

Carlos Rosario International Public Charter School

Staff (Non-Instructional) Compensation Guide

The Compensation System applies to regular non-exempt and exempt employees. Temporary staff will be compensated in compliance with federal and DC wage requirements and laws.

Carlos Rosario International Public Charter School (CRIPCS) offers our faculty and staff a competitive compensation package that reflects our organizational values, culture and mission. Compensation is based on a total rewards model, pairing competitive benefits and salaries that acknowledge professional experience and educational achievement. Our position-focused approach provides and establishes compensation based on each position's unique characteristics and market competitiveness.

Market/Benchmarking

The Staff compensation structure aligns salaries with the external marketplace and ensures that individual salaries are appropriately balanced within CRIPCS. Position compensation ranges are set by evaluating the position, not the employee. Ranges are set by looking at the market which includes non-profit organizations and public charter schools of similar size and in some cases function, in the Washington DC – Metro Area (DC, MD & VA). This process is conducted in partnership with an outside vendor. A market survey is conducted every 3 years, and a review of the compensation structure is completed at that time.

If a decision is made to update CRIPCS's salary ranges, changes will be effective in line with the annual compensation cycle and practices, which run from August through July. Changes to the compensation structure and individual compensation will be managed by Human Resources and changes will be made in line with policy and established pay practices.

Pay Setting

CRIPCS considers several factors in setting pay within the established pay range for a position. This includes but is not limited to, experience and the possession of required qualifications and competencies to be successful in the role. In general, employees new to a position or one with limited experience and required competencies will have their pay set at the lower end of the range. More experienced employees that possess the required qualifications and competencies will have their pay set closer to the mid-point of the range. Employees with significant experience and competencies and demonstrated high performance will have their pay at the higher end of the range.

The **range minimum** is the lowest pay rate CRIPCS will pay for a position. It is typically offered to employees that are new to the position, possessing the minimum qualifications and competencies and who are expected to perform the basic position duties and responsibilities after normal training.

The **range midpoint** typically reflects median pay in the competitive labor market and is considered appropriate for employees that possess the required competencies and years of experience to fully perform the duties of their position.

The **range maximum** is considered the upper limit of the salary opportunity and is the highest CRIPCS will pay for the position. Typically offered to employees with significant experience and demonstrated high performance and competence in the position.

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Pay Adjustment

Pay can be impacted by a variety of factors to include, but not limited to, promotion, transfer and position reallocation. Any changes in pay will take into account the following considerations: current position, level of responsibility, performance, duties, demonstrated experience, and current compensation. Any pay adjustments will be communicated in writing and the employee may be asked for a signature before the change takes effect.

Promotion

Promotion is defined as upward movement into a position with increased responsibility or complexity of duties, and/or pay level. There are two types of promotions, competitive and non-competitive.

CRIPCS may propose and/or implement non-competitive promotions as a result of an organizational need. This is distinguished from competitive promotions which occur when an employee applies for an open position and accepts an offer for a role with a higher level of pay.

Lateral

A lateral is defined as the movement from one position to another position on the same level: a change between two equal positions. Therefore, lateral movements will generally not warrant a salary increase.

Demotion

A demotion occurs when an employee is reassigned to a position at a lower level than the former position. Reasons why a demotion may occur include but are not limited to:

- An individual is assigned to a position that requires duties of significantly decreased complexity or responsibility.
- The employee was unable to perform satisfactorily in the higher-level position.
- The employee's request for a demotion is approved.
- As a result of a reorganization; or
- As a result of disciplinary action.

An employee can be demoted to a lower level *with or without* a loss in pay.

Reallocation

A reallocation can occur when, based on organizational need, a position has increased in scope, level of responsibility, and/or an increase in additional skills and competencies. These changes significantly impact on the position but do not result in a change of its core function.

Reorganizations

Reorganizations may occur for various reasons to include, but are not limited to, responses to reductions in work, the need to improve processes and streamline procedures, to address organizational priorities, or due to financial constraints. Reorganizations are not directed at individual employees, rather, they are focused on roles.

Additional Compensation

Additional Assignment

Additional assignments are performed in addition to core responsibilities of the primary position and established work schedule. Additional assignments will have defined/documented responsibilities and or deliverables. Amount and method of compensation will be communicated at the time of assignment. Additional assignments must be approved in advance.

Holiday Bonus

At the CRIPCS's discretion and if resources are allowed, the Holiday Bonus acknowledges and shows appreciation to all employees for their commitment and contribution to the success of students and the CRIPCS mission.

Merit Bonus

At the CRIPCS's discretion and if resources allow opportunities for an annual merit bonus will be provided. Merit bonuses acknowledge an individual's contribution that is outside of and goes well above and beyond their normal position responsibilities and/or performance level. If the decision is made to provide merit bonuses for a school year, department leaders can request this acknowledgement through written justification, via their respective senior leader (Principal, VP of Finance, CEO etc.). Submissions will be reviewed for final approval by the Senior Director of Human Resources of Talent. Merit bonuses will typically be awarded in late May or early June. *To be eligible for a merit bonus employees must have been employed for at least 6 consecutive months.*

CRIPCS Position Compensation Ranges

Based on Washington Metropolitan Area Non-profit Market
Effective August 25, 2025

Position	Exempt or Nonexempt	Range Minimum	Range Midpoint (50th percentile)	Range Maximum
Administrative Specialist for Career Training	N	\$60.6	\$66.7	\$75.6
Assessment Data Coordinator	N	\$63.7	\$69.0	\$82.1
Career Coach	N	\$74.0	\$79.9	\$87.5
Communications Specialist	N	\$76.2	\$81.5	\$90.6
Computer Support Specialist I	N	\$57.5	\$62.6	\$68.7
Computer Support Specialist II	N	\$64.6	\$71.1	\$79.3
Computer Support Specialist III	N	\$72.1	\$82.1	\$94.2
Cook	N	\$44.4	\$47.4	\$53.2
Culinary Operations Coordinator	N	\$54.3	\$60.5	\$65.5

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Driver II (CDL)	N	\$49.8	\$54.6	\$58.5
Employment Development Specialist	N	\$74.0	\$79.9	\$87.5
Employment Specialist	N	\$65.1	\$70.2	\$76.8
Executive Assistant	N	\$54.3	\$60.1	\$69.1
Executive Chef	N	\$83.2	\$95.3	\$109.6
Front Desk and Transportation Lead	N	\$50.9	\$56.6	\$63.4
GED Specialist	N	\$55.1	\$62.6	\$68.6
Junior Systems Administrator	N	\$81.7	\$86.4	\$99.9
Lead Cook	N	\$51.3	\$54.3	\$61.3
Lead Retention Specialist/Case Manager	N	\$70.3	\$76.0	\$84.8
Lead Student Support Coordinator	N	\$58.8	\$65.1	\$74.4
Library Assistant	N	\$48.3	\$52.8	\$59.4
On-Call Lead Cook	N	\$44.9	\$46.7	\$49.3
Office Assistant	N	\$44.8	\$49.1	\$55.0
Office Assistant (Ordering-Inventory)	N	\$50.1	\$54.9	\$61.1
Porter	N	\$49.2	\$54.3	\$61.2
Program Assistant	N	\$53.8	\$61.0	\$71.0
Registrar Clerk	N	\$45.9	\$51.2	\$58.8
Registration Coordinator	N	\$52.6	\$62.0	\$75.6
Retention Specialist/Case Manager	N	\$63.4	\$68.2	\$78.1
Steward	N	\$40.1	\$42.4	\$44.9
Student Assessment Assistant	N	\$51.3	\$57.9	\$67.2
School Support Assistant	N	\$49.1	\$54.4	\$60.6
Student Support Coordinator/Case Manager	N	\$54.2	\$60.8	\$73.6
Student Success Coordinator/Lead Advisor	N	\$54.0	\$70.6	\$87.3
Student Records Coordinator	N	\$52.6	\$57.8	\$63.1
Associate Director of Communications	E	\$88.8	\$104.5	\$118.1
Associate Director of Development	E	\$80.3	\$89.5	\$101.2
Arts Integration & Culture Program Manager	E	\$85.2	\$98.2	\$119.9
Assessment Delivery Specialist	E	\$62.8	\$69.8	\$78.8
Assessment Delivery Assistant Manager	E	\$74.0	\$81.4	\$90.6
Assistant Director of Culinary Operations	E	\$90.5	\$101.1	\$117.2
Assistant Registrar	E	\$77.3	\$86.2	\$98.5
Business Manager	E	\$83.3	\$90.8	\$110.0
Chief Academic Officer	E	\$149.2	\$184.1	\$219.1
Chief Operations Officer	E	\$199.5	\$250.4	\$318.6
Chief Schools Officer	E	\$149.2	\$184.1	\$219.1
Creative Arts & Cultural Program Manager	E	\$73.5	\$80.8	\$88.2
Data and Compliance Analyst	E	\$77.8	\$85.3	\$94.5
Data Administrator	E	\$93.9	\$103.6	\$116.4
Development Manager	E	\$75.6	\$83.7	\$92.8
Director of Curriculum and Assessment	E	\$109.3	\$119.9	\$131.9
Director of Executive Administration and Strategic Initiatives	E	\$106.8	\$122.7	\$142.0

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Director of Learning and Evaluation	E	\$128.7	\$145.0	\$173.3
Director of Student Information and Learning Systems	E	\$129.4	\$142.2	\$162.0
Director of Student Services	E	\$86.8	\$98.4	\$116.0
Education Compliance Coordinator	E	\$68.6	\$75.9	\$84.6
Education Technology Specialist	E	\$91.7	\$98.8	\$108.2
Employment Service Coordinator	E	\$76.3	\$83.3	\$92.3
Executive Assistant to COO and Executive Scheduler to CEO	E	\$75.9	\$83.9	\$95.4
Finance Manager	E	\$97.9	\$108.9	\$114.5
Food Services Director	E	\$105.6	\$117.9	\$133.7
Helpdesk Manager	E	\$108.9	\$120.5	\$132.1
Human Resources Analyst	E	\$72.3	\$79.1	\$88.7
Human Resources Compliance and Program Specialist	E	\$75.1	\$81.4	\$91.5
Human Resources Manager	E	\$117.3	\$131.1	\$145.00
General Counsel	E	\$187.4	\$235.6	\$300.5
Outreach and Recruitment Specialist	E	\$70.3	\$75.9	\$83.3
Payroll and Benefits Administrator	E	\$77.9	\$88.1	\$97.1
Registrar	E	\$80.9	\$93.4	\$108.7
Registration Student Record Specialist	E	\$67.7	\$78.0	\$85.3
Senior Advisor to CEO	E	\$89.2	\$100.2	\$117.2
Senior Business Analyst	E	\$102.8	\$111.8	\$122.9
Senior Director of Human Resources and Talent	E	\$149.9	\$166.5	\$183.2
Senior Director of Services and School Operations	E	\$120.1	\$132.9	\$147.3
Senior Director of Technology	E	\$174.6	\$204.8	\$235.8
Senior Finance and Accounting Analyst	E	\$95.8	\$106.5	\$120.0
Small Business Entrepreneurship Manager	E	\$90.7	\$98.3	\$114.2
Student Assessment Delivery Manager	E	\$83.5	\$95.2	\$117.3
Student Success Manager	E	\$79.2	\$86.5	\$95.0
Systems Administrator	E	\$81.7	\$86.4	\$99.9
System and Data Analyst	E	\$96.5	\$106.7	\$118.5
System Administrator, SIS	E	\$94.9	\$106.6	\$121.1
Systems Administrator	E	\$76.2	\$85.2	\$95.2
Vice President of Advancement	E	\$146.0	\$151.7	\$170.0
Vice President of Finance	E	\$165.4	\$203.4	\$247.5
Workforce Program Manager	E	\$94.6	\$103.5	\$116.2

**Compensation for the Chief Executive Officer is determined by the Board of Trustees and based upon an independent review.*

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CCC Position Compensation Ranges

Based on Washington Metropolitan Area Non-profit Market

Effective August 25, 2025

Position	Exempt or Nonexempt	Range Minimum	Range Midpoint (50th percentile)	Range Maximum
Custodian	N	\$41.8	\$48.6	\$55.7
Facilities Maintenance Technician	N	\$61.2	\$69.0	\$80.2
Building Engineer	E	\$82.2	\$90.3	\$100.3
Campus Relations and Administrative Manager	E	\$87.3	\$98.7	\$117.8
Director, Facilities and Building Engineering	E	\$123.2	\$135.1	\$149.5
Manager of Security	E	\$84.9	\$92.3	\$110.8

**Compensation for the Executive Director is determined by the CCC Board of Trustees and based upon an independent review.*

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