)	Assistant Coach	\$750
Forensics Sponsor (HS)	Sponsor	\$1,500
Golf (HS)	Head Coach	\$1,800
Odyssey of the Mind (ES/MS/HS)	Sponsor	\$750
Robotics Coach (HS)	Coach	\$2,500
Scholastic Bowl (MS)	Sponsor	\$750

## ANNUAL SUPPLEMENTS FOR COACHES CONT.

<b>SPORT</b>	<b>ROLE</b>	<b>RATE</b>
Soccer (HS)	Varsity Head Coach	\$2,500
Soccer (HS)	Assistant/J.V. Coach	\$1,700
Soccer (MS)	Coach	\$750
Softball (HS)	Varsity Head Coach	\$2,400
Softball (HS)	Assistant/J.V. Coach	\$1,800
Softball (MS)	Coach	\$750
Special Olympics (HS)	Coach	\$1,500
Special Olympics (MS)	Coach	\$750
Swimming (HS)	Coach	\$2,600
Tennis (HS)	Head Coach	\$2,000
Track - Cross Country	Coach	\$2,000
Track - Indoor (HS)	Head Coach	\$2,400
Track - Indoor (HS)	Assistant Coach	\$1,000
Track – Outdoor (HS)	Head Coach	\$2,900
Track – Outdoor (HS)	Assistant Coach	\$1,500
Track (MS)	Head Coach	\$1,000
Track (MS)	Assistant Coach	\$500
Volleyball (HS)	Head Coach	\$2,500
Volleyball (MS)	Head Coach	\$750
Weight Training (HS)	Coach	\$1,700
Wrestling (HS)	Head Coach	\$2,900
Wrestling (HS)	Assistant/J.V. Coach	\$2,000
Wrestling (MS)	Head Coach	\$750

## ANNUAL SUPPLEMENTS FOR ACTIVITY SPONSORS

ACTIVITY	ROLE	RATE
Art Enrichment (ES/MS/HS)	Sponsor	\$750
Band (HS)	Band Director	\$3,000
Band (MS)	Band Director	\$1,000
Bookroom Clerk (MS/HS)	Clerk	\$650
Choral (HS)	Choral Director	\$2,000
Choral (MS)	Choral Director	\$1,000
CHROME (ES/MS/HS)	Sponsor	\$750
Class Sponsor (HS)	Senior Class Sponsor	\$1,250
Class Sponsor (HS)	Junior Class Sponsor	\$1,000
Class Sponsor (HS)	Sophomore Class Sponsor	\$750
Class Sponsor (HS)	Freshman Class Sponsor	\$750
Communications Liaison (ES/MS/HS)	Liaison	\$1,000
CTE Follow Up Survey (HS)	Liaison	\$900
Data Analyst (ES/MS/HS)	Analyst	\$850
DECA (HS)	Sponsor	\$750
Department Head - Magnet (HS)	Chair	\$1,500
Department Head (MS/HS)	Chair	\$1,500
FBLA (MS/HS)	Sponsor	\$750
FCCLA (HS)	Sponsor	\$750
FFA (HS)	Sponsor	\$750
Grade Chair (ES)	Chair	\$1,000
Guidance Director (MS)	Chair	\$800
HOSA (HS)	Sponsor	\$750
Newspaper (MS/HS)	Sponsor	\$700
Orchestra Director (HS)	Director	\$2,000
Orchestra Director (MS)	Director	\$1,000
SCA (ES)	Sponsor	\$750
SCA (HS)	Sponsor	\$1,250
SCA (MS)	Sponsor	\$1,000
School Improvement Chair (ES/MS/HS)	Chair	\$1,500
Testing Coordinator (ES/MS/HS)	Coordinator	\$850
TSA (MS/HS)	Sponsor	\$750
Yearbook (HS)	Sponsor	\$2,000
Yearbook (MS)	Sponsor	\$1,500

## OTHER SUPPLEMENTS

ACTIVITY	RATE
Additional Bell	\$3,500 per bell
Alternative SOL Assessment Graders	\$30 per hour
Curriculum Writers	\$30 per hour
Elementary Report Card Revisions	\$25 per hour
Porte Towne Magic	\$25 per hour
Project Graduation	\$25 per hour
SOL Coordinator	\$30 per hour
SOL Remediation Tutors	\$30 per hour

CATEGORY	RATE
Basic Certificate –Instructional Assistant	\$181
Basic Certificate – Food Service Manager	\$278
Bus Driver Trainer (Behind the Wheel)	\$750
Virginia Contract Officer (VCO)	\$225
Certified Public Buyer (CPPB) or Certified Public Purchasing Officer (CPPO) or Certified Professional in Supply Management (CPSM)	\$525
Interpreter - Level I	\$750
Interpreter - Level II	\$1,500
Interpreter - Level III	\$2,250
Licensed Clinical Social Worker	\$2,500
Licensed Professional Counselor (LPC) or National Certified School Psychologist (NCSP)	\$2,500
Maintenance Craftsman License	\$462
National Board Certification (Teachers)	\$2,500
PSP - Associate Professional Certificate - 12 month*	\$318
EOP - Certified Ed. Office Employee Certificate - 12 month*	\$550
Registered Nurse with BS Degree	\$1,000
RN - National Board Certificate - 10 month	\$359
RN - National Board Certificate - 12 month	\$431
ROTC	\$1,500
Severe and Profound –Instructional Assistant	\$1,000
Speech Language/Pathologist ASHA Certification	\$2,500

\*Employees hired after 7/1/2015 are ineligible to receive

## **ADMINISTRATOR SUPPLEMENTS**

<b>CATEGORY</b>	<b>RATE</b>
Masters +30 semester hours in an approved program beyond master's degree	\$2,500*
Doctorate	\$5,000*

\* Provided the job description does not require a degree as a minimum qualification.

