



JSERRA CATHOLIC HIGH SCHOOL

FAITH. INTELLECT. CHARACTER.

JSerra Compensation Guidelines

2023-2024

JSerra Catholic High School Salary Guidelines: JSerra leveraged Capistrano Unified School District's (CUSD) Certificated Salary Schedules as guidelines for JSerra's Faculty/Counselor salary scale for 2022-2023 and it is again being used for 2023-2024. CUSD has Certificated schedules for "Base Credential" and "No Base Credential" that was published and updated 03/02/2022. This scale was used since a more current version had not been published when 2023-2024 JSerra salaries were budgeted. Faculty employees with cleared credentials were aligned with the "Base Credential" scale; others were matched to the "No Base Credential" scale. Counselors with a Pupil Personnel Services (PPS) credential were aligned to ninety percent (90%) of the "Base Credential" scale; other counselors were matched to ninety (90%) of the "No Base Credential" scale. Once employees were matched to the appropriate CUSD scale, JSerra targeted to pay 96% of the CUSD scales to derive the JSerra Faculty rates for 2023-2024. JSerra Counselors were targeted to be paid 96% of 90% of the posted CUSD scales for 2023-2024. 10-month Counselors were eligible for one (1) semimonthly payment for two-weeks of summer work that is expected to be eighty (80) worked during summer after the end of the current school year.

Faculty Credentials: For the JSerra scale, those who have a California state-approved and current single subject or multi-subject credential issued by CCTC will be considered "credentialed" and will be assessed against the "Base Credential" scale. In addition, a special JSerra Theology Credential program was rolled out in 2023 that was specifically designed to allow experienced Theology Teachers who teach a minimum of three (3) sections of Theology to be placed on the credential scale if they achieve the requirements of this program. A separate document describes this unique JSerra Theology Credential program. All others, including those with Emergency Permits, Waivers or temporary permits will be placed on the "No Base Credential" or Non-Credentialed JSerra scale.

Employees are responsible for keeping credentials current. If there is a question regarding the validity of a credential, a committee of the Principal, Vice Principal, and HR will determine applicability. The decision of this committee is final.

Step Level: Using both Certificated CUSD scales ("Base Credential" and "No Base Credential" or Non-Credentialed), the "Step" level is the number of years of relevant experience being allocated. For Teachers, teaching service credit for contracted years of service will be considered if 75% or more of a year was served on a 75% or greater Full-Time Equivalent (FTE) position (i.e., 4/5 section load for a minimum of 3 of 4 quarters of a school year). Student Teaching experience, acting as a teacher's aide, or tutoring are not counted on the step scale.

Education: Unlike CUSD, JSerra will not tabulate or count individual education units/credits. JSerra values advanced education and provides pay adjustments for degree attainment. JSerra uses Column B for those with a related bachelor's degree; Column C for those with a related master's degree; and column D for those with a related PhD. Advanced degrees must be reasonably related to a current assignment or an anticipated future assignment in a credentialed discipline.

The highest relevant degree achieved will determine "Education" level using the salary scale. No additional payment or adjustment will be made for an employee who achieves a second master's or doctorate degree. Those with a verified, related doctoral degree will be aligned to column D. JSerra added \$2,159 to Column D of the listed CUSD rate to derive the JSerra 2023-2024 scale. The master and/or doctoral rates are leveraged for a degree in education or a specific discipline that relates and pertains to a teaching or counseling role.

If an existing teacher earns an initial advanced degree and the JSerra scale provides less than a \$2,500 annual salary increase (for a full 5/5 teaching workload), a full \$2,500 annual increase will be added to the teacher's base rate to ensure that the new teaching salary is at least \$2,500 (annually) higher than the prior non-master or non-doctoral salary. No adjustment is awarded for a second or non-related master or doctoral degree.

Verification of Degrees and Credible Experience: Only official transcripts will be accepted to verify university degrees or advanced degrees AND must be from an accredited college or university. It is the employee's responsibility to provide official transcripts by deadlines noted. Official transcripts must be provided to Human Resources by August 15 to receive salary consideration credit retroactive to the beginning of the school year that commences in August.

Verification of creditable experience (years of service, education degree attainment, credential certifications) must be provided to Human Resources by an employee AND be approved/confirmed as acceptable prior to August 15 for an existing/returning employee to receive retroactive pay to the beginning of the current school year. Subsequent attainment or verification of credible experience (years of service, attainment of higher education degree, or newly conferred/approved credential) will be used to calculate a future adjustment to pay with an effective date no sooner than the 16th of the month coinciding with the next new school quarter (if verification has been approved prior to the end of a current school quarter). If credible experience is approved during the fourth quarter of a school year, no salary adjustment will be made until the next school year. Salary changes will never pre-date "completion" of all requirements for a new degree or credential.

Initial Salary Schedule Placement: When transitioning existing employees to the JSerra salary schedule, up to 10 years (starting at the max of the 11th step) will be used for "No Base Credential" and up to step 23 for those with "Base Credential" (using 96% of the CUSD scale for Faculty and 96% of 90% of CUSD scale for Counselors). For 2023-2024 JSerra adopted a 5/5 Faculty and Counselor (full time) 10-month salary cap at the posted CUSD maximum payrate of \$117,457.

New faculty and/or counselors hired in 2023-2024 may be credited up to 10 years of verified TK-12 teaching or counseling experience with a starting salary at 96% of the 11th step (max) of either scale for faculty and 96% of 90% of the 11th step (max) of scale for counselors.

Miscellaneous:

- Faculty will teach 5/5 to be considered full-time. Faculty must teach a minimum of three (3) core teaching sections as academic faculty instructors and in addition to these core teaching classes, will receive 1/5 of their section pay for each SERP section that comprises up to five sections (to encompass a 5/5 section workload). SERP includes: SERP, Academic Coaching or Diploma Program. Sports PE Class sections will be compensated at 1/5 section rate if used as 1 of 5 teaching sections for faculty members teaching at least 3 other core on-campus teaching sections. Online classes are compensated under an Online pay program maintained by Administration.
- Department Chairs teach 4 sections and are paid for 5 classes to allow for observations and other Department Chair duties. Department Chairs also receive \$100 for each class section taught in their department by any teacher. Department Chair stipends are carried over from the prior school year and are audited/updated based on actual class sections in the Fall after solidifying courses.
- Full-Time classroom Teachers who teach 5/5 can add a 6th or 7th academic brick & mortar teaching class and will be compensated with a 1/5 teaching rate for a 6th or 7th Faculty class.
- Faculty teachers must have at least 10 students in a brick-and-mortar class to receive a teaching section rate. Adding a section with 10 or fewer students as an exception requires Vice-Principal and Principal approval.
- Large Combined Classes: If a Faculty Teacher is scheduled and approved by Administration to teach two distinct and different brick and mortar classes (with unique/different curriculum) during the same period AND if that class has a minimum of 20 students AND each distinct class has at least 10 students enrolled AND the teacher understands that they must provide and submit their unique and differentiated curriculums for both courses being taught each week (on Friday) to the Vice Principal or Principal to verify that assignments and material covered are unique and different, then, faculty member may be approved to receive an extra stipend equivalent to ½ of their teaching section rate for that Large Combined Class. Under no circumstances will a teacher that teaches a combined class with the same or similar requirements be eligible for this stipend since this is reserved for unique situations when material being presented/taught is more than 50% different (verified by quizzes, tests, assignments, and the general material being covered).
- SERP Mentor Instructors (which includes: SERP, Academic Coaching or Diploma Program) requires 6 sections to be considered full-time (6/6). Full-Time Teachers with 5/5 sections can add a 6th or 7th SERP class and be paid 1/6 teaching rate for a SERP class.
- The Sports PE class section rate increases to \$9,200 in 2023-2024. For classes that are co-taught, the Sports PE Stipend can be split and both individuals can receive \$4,600 each in the 2023-2024 school year.
- Mega or Large Sports PE classes with over 60 students can be allocated a stipend of \$12,000 if the class is assigned to co-teachers and each will receive \$6,000. If a class remains under a single teacher, the Large Sports PE rate remains \$9,200.
- Resident Substitute Teachers will be paid \$9,200 per section rate for up to 6/6 full-time workload in 2023-2024 which equates to \$55,200 annually for a full time Resident Substitute Teacher assigned 6 sections in 2023-2024.

2023-2024 JSerra Faculty Salary Schedules

2023-2024 JSerra Faculty Scale			
Credentialed Faculty			
	B	C	D
Step	BA	MA	PhD *
1	58,023	60,924	67,962
2	60,054	63,057	70,268
3	62,155	65,264	72,655
4	64,331	67,548	75,125
5	66,582	69,912	77,681
6	68,912	72,359	80,328
7	71,323	74,892	83,067
8	73,819	77,512	85,902
9	76,403	80,225	88,836
10	79,077	83,033	91,872
11	81,845	85,939	95,015
15	85,937	90,236	99,662
19	91,093	95,651	105,517
23	97,470	102,347	112,759
MAX 5/5 Faculty rate w/ BA, MA or PhD Degree:		117,457	
* PhD Rate includes \$2,064 per guideline Scale			
JSerra leveraged 96% of 2021/2022 Capo Scale to derive faculty rates for the 2023/2024 School Year			

**2023-2024 JSerra Faculty Scale
Non-Credentialed Faculty**

	B	C	D
Step	BA	MA	PhD *
1	55,200	55,500	58,824
2	55,400	55,700	60,810
3	55,800	57,900	62,866
4	57,071	59,926	64,993
5	59,069	62,024	67,195
6	61,137	64,194	69,474
7	63,276	66,441	71,833
8	65,491	68,766	74,274
9	67,784	71,172	76,801
10	70,156	73,664	79,416
11	72,612	76,242	82,123
MAX 5/5 Faculty rate w/ BA, MA or PhD Degree:			117,457
* PhD Rate includes \$2,064 per guideline Scale			
JSerra leveraged 96% of 2021/2022 Capro Scale to derive faculty rates for the 2023/2024 School Year			
JSerra used 90% of CUSD scale to derive Counselor rates and then JSerra applied 96% of (90%) CUSD Scale to determine 10-month Counselor scale for 2023/2024			

2023-2024 JSerra Counselor Salary Schedules

JSerra 2023-2024 Counselor Scale			
Credentialed Counselor			
	B	C	D
Step	BA	MA	PhD *
1	55,200	56,000	61,166
2	56,000	57,000	63,241
3	56,800	58,737	65,389
4	57,898	60,793	67,612
5	59,924	62,921	69,913
6	62,021	65,123	72,295
7	64,191	67,402	74,760
8	66,437	69,761	77,312
9	68,762	72,203	79,952
10	71,169	74,730	82,685
11	73,660	77,345	85,514
15	77,344	81,213	89,696
19	81,984	86,086	94,966
23	87,723	92,112	101,483
Max 10-month Counselor rate w/ BA, MA or PhD Degree:		117,457	
* PhD Rate includes \$2,064 per CUSD guideline & then multiplied by applicable percentate to derive JSerra Scale			
JSerra is leveraging 2021/2022 Capo Scale to derive rates for the 2022/2023 School Year			
JSerra used 90% of CUSD Faculty scale to derive Counselor scale; then JSerra used 96% of (90%) CUSD Scale			
to obtain JSerra 10-month Counselor scale for 2023/2024			

**2023-2024 JSerra Counselor Scale
Non-Credentialed Counselor**

	B	C	D
Step	BA	MA	PhD *
1	55,200	55,400	56,000
2	55,300	55,600	56,500
3	55,400	55,800	57,000
4	55,500	56,000	58,494
5	55,600	56,200	60,476
6	55,700	57,775	62,527
7	56,949	59,797	64,650
8	58,942	61,889	66,847
9	61,005	64,055	69,121
10	63,140	66,297	71,474
11	65,350	68,618	73,911

MAX 5/5 Counselor rate w/ BA, MA or PhD Degree:		117,457
--	--	----------------

* PhD Rate includes \$2,064 per CUSD guideline & then multiplied by applicable percentate to derive JSerra Scale
JSerra is leveraging 2021/2022 Capo Scale to derive rates for the 2022/2023 School Year

JSerra used 90% of CUSD scale to derive Counselor scale; and then JSerra used 96% of (90%) CUSD Scale
to obtain JSerra 10-month Counselor scale for 2023/2024