

## Principal's Salary Proposal

FY 2015

**Acknowledgements:** We would first like to acknowledge that the current Administrative Team is proud to work for Oak Ridge Schools and we feel fortunate to be placed in a position of leadership in such a quality school system. We would secondly like to thank Dr. Borchers and the School Board for allowing teachers and administrators to play an active role in the budget process. We value the opportunity to make requests and are confident that each request will be heard and given consideration.

**Request:** The Oak Ridge Schools Administrative Team is requesting a 2.5 percent salary increase for the 2014 - 2015 School Year. We view this request as modest in general and realize the importance of increasing salaries to show appreciation of current staff while creating a salary package that will attract future staff. We will once again reiterate that the raise we receive should be equal to the raise received by the Oak Ridge Schools support and teaching staff. We acknowledge that our success is dependent on the performance of system wide support and certified staff, while recognizing the excellent work that takes place daily in each school to meet the individual learning needs of all students.

**Job Description:** In general a principal performs multiple duties on a daily basis and works hours far beyond an average eight hour day. Our daily duties consist of the following:

1. Supervises all school personnel
2. Oversees implementation of policies, programs, curriculum activities and extra-curricular activities.
3. General Planning
4. General Coordinating
5. Enhancement of Personnel Skills (Professional Development / Teacher Evaluation System)
6. Determines School Objectives
7. Identifies Curriculum Objectives
8. Establishes Formal Work Relationships (Builds and Maintains a positive work environment)
9. Facilitates Organizational Efficiency
10. Retains and Hires New Staff

11. Determines and Enforces Student Expectations
12. Communicates with and Involves Community Members
13. Oversees Supplies and Equipment Purchases
14. Schedules Necessary Services
15. Effectively addresses conflict

**The Main Question: Why are salary increases essential to the success of Oak Ridge Schools?**

In order to continue attracting and maintaining highly qualified teachers we must offer a quality salary and benefits package. Future quality teachers will need incentive to relocate and possibly leave a tenured position. A quality salary and benefits package combined with the opportunity to teach for a quality school system will provide the incentive necessary to continue attracting highly qualified staff.

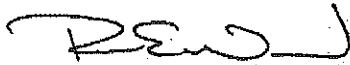
Your consideration of this salary proposal is appreciated.

Sincerely,



Bruce Lay

Principal Robertsville Middle School



Roger Ward

Principal Linden Elementary

## **Job Descriptions**

These job descriptions are one of several adopted by the State Board of Education between 1984 and 1987 and were designed to correspond with the evaluation instrument. Local school systems can and often do modify the job descriptions to meet their individual needs. Please contact the school system in which you are interested for a finalized job description.

### **Principal**

- **Reports to Superintendent**
- **Supervises all school personnel**, directly and/or indirectly
- **Purpose:** To serve as the chief administrator of a school in developing and implementing policies, programs, curriculum activities, and budgets in a manner that promotes the educational development of each student and the professional development of each staff member.
- **General Planning:** conceptualizes the broad goals of the school and plans accordingly to ensure that procedures and schedules are implemented to carry out the total school program.
- **General Coordination:** ensures that the school program is compatible with the legal, financial and organizational structure of the school system. The principal defines the responsibilities and accountability of staff members and develops plans for interpreting the school program to the community.
- **Enhancement of Personnel Skills:** provides activities which facilitate the professional growth of the school staff and enhance the quality of the instructional program.
- **School Objectives:** identifies the annual objectives for the instructional, extracurricular, and athletic programs of the school.
- **Curriculum Objectives:** ensures that instructional objectives for a given subject and/or classroom are developed, and involves the faculty and others in the development of specific curricular objectives to meet the needs of the school program. The principal provides opportunities for staff participation in the school program.
- **Establishes Formal Work Relationships:** evaluates student progress in the instructional program by means that include the maintaining of up-to-date student data. The principal supervises and appraises the performance of the school staff.
- **Facilitates Organizational Efficiency:** maintains inter-school system communication and seeks assistance from central office staff to improve performance. The principal maintains good relationships with students, staff, and parents. The principal complies with established lines of authority.
- **New Staff and Students:** orients and assists new staff and new students and provides opportunities for their input in the school program.
- **Community:** encourages the use of community resources, cooperates with the community in the use of school facilities, interprets the school program for the community, and maintains communication with community members.
- **Supplies and Equipment:** manages, directs, and maintains records on the materials, supplies and equipment which are necessary to carry out the daily school routine. The principal involves the staff in determining priorities for instructional purposes.
- **Services:** organizes, oversees, and provides support to the various services, supplies, material, and equipment provided to carry out the school program. The principal makes use of community resources.

## Assistant Principal

- **Reports to Principal**
- **Supervises those assigned by Principal**
- **Purpose:** The assistant principal serves as a member of the administrative team to develop and implement the total school program.
- **Pre-Class Organization:** assists to implement student orientation and registration activities.
- **Planning the School Program:** assists in the development and establishing of the school goals and objectives and the planning of the schools instructional program.
- **Implementing the School Program:** assists to provide direction to staff in implementing goals and objectives and interacts and meets with staff to assist in their development.
- **Evaluation and Remediation of the School Program:** assists in the evaluation of the school program and of staff and assists to initiate needed improvements.
- **Involving the Staff in Budget Allocations:** involves the staff in setting budget priorities.
- **Keeping Professionally Competent:** acts to upgrade own professional knowledge and skills.
- **Coordinating Budgets and Schedules:** assists in the preparation and management of budgets and schedules and in the coordination and implementation of the co-curricular program.
- **Handling Disciplinary Procedures:** assists to define and disseminate information about school disciplinary policies and procedures to parents, students, staff and community.
- **Coordinating and Communicating the Schools Formal Structure:** communicates and carries out established policies, delegates and accepts responsibility for completion of tasks and communicates program goals, objectives and policies to the community.
- **Coordinating School Services and Resources:** assists in supervising and maintaining auxiliary services and uses community resources to supplement the school program.
- **Facilitating Organizational Efficiency:** promotes and maintains open communications, positive student attitudes, respects dignity, worth of staff, students, and complies with established lines of authority.
- **Assisting in Record Keeping:** assists in completion of records and reports and in the supervision and inventory of necessary supplies, textbooks, equipment and materials.

**From:** mike Haygood <haygood1@hotmail.com>  
**Sent:** Sunday, March 23, 2014 9:17 PM  
**To:** Bruce Lay

Here is the latest I have on principal's salary across the state.

## Tennessee Education Association Tennessee School Systems Profile Rankings

### Average Salaries of Principals 2011-2012

Rank	System	Salary	Rank	System	Salary	Rank	System	Salary
1	Shelby County	\$ 105,354	46	DeKalb County	\$ 72,937	92	Huntingdon SSD	\$ 64,745
2	Davidson County	97,458	47	Lebanon SSD	72,514	93	Lexington City	64,668
3	Williamson County	97,102	48	Cheatham County	71,850	94	Monroe County	64,656
4	Maryville City	96,935	49	Lauderdale County	71,246	95	Decatur County	64,561
5	Alcoa City	93,380	50	Oneida SSD	71,106	96	Stewart County	64,321
6	Bristol City	91,516	51	Hamblen County	70,705	97	Lewis County	64,298
7	Oak Ridge City	90,319	52	Weakley County	70,626	98	Crockett County	63,859
8	Memphis City	89,398	53	Sweetwater City	70,391	99	McNairy County	63,717
9	Johnson City	88,860	54	Rhea County	70,272	100	Henderson County	63,548
10	Franklin SSD	87,659	55	Robertson County	69,924	101	Cannon County	63,455
11	Athens City	85,899	56	Gibson County SSD	69,794	102	Wayne County	63,433
12	Hamilton County	84,954	57	Humboldt City	69,669	103	Chester County	63,367
13	Lenoir City	84,845	58	Loudon County	69,396	104	South Carroll SSD	63,281
14	Montgomery County	84,398	59	Clinton City	69,358	105	Moore County	63,243
15	Etowah City	83,849	60	Cocke County	69,310	106	Macon County	63,217
16	Cleveland City	82,770	61	Hardeman County	69,215	107	White County	63,173
17	Knox County	82,135	62	Putnam County	69,156	108	Lawrence County	63,169
18	Maury County	82,100	63	Elizabethton City	69,092	109	Carroll County	63,100
19	Rutherford County	81,735	64	Cumberland County	68,767	110	Haywood County	62,780
20	Tulahoma City	81,306	65	Lincoln County	68,573	111	Jackson County	62,596
21	Sumner County	81,188	66	Jefferson County	68,284	112	Humphreys County	62,552
22	Kingsport City	81,060	67	McKenzie SSD	68,280	113	Unicoi County	62,176
23	Sevier County	80,831	68	Meigs County	68,201	114	Clay County	62,129
24	Dyersburg City	80,272	69	Dickson County	68,201	115	Johnson County	61,740
25	Greeneville City	80,133	70	Sullivan County	68,155	116	Grainger County	61,404
26	Manchester City	78,761	71	Franklin County	67,807	117	Benton County	61,259
27	Dyer County	78,606	72	Obion County	67,784	118	Lake County	61,193
28	Milan SSD	78,501	73	Giles County	67,507	119	Bledsoe County	61,005
29	Tipton County	78,134	74	Bedford County	67,484	120	Dayton City	61,000
30	Marshall County	77,627	75	Warren County	67,396	121	Perry County	60,653
31	Wilson County	77,001	76	Hancock County	66,727	122	Hardin County	60,469
32	Blount County	76,120	77	Union County	66,487	123	Grundy County	59,121
33	Fayetteville City	75,939	78	Greene County	66,406	124	Scott County	58,467
34	Rogersville City	75,876	79	Trousdale County	66,337	125	Hawkins County	58,117

35 Roane County	75,431	80 Morgan County	66,261	126 H-Rock-Bruceton SSD	58,060
36 Paris SSD	75,337	81 Hickman County	66,255	127 Richard City SSD	58,000
37 Madison County	75,132	82 Washington County	66,114	128 Van Buren County	57,066
38 Bells City	75,000	83 Marion County	66,026	129 Smith County	56,958
McMinn County	75,000	84 Claiborne County	65,907	130 Fentress County	56,949
39 Bradley County	74,981	85 Union City	65,690	131 Pickett County	56,527
40 Trenton SSD	74,893	86 Coffee County	65,553	132 Carter County	56,051
41 Anderson County	74,307	87 Bradford SSD	65,495	133 Overton County	54,860
42 Polk County	73,548	88 Campbell County	65,353	134 Murfreesboro City	51,135
43 Newport City	73,087	89 Houston County	65,178	135 Fayette County	48,163
44 Henry County	72,974	90 West Carroll SSD	65,156		
45 Alamo City	72,955	91 Sequatchie County	64,891		
				Average	\$78,514