

## SECTION C

# SCHOOL BASED ADMINISTRATORS PRINCIPALS AND ASSISTANT PRINCIPALS

### I. All School Based Administrators

#### DAILY RATE OF PAY

The daily rate of pay for school based administrators is based on the number of actual weekdays in the month of service and is calculated as follows:

Monthly salary ÷ number of weekdays in the month (21, 22, 23) = daily rate of pay.

Administrators who are split between a position that is calculated based on the actual days in the month and a position that is based on the standard 21.5 days per month have their daily rate calculated on the standard 21.5 days.

**EXAMPLE:** An employee serves 50% of the day as a teacher (21.5 day basis) and 50% of the day as an assistant principal (actual number of week day basis). This employee's daily rate is calculated on the 21.5 days per month formula.

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### II. Principals

#### A. MONTHLY SALARY

See the [Salary Schedules](#) for a list of Principal legislated salaries and pay level codes.

##### 1. Principals are paid monthly according to:

a) School size -

The average daily membership in the school as determined by the higher of the current year 1<sup>st</sup> and 2<sup>nd</sup> month.

There are 5 categories of school size based on ADM range:

0-400

401-700

701-1,000

1,001-1,300

1,301 and above

**Schools with no ADM**

There are 6 schools in the State that are authorized to operate with the students in membership in their base school. If the principal supervises one of the following schools in the current school year:

- 010311 Alamance County      Career Technical Education
- 320329 Durham County      Holton Career
- 340332 WS/Forsyth County      Career Center
- 491305 Mooresville City      NF Woods Tech/Arts
- 550330 Lincoln County      Lincoln School of Tech
- 780331 Robeson County      Robeson Co Career Center

the size of the school shall be determined by the total course enrollments divided by 4.

- b) Performance of schools supervised by the principal -  
The accountability growth score for the schools supervised by the principal in 2 of the last 3 years. The growth scores used shall start with the most recent school year. E.g. For fiscal year 2017-18, the growth scores for the years 2014-15, 2015-16 and 2016-17 shall be used.

If the principal had a break in service during the last 3 years, the 3 most recent years that accountability growth scores are available shall be used.

If, for at least 2 of the last 3 years, the principal has supervised a school that does not receive an accountability growth score, the principal shall be placed on the “Met” column.

**Table of Accountability Placement of Principal**

<b>Base</b>	<b>Met</b>	<b>Exceeds</b>
Not met + Not met +	Met + Met+ Exceeded/Not Met	Exceeded + Exceeded + Not Met/Met
Principal has not supervised a school for 2 of the last 3 years	Exceeded + Met + Not Met	
	Principal for 2 of the last 3 years of a school not eligible to receive a school growth score	

Any year that a principal supervised a school for the majority of the year, which did not have an accountability score, the growth score of “Met” shall be assigned.

## **2. HOLD HARMLESS**

A principal shall receive an amount equal to the greater of the following:

- (1) The applicable amount determined by the salary schedules of the current fiscal year.
- (2) For principals who were eligible for longevity in the 2016-2017 fiscal year, the sum of the following:
  - a. The certified salary the principal qualified for in the 2016-2017 fiscal year including, if applicable:
    - Additional pay for ABC and Safe Schools achievements from 1997-1998 through 1999-2000
    - Supplements for advanced degree or doctorate degree (\$126 or \$253 monthly)
  - b. The longevity that the principal would have received based on the 2016-2017 fiscal year pay and the principal's current years of service.
- (3) For principals who were not eligible for longevity in the 2016-2017 school year, the salary the principal received per A.2 (2) a. in this Section.

## **3. ADVANCED AND DOCTORATE SUPPLEMENT**

Effective July 1, 2017 principal are not eligible for advanced and doctorate supplements.

## **4. LONGEVITY**

Effective July 1, 2017, principals are not eligible for longevity pay.

## **B. NO PAY DECREASE FOR TEACHERS OR ASSISTANT PRINCIPALS WHO BECOME PRINCIPALS**

A teacher or assistant principal who becomes a principal shall be paid, on a monthly basis, at least as much as he or she would earn as a teacher or assistant principal employed by that local school administrative unit.

### **TRANSFERS IN MERGED SYSTEMS**

The rate of state pay for a principal who is transferred to a principal's position:

- within a school system that has been created, or will be created, by merger and,
- in a school with lower current year average daily membership

will not be reduced for one calendar year following the date of the merger or reassignment.

### C. PRINCIPALS IN NEW SCHOOLS

Principals assigned to a new school may be employed prior to the opening of the school. Salaries for these principals will be calculated based on the projected average daily membership and the accountability placement of the principal.

**NOTE:** Documentation of the projected average daily membership must be submitted to the School Reporting Section prior to the salary assignment. Additionally, if funds are available, LEAs will be allowed to employ a principal four months prior to the opening of the school. The allotment must be approved by the DPI Allotment Section prior to certification of the salary. LEAs will need to notify Salary Administration after receiving confirmation of allotment from the Allotment Section so the salary can be certified.

### D. PRINCIPAL ALLOTMENT REQUIREMENTS

Schools open prior to July 1, 2011

Each school with 100 or more pupils in final ADM and/or seven or more full-time equivalent state allotted/paid teachers and instructional support personnel, unrounded, (based on prior year 6th pay period) is entitled to twelve months of employment for a principal.

Schools open on or after July 1, 2011 (*Section 7.14.(a) of Session Law 2011-145*)

A school must have 100 students or more in final average daily membership to be eligible for 12 months of employment for a principal, regardless of the FTE of staff.

### E. BUILDING PRINCIPALS

A teacher employed as a **building principal** according to this regulation shall be paid:

- at the appropriate pay level on the Assistant Principal salary schedule;
- based upon total years of experience on their teacher's license, with no extra credit for years on their principal's license;
- at the scheduled monthly rate of pay for ten months.
- Effective July 1, 2017, a building principal shall not be eligible for longevity.
- The building principal shall be held harmless to the higher of the 2016-17 certified salary + longevity, if eligible and the current year salary assignment on the assistant principal scale.

#### **Notify DPI**

The School Reporting Section must be notified in writing with the name and social security number of the teacher designated as the building principal for appropriate salary assignment. Failure to provide notification will result in a salary audit exception.

- **Experience credit**  
Experience as a building principal is not added to the 'P' principal license.
- **Budget code**  
Building principals are coded 5110-001-121.
- **Advanced degree supplement**  
A person serving as a building principal and holding an advanced or doctoral license shall be paid an additional monthly supplement.

### III. Assistant Principals

#### A. MONTHLY SALARY - ASSISTANT PRINCIPALS

Assistant principals are paid monthly according to:

- Years of Experience - the total number of years of experience on their educator license;
- Education - their education level as determined by their highest license designation.

See the [Salary Schedules](#) for Assistant Principals salary ranges.

#### B. ADVANCED AND DOCTORATE SUPPLEMENT

Assistant principals are eligible for advanced and doctorate supplements.

#### C. LONGEVITY

Effective July 1, 2017, assistant principals are not eligible for longevity.

#### D. NO PAY DECREASE FOR TEACHERS THAT BECOME ASSISTANT PRINCIPALS

A teacher who becomes an assistant principal shall be paid, on a monthly basis, at least as much as he or she would earn as a teacher employed by that local school administrative unit.

**NOTE: The above legislation applies to teachers and instructional support personnel paid from the NC Teachers Salary Schedule.**

#### E. HOLD HARMLESS

An assistant principal shall be compensated an amount equal to the greater of the following:

- (1) The applicable amount determined by the current year salary schedule.
- (2) For assistant principals who were eligible for longevity in the 2016-2017 fiscal year, the sum of the following:
  - a. The salary the assistant principal received based on the 2016-2017 salary schedule, including if applicable
    - Additional pay for ABC and Safe Schools achievements from 1997-1998 through 1999-2000
    - Supplements for advanced degree or doctorate degree (\$126 or \$253 monthly)

- b. The longevity that the assistant principal would have received for the 2016-2017 fiscal year based on the assistant principal's current years of service.
- (3) For assistant principals who were not eligible for longevity in the 2016-2017 fiscal year, the salary the assistant principal received per E.(2)a.

## **F. SUMMER SCHOOL MONTHLY SALARY**

Assistant principals, who serve as either assistant principals or as lead teachers during the summer school period, will receive the same monthly salary for the summer school assignment as they received during the regular school term.

**NOTE:** A non-teaching assistant principal can be employed when 10 or more teachers are employed to work at a specific summer school.

## **G. PROVISIONAL ASSISTANT PRINCIPAL'S LICENSE**

A local school administrative unit may employ a person who is provisionally certified as an assistant principal.

To qualify for a one-year provisional assistant principal's license issued by the [Licensure Section](#), one of the following conditions must be met:

- the local school board determines there is a shortage of persons who hold or are qualified to hold a principal's certificate and the employee enrolls in an approved program leading to a master's degree in school administration before the provisional license expires **or**
- the employee is enrolled currently in an approved master's of education program in school administration and is participating in the program's required internship.

The license area is the same as a principal, 00012, however, the class code will be 'PP' to designate a provisional assistant principal license.

A provisional assistant principal's license can be extended up to two additional years while the employee completes the approved education program leading to a master's degree in school administration. Contact the [Licensure Section](#) for details on how to obtain and extend a provisional principal's license.

### **1. Salary basis - Provisional Assistant Principals**

Provisionally licensed assistant principals are paid from the assistant principal schedule.

**NOTE:** If a teacher who is licensed in ROTC and received experience years based on military service, receives an Assistant Principal license, the military years of service may not transfer on the Assistant Principal license. Contact the [Licensure Section](#) to see if the years will be removed or credited.

## **2. Budget code - Provisional Assistant Principals**

Provisionally licensed assistant principals are to be coded to 5420-005-117.

## **3. Benefits - Provisional Assistant Principals**

Provisionally licensed assistant principals have benefits as described for public school employees in the [Benefits and Employment Policy Manual](#).

## **H. ADMINISTRATIVE INTERNS (MSA): FULL-TIME STUDENTS**

Administrative interns are students in an approved full-time master's degree program in school administration and are participating in their required internship at a school unit. Full-time students serving their internship are not required to have a North Carolina Educator's License.

### **1. Notification**

The school of education where the intern participates in a full-time master's in school administration (MSA) program **shall supply transcripts** for verification of eligibility to the Department of Public Instruction.

DPI will notify the LEA Finance Officer of the approved MSA intern(s) and the dollars allotted for interns (PRC 067).

### **2. Budget Code**

Full-time MSA (Master's of School Administration) students serving internships under this provision are to be coded 5420-067-117.

### **3. Benefits**

Full-time MSA interns do not earn sick leave, annual leave, personal leave, holiday leave, retirement, or longevity, but do qualify for FICA.

Full-time MSA interns receive the full beginning salary on the Assistant Principal salary schedule regardless of any sick leave, annual leave, personal leave or holiday leave taken.

Participants in the MSA program do not qualify for unemployment benefits.

**NOTE:** An administrative intern may NOT be in a full time MSA program and at the same time work in a state funded position.

**I. PRINCIPAL FELLOWS PROGRAM**

**1. Salary Basis Administrative Interns**

Administrative interns in the Principal Fellows Program shall receive up to a 10-month stipend that shall not exceed the difference between the beginning salary of an assistant principal (\$4,095) plus tuition & fees (\$4,100) and any fellowship funds received by the intern as a full-time student, including awards of the Principal Fellows Program. *(SL 2011-145, 29.13.(g))*

**Intern Compensation**

Asst. Principal Beg. Salary	\$	40,950
Fees & Tuition		4,100
	\$	<b>45,050</b>

**Funding**

PFP	60%	\$	24,570
			4,100
		\$	<b>28,670</b>

DPI	40%	\$	<b>16,380</b>
			(\$1,638/month)

**2. Budget code**

Principal Fellows are to be coded to 5420-066-117. **Principal Fellows are 10-month employees, not eligible for installment pay.**

**3. Additional Principal Fellows Information – 1<sup>st</sup> and 2<sup>nd</sup> Year**

The following information describes the status of an individual during each year of the Principal Fellows Program (PFP) as related to personnel and finance issues.

**Year 1 Principal Fellows:**

- 1) Are on a leave of absence without pay from his / her LEA during both years of the fellowship.
- 2) Receive \$30,000.00 of a scholarship/loan during the first year. The NC State Education Assistance Authority issues the funds at the beginning of the fall and spring semester to the financial aid departments of the Fellows’ university. Tuition and fees are taken out, and the balance is made available through the financial aid offices for living expenses.
- 3) Does not earn annual, personal, sick, or holiday leave or longevity during either year of the fellowship.
- 4) Participants do not qualify for unemployment benefits during either year of the fellowship.



- 5) Retirement account is on hold during the two year fellowship, although they may choose to contribute while in the program or buy back the Fellowship years after returning to service.
- 6) Teaching license is on hold – no experience is earned for the first year of the Fellowship. The Fellow is responsible for keeping the license active / current while on the leave of absence.
- 7) Individual health insurance premium for both years is paid by the LEA granting the leave of absence; however, the Fellow pays additional costs for a family plan or co-pays.
- 8) May participate in any local benefits both years of the fellowship, e.g. life insurance, dental insurance, as allowed by the LEA.

**Year 2 Principal Fellows:**

- 1) Are on a leave of absence without pay from his / her LEA during both years of the fellowship.
- 2) Receive 60% of a current beginning assistant principal monthly salary multiplied by 10, plus \$4,100. This amount is divided in half and dispersed from the NC State Education Assistance Authority twice per year to each Fellow's campus financial aid office at the beginning of each semester (fall and spring). Tuition and fees are subtracted from the amount. The balance can be accessed by Fellows for remaining expenses.

Separate and in addition to the scholarship loan, second year Fellows receive a stipend through the NC Department of Public Instruction in the amount of 40% of a current beginning assistant principal monthly salary multiplied by 10. The money will be allotted from the NC Department of Public Instruction to each Fellow's internship school system during the internship year's first or second allotment. School finance officers will be informed via the Finance Officer's Weekly Newsletter the correct PRC for the Fellow. Each Fellow will then receive a monthly check from the internship school system of the amount less all applicable taxes. Federal, State, and FICA taxes are deducted from the stipend. No other benefits are paid from the stipend.

- 3) Does not earn annual, personal, sick, or holiday leave or longevity during either year of the fellowship.
- 4) Participants do not qualify for unemployment benefits during either year of the fellowship.
- 5) Retirement account is on hold during the two year fellowship, although they may choose to contribute while in the program or buy back the Fellowship years after returning to service.
- 6) One year of experience is earned on the teaching license for completion of the internship – the year is added at the request of the NC Principal Fellows Program to the Licensure Section at NCDPI upon completion of requirements as agreed upon by the Principal Fellows Program and the NCDPI.
- 7) Individual health insurance premium for both years is paid by the LEA granting the leave of absence; however, the Fellow pays additional costs for a family plan or co-pays.

- 8) May participate in any local benefits both years of the fellowship, e.g. life insurance, dental insurance, as allowed by the leave of absence granting LEA.

## **SECTION D**

### **TEACHER AND STUDENT SERVICES**

#### **I. All Teacher and Student Services Personnel**

##### **A. DAILY RATE OF PAY**

The following employees have their daily rate of pay based on 21.5 days regardless of the number of week days in the month of service:

- all teachers,
- all student services personnel, and
- all employees in split position where one of the positions is based on a 21.5 day pay period daily rate.

**EXAMPLE:** An employee serves 50% of the day as a teacher (21.5 day basis) and 50% of the day as an assistant principal (actual number of days in month basis). This employee's daily rate is calculated on 21.5 days per month.

**NOTE:** The term "daily rate of pay" for the purpose of General Statute 115C-12(8) or for any other law or policy governing pay or benefits (i.e. Annual Leave Payout) based on the teacher salary schedule shall not exceed one twenty-second (1/22) of a teacher's monthly rate of pay.

##### **B. SALARY SCHEDULE PLACEMENT**

S.L. 2017-57 Section 8.1

###### **1. Teachers, school counselors, school social workers, and media coordinators**

Those employed with the Public Schools of North Carolina are assigned a salary on the appropriate classroom teacher salary schedule according to the class level of their license, experience level, and area of assignment. (See [Salary Schedules](#))

Beginning with the 2014-2015 fiscal year, in lieu of providing annual longevity payments to teachers paid on the teacher salary schedule, the amounts of those longevity payments are included in the monthly amounts under the teacher salary schedule.

A teacher compensated in accordance with this salary schedule shall receive an amount equal to the greater of the following:

- (1) The applicable amount on the salary schedule for the applicable school year.
- (2) For teachers who were eligible for longevity for the 2013-2014 school year, the sum of the following:
  - a. The teacher's salary based on the 2013-14 legislated salary schedules (S.L. 2013-360, Sec. 35.11.)

- b. The longevity that the teacher would have received under the longevity system in effect for the 2013-2014 school year (S.L. 2013-360, Sec. 35.11), based on the teacher's current years of service.
- c. The annual bonus provided in 2014-15 (S.L. 2014-100, Sec. 9.1(e).)

**NOTE: The above provision typically applies to teachers, school counselors, school social workers, and media coordinators paid at the top of their scale.**

- (3) For teachers who were not eligible for longevity for the 2013-2014 school year, the sum of the teacher's salary and annual bonus in 2014-15 (S.L. 2014-100, Sec. 9.1).

For more information on determining teacher salaries, see the Hold Harmless document located at:

[www.ncpublicschools.org/docs/fbs/budget/holdharmless16-17.pdf](http://www.ncpublicschools.org/docs/fbs/budget/holdharmless16-17.pdf)

**NOTE:** Only the following teachers and instructional support personnel shall be paid on the "M" salary schedule, or receive a salary supplement for academic preparation at the six-year degree level or at the doctoral degree level for the 2014-2015 school year and subsequent school years:

- (1) Certified school nurses and instructional support personnel in positions for which a master's degree is required for licensure.
- (2) Teachers and instructional support personnel who were paid on that salary schedule or received that salary supplement prior to the 2014-2015 school year.
- (3) Teachers and instructional support personnel who (i) complete a degree at the master's, six-year, or doctoral degree level for which they completed at least one course prior to August 1, 2013, and (ii) would have qualified for the salary supplement pursuant to State Board of Education policy TCP-A-006, as it was in effect on June 30, 2013."

***Please note: Teachers who obtain their masters in administration, but are currently assuming the role of a classroom teacher must also meet one of the above three (3) criteria in order to be paid on the masters, six-year, or doctoral degree level.***

#### **EXCEPTION: YEARS OF EXPERIENCE**

If the employee has multiple teaching areas, with different years of experience, the employee shall be paid according to the years of experience in the area of assignment. (See also page D-10 for Career Technical Teachers)

#### **EXCEPTION: HIGHEST LICENSE LEVEL**

If an individual in a teaching or student services position holds at least one license area beyond the required license level and completes at least one course prior to August 1, 2013, then that individual's salary is certified at his or her highest education level of licensure, even if the area of assignment is not the area with the highest-class level.

\* For those approved for master's pay thru Form G, see page D-6 for Non-Educational Master's Degree and application for 'M' Supplemental Salary-Form G Approval.

If neither (1), (2), nor (3) in the "NOTE" above are met, the individual will be paid according to the license in the area of assignment.

## **2. Audiologists, school psychologists, and speech-language pathologists**

The first step of the salary schedule for (i) school psychologists, (ii) school speech pathologists who are licensed as speech pathologists at the master's degree level or higher, and (iii) school audiologists who are licensed as audiologists at the master's degree level or higher shall be equivalent to Step 6 of the "A" salary schedule. These employees shall receive a salary supplement each month of ten percent (10%) of their monthly salary, and are eligible to receive salary supplements equivalent to those of teachers for academic preparation at the six-year degree level or the doctoral degree level.

The twenty-sixth step of the salary schedule for (i) school psychologists, (ii) school speech pathologists who are licensed as speech pathologists at the master's degree level or higher, and (iii) school audiologists who are licensed as audiologists at the master's degree level or higher shall be seven and one-half percent (7.5%) higher than the salary received by these same employees on the twenty-fifth step of the salary schedule.

## **3. School Nurses**

For the salary basis of school nurses, see Section D V.

Certification for audiologists, speech-language pathologists, and school psychologists follows procedures in Section D IV.

### C. ADVANCED DEGREE SUPPLEMENT

*Session Law 2014-100, Section 8.3.(a)*

Only the following teachers and instructional support personnel shall be paid on the “M” salary schedule or receive a salary supplement for academic preparation at the six-year degree level or at the doctoral degree level for the 2014-2015 school year and subsequent school years:

- (1) Certified School Nurses and instructional support personnel in positions for which a master’s degree is required for licensure.
- (2) Teachers and instructional support personnel who were paid on that salary schedule or received that salary supplement prior to the 2014-2015 school year.
- (3) Teachers and instructional support personnel who (i) complete a degree at the master’s, six-year, or doctoral degree level for which they completed at least one course prior to August 1, 2013, and (ii) would have qualified for the salary supplement pursuant to the State Board of Education policy TCP-A-006, as it was in effect on June 30, 2013.

If an individual in a teaching or student services personnel position is eligible to be paid on an advanced or doctoral license s/he will receive an additional monthly supplement, of:

- \$126 per month for an advanced license and
- \$253 per month for a doctorate license.

**NOTE 1:** The college/university makes the distinction if the degree qualifies as advanced. Typically, an advanced degree is a 6th year degree, 30 hours beyond the masters.

#### **Effective Date for Salary Purposes**

For salary purposes, **ALL degrees above the bachelor’s level** that are earned:

- prior to April 1 of the current school year will become effective in the same pay period as the license effective date.

**EXAMPLE:** The license area effective date of a doctorate degree is 11/15 (as shown on the Employment Inquiry screen). For salary purposes, this doctorate degree will be effective for the entire month of November. **All November paychecks, retroactive to 11/1**, should reflect the pay increase. If the LEA pay period is from 10/15 – 11/15, the pay increase should only apply beginning 11/1 and not 10/15 as the degree was earned during the calendar month of November and not October.

**D. VETERAN TEACHER BONUS**

Any teacher with at least 25 years of teaching experience who is employed in a LEA on October 1, 2017, shall be paid a one-time annual bonus of \$385 by October 31, 2017. This bonus is not subject to retirement.

**E. HIGHLY QUALIFIED NC TEACHING GRADUATE**

S.L. 2017-57 Section 8.2

A highly-qualified graduate who is employed by a LEA shall receive a salary supplement each month at the highest level for which the graduate qualifies under this section.

Highly qualified is defined as a classroom teacher who:

- has zero years of experience as a certified teacher
- was employed for the first time as a classroom teacher on or after July 1, 2017
- graduated from an approved educator preparation program located in NC
- graduated with a GPA of 3.75 or higher and met a certain score on edTPA or PPAT assessments:
  - A score of 42 or higher for the World Languages and Classical Languages edTPA assessments (those with 13 rubrics)
  - A score of 57 or higher for the Elementary Education edTPA assessment (those with 18 rubrics)
  - A score of 48 or higher for all other edTPA assessments (those with 15 rubrics)
  - A score of 44 or higher for the PPAT assessment
  - In all cases, these assessments must be nationally scored. Local scoring will not be accepted.

**Teaching Assignment****1. Low performing school**

A highly qualified graduate, whose initial teaching assignment is in a low performing school shall receive a monthly supplement of the equivalent of the difference in the State funded salary of the graduate and the State funded salary of a teacher on the “A” Schedule with 3 years of experience.

The graduate is eligible to receive the calculated supplement for up to 3 years of employment, if they remain teaching in that school, or teach in another low performing school or a low performing district.

If the graduate has a break in service, he/she is no longer eligible for the supplement.

For 2017-18, the low performing schools shall be those schools designated by the State Board of Education as low performing based on the 2015-16 or 2016-17 Accountability results.

2. Licensed and Teaching in a STEM or Exceptional Childrens (EC)

A highly qualified graduate, who is licensed and teaching in a science, technology, engineering or mathematics (STEM) or EC shall receive a monthly supplement of the equivalent of the difference in the State funded salary of the graduate and the State funded salary of a teacher on the "A" Schedule with 2 years of experience.

The graduate is eligible to receive this supplement for up to 2 years of employment, if they are licensed and teaching in a STEM or EC area, without a break in service.

3. A highly qualified graduate, who does not qualify for supplements under E1 or E2 shall receive a monthly supplement of the equivalent of the difference in the State funded salary of the graduate and the State funded salary of a teacher on the "A" Schedule with 1 year of experience.

The graduate is eligible to receive this supplement for up to 1 year of employment without a break in service.