

School Board Agenda Item C-6
August 5, 2003

Executive Summary

Proposed New Job Description and Minimum Qualifications
For Distance Learning Outreach Specialist for
The School Board of Broward County, Florida

Recommended Organizational Non Chart Position Pay Grade 22

Position Title: **Distance Learning Outreach Specialist**

Division/Department: **Office of the Deputy Superintendent/Chief of Staff/
Communications, Strategic Planning & Community Relations/BECON**

Pay Grade: 22 (\$43,435 - \$60,498) Point Range: 715 - 754

Salary Schedule: Administrative, Supervisory & Professional/Technical

Recommended Policy Status: New Job Description – First Reading

Rationale: ~~This~~ The expansion of distance learning within the District has created the a need for a Distance Learning Outreach Specialist to ~~serve as a liaison~~ support distance learning efforts between the Broward County ~~School's~~ Schools' distance learning initiative and local, state, national and international communities. The main functions of the job are to assist in the development and coordination of ~~develop and coordinate~~ educationally enriching distance learning opportunities; ~~research, prepare, and submit grant applications;~~ and to provide site-based training and technical assistance in the use of distance learning equipment; ~~and maintain the distance learning budget.~~ In summary, this job will perform the technical tasks and outreach activities to support the Distance Learning program.

Cost: There will be no additional financial impact to the school district. Funding for this position is already included in the funding for Distance Learning allocated to BECON. Annual salary and fringe benefits are approximately \$56,491.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	Distance Learning Outreach Specialist
CONTRACT YEAR:	Twelve Months
PAY GRADE:	22

QUALIFICATIONS:

EDUCATION: Associates degree from an accredited college preferred. A certificate in distance learning administration or applications is required.

EXPERIENCE: Three (3) years combined experience in distance learning design, implementation, and technology preferred which includes knowledge of and demonstrated skills in the integration of communication technologies used in distance learning; experience in distance learning program development and in working with community resources to coordinate activities.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Education Development (GED) Testing Program and a certificate in distance learning administration or applications is required.

EXPERIENCE: Five (5) years combined experience in distance learning design, implementation, and technology required which includes knowledge of and demonstrated skills in the integration of communication technologies used in distance learning; experience in distance learning program development and in working with community resources to coordinate activities.

ADDITIONAL REQUIREMENTS: Bilingual and computer skills preferred.

REPORTS TO: BECON Distance Learning Coordinator

SUPERVISES: No supervisory responsibilities

POSITION GOAL: Assist the BECON Distance Learning Coordinator to develop distance learning opportunities beyond the classroom by providing technical assistance and promoting distance learning activities throughout the local, state, national, and international communities including local, state, national and international. Secure Enlist the help of community volunteers to participate in distance learning initiatives.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Distance Learning Outreach Specialist shall:

1. ~~develop, coordinate, and maintain~~ support distance learning programs in the areas of special events, community outreach, and international cultural exchange for Broward County Schools.
2. ~~design, prepare specifications and implement~~ assist in the implementation of an exterior distance learning video communications network.
3. design and implement a distance learning content provider network.
4. demonstrate the performance of the various steps in the cycle of a distance learning project outside of the school district.
5. research and implement new distance learning technologies.
6. ~~research and prepare~~ assist in preparing grant requests proposals to further expand distance learning capabilities.
7. maximize the benefits from the available distance learning technologies by analyzing and solving technical distance learning issues to meet the needs of management.
8. provide site visits and training to schools, ~~districts, and communities on a local, regional, national, and international level~~ and community partners for the development and implementation of distance learning projects.
9. ~~promote distance learning services through formal and informal meetings, conference, and presentations locally, statewide, nationally and internationally.~~
10. ~~9.~~ coordinate with vendors maintain information for the acquisition of distance learning equipment and peripherals for the district.
11. ~~10.~~ provide distance learning technical training to district and school based staff.
12. ~~11.~~ work closely with other departments as it relates to distance learning.
13. ~~12.~~ serve on the Video Subcommittee of the Technology Standards Committee to ensure that distance learning technologies are compliant with district and industry standards.
14. ~~13.~~ assist in writing specifications and standards for distance learning equipment.
15. ~~assist the Coordinator in matters related to distance learning.~~
16. ~~14.~~ perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
17. ~~15.~~ participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
18. ~~16.~~ keep informed and updated on all trends in distance learning.
19. ~~17.~~ review current developments, literature and technical sources of information related to job responsibility.
20. ~~18.~~ ensure adherence to good safety procedures.

- ~~21.~~ 19. follow Federal and State laws, as well as School Board policies.
- ~~22.~~ 20. perform other duties as assigned by administrator/supervisor or designee

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Distance Learning Outreach Specialist

Point Range: 715 - 754

Position Factors

1. Education Required: Level of education which is required for the position:

- A. High School or G.E.D.
- B. A.A. in related field or specialized (advanced) vocational training.
- C. B.S. or B.A. in related field.
- D. M.S. or M.A. in related field.
- E. Doctorate in related field and/or required specialized training.

2. Experience Required: Related work experience needed by a person with the specified education background necessary to competently fulfill the requirements of the position.

(Not the experience of the incumbent.)

- A. 0 – 2 years of related Experience
- B. 3 – 4 years of related Experience
- C. 5 – 6 years of related Experience
- D. 7 – 9 years of related Experience
- E. 10 + years of related Experience

3. Supervisory Responsibility: Supervision in this context means number of people whom the person formally evaluates.

**Evaluation points x complexity factor = Total Points.*

- A. 1 – 10 number supervised.
- B. 11 – 25 number supervised.
- C. 26 – 50 number supervised.
- D. 51 – 80 number supervised.
- E. 80 + number supervised.

4. Complexity of Essential Job Functions: Overall analysis and complexity of essential job functions of the position.

- A. Position requires minimal analysis; tasks are simple and repetitive.
- B. Position requires some analysis, accountability, gathering of facts, and study of data.
- C. Position requires a good deal of analysis, accountability, coordination and integration of data concerning specific assigned function area.
- D. Position requires continuous in-depth analysis, primary accountability, coordination and integration of data into practical action plans and systems design.

Distance Learning Outreach Specialist (Cont.)

Point Range: 715 - 754

Position Factors

5. Inside/Outside Contacts: The frequency and level of contact, both inside and outside of the district.

- A. Contacts limited to immediate co-workers and supervisors with local office.
- B. Requires frequent contact with participating district employees, school-based and district-level administrators outside agencies and community.
- C. Requires frequent contact with Associate, Assistant and Deputy superintendents, State Department of Education, Department heads, professional support groups and community.
- D. Requires frequent communication with Superintendent, School Board, union representatives, media, legislative leaders, and community.

6. Impact of Decision Making Responsibility: The specific management, administrative, and professional responsibilities of the position.

- A. Most decisions referred to higher authority for approval. Perform only assigned duties and services.
- B. Exercises occasional independent action involving the interpretation of established practices and procedures. Decisions typically apply to a work group within a single department or function.
- C. Exercises independent action in area of specialty. Decisions typically apply to an entire department or function.
- D. Frequently exercises independent action in the implementation of major programs and objectives. Decisions may have an effect on other departments or functional areas requiring integration of efforts.
- E. Regularly exercises independent action. Makes decisions about major problems and policies which affect the entire district.

7. District-wide Impact: Service function of this position, i.e. the district-wide impact of this position on students, employees and the public. Stated differently, what is the consequence of a typical error when made by an incumbent?

- A. Limited impact even within work unit.
- B. Extensive impact within work unit and limited impact on other departments/schools.
- C. Extensive impact on individual work unit and/or schools.
- D. Extensive impact on multiple work units/schools with limited impact crossing divisional lines.
- E. Extensive impact on most all work units/schools, the public and legislative bodies.

Position Analysis Criteria

1. Education Required	2. Experience Required	3. Supervisory Responsibility	4. Complexity of Essential Job Functions	5. Inside/Outside Contacts	6. Impact of Decision Making Responsibility	7. District-Wide Impact
A	C	N/A	C	B	C	D

**ADMINISTRATIVE, SUPERVISORY, PROFESSIONAL & TECHNICAL
SALARY SCHEDULE**

Interim 20023-20034

GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13
35	106,851	109,843	112,919	116,081	119,331	122,672	126,107	129,638	133,268	137,000	140,836	144,779	148,833
34	99,581	102,369	105,235	108,182	111,211	114,325	117,526	120,817	124,200	127,678	131,253	134,928	138,706
33	92,801	95,399	98,070	100,816	103,639	106,541	109,524	112,591	115,744	118,985	122,317	125,742	129,263
32	87,077	89,515	92,021	94,598	97,247	99,970	102,769	105,647	108,605	111,646	114,772	117,986	121,290
31	81,148	83,420	85,756	88,157	90,625	93,163	95,772	98,454	101,211	104,045	106,958	109,953	113,032
30	75,618	77,735	79,912	82,150	84,450	86,815	89,246	91,745	94,314	96,955	99,670	102,461	105,330
29	70,312	72,281	74,305	76,386	78,525	80,724	82,984	85,308	87,697	90,153	92,677	95,272	97,940
28	65,664	67,503	69,393	71,336	73,333	75,386	77,497	79,667	81,898	84,191	86,548	88,971	91,462
27	61,803	63,533	65,312	67,141	69,021	70,954	72,941	74,983	77,083	79,241	81,460	83,741	86,086
26	57,595	59,208	60,866	62,570	64,322	66,123	67,974	69,877	71,834	73,845	75,913	78,039	80,224
25	53,672	55,175	56,720	58,308	59,941	61,619	63,344	65,118	66,941	68,815	70,742	72,723	74,759
24	50,015	51,415	52,855	54,335	55,856	57,420	59,028	60,681	62,380	64,127	65,923	67,769	69,667
23	46,606	47,911	49,253	50,632	52,050	53,507	55,005	56,545	58,128	59,756	61,429	63,149	64,917
22	43,435	44,651	45,901	47,186	48,507	49,865	51,261	52,696	54,171	55,688	57,247	58,850	60,498
21	40,480	41,613	42,778	43,976	45,207	46,473	47,774	49,112	50,487	51,901	53,354	54,848	56,384
20	37,718	38,774	39,860	40,976	42,123	43,302	44,514	45,760	47,041	48,358	49,712	51,104	52,535
19	35,150	36,134	37,146	38,186	39,255	40,354	41,484	42,646	43,840	45,068	46,330	47,627	48,961
18	32,756	33,673	34,616	35,585	36,581	37,605	38,658	39,740	40,853	41,997	43,173	44,382	45,625
17	30,529	31,384	32,263	33,166	34,095	35,050	36,031	37,040	38,077	39,143	40,239	41,366	42,524
16	28,445	29,241	30,060	30,902	31,767	32,656	33,570	34,510	35,476	36,469	37,490	38,540	39,619
15	26,508	27,250	28,013	28,797	29,603	30,432	31,284	32,160	33,060	33,986	34,938	35,916	36,922
14	24,809	25,504	26,218	26,952	27,707	28,483	29,281	30,101	30,944	31,810	32,701	33,617	34,558

THIS SCHEDULE IS BASED ON A 244 DAY CALENDAR.

NO STEP ADVANCEMENT FOR 2002-2003. SCHEDULES WERE INCREASED AN AVERAGE OF 5.5%.

**AGENDA REQUEST FORM
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

Meeting Date		Agenda Item Number
8/5/2003	Open Agenda <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	C-6
	Time Certain Request <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

TITLE
Proposed New Job Description and Minimum Qualifications for Distance Learning Outreach Specialist for The School Board of Broward County, Florida

REQUESTED ACTION:
Approve the attached proposed new job description and minimum qualifications for Distance Learning Outreach Specialist. Authorization is requested to advertise this position immediately following the first reading. This is the **first** reading.

SUMMARY EXPLANATION AND BACKGROUND:
The expansion of distance learning within the District has created the need for a Distance Learning Outreach Specialist to serve as a liaison between the Broward County School's distance learning initiative and local, state, national, and international communities. The main functions of the job are to develop and coordinate educationally enriching distance learning opportunities; research, prepare, and submit grant applications; and maintain the distance learning budget.

MAJOR SYSTEM GOALS:
 •Goal One: All students will achieve at their highest potential.
 •Goal Two: All schools will have equitable resources.
 •Goal Three: All operations of the school system will support and align with student achievement and needs.
 •Goal Four: All stakeholders work together to build a better school system.

FINANCIAL IMPACT:
There will be no additional cost to the school district. Funding for this position is already included in the funding for Distance Learning allocated to BECON. Annual salary and fringe benefits are approximately \$56,491.

EXHIBITS: (List)

1. Executive Summary of proposed new job description, and minimum qualifications to support the position of Distance Learning Outreach Specialist in the Department of Communications, Strategic Planning & Community Relations/BECON	p. 1
2. Proposed New Job Description, Minimum Qualification, and Position Point Factor Listing	pp. 2-6
3. 2003-2004 Administrative, Supervisory, Professional/Technical Interim Salary Schedule	p. 7

BOARD ACTION:	SOURCE OF ADDITIONAL INFORMATION:
	Dan G. Cochran 765-6220
	William Tegtman 760-73177
	Roma Gay Adkins 765-7026
(For Official School Board Records' Office Only)	Phyllis Schiffer-Simon 370-8350

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

**James F. Noffer, Deputy Superintendent
Chief of Staff**

Approved in Open Board Meeting on: _____

By: _____ School Board Chair

School Board Agenda Item C-6
August 5, 2003

Executive Summary

Proposed New Job Description and Minimum Qualifications
For Distance Learning Outreach Specialist for
The School Board of Broward County, Florida

Recommended Organizational Non Chart Position Pay Grade 22

Position Title: **Distance Learning Outreach Specialist**

Division/Department: **Office of the Deputy Superintendent/Chief of Staff/
Communications, Strategic Planning & Community Relations/BECON/**

Pay Grade: 22 (\$43,435 - \$60,498) Point Range: 715 - 754

Salary Schedule: Administrative, Supervisory & Professional/Technical

Recommended Policy Status: New Job Description – First Reading

Rationale: This expansion of distance learning within the District has created the need for a Distance Learning Outreach Specialist to serve as a liaison between the Broward County School's distance learning initiative and local, state, national, and international communities. The main functions of the job are to develop and coordinate educationally enriching distance learning opportunities; research, prepare, and submit grant applications; and maintain the distance learning budget.

Cost: There will be no financial impact to the school district. Funding for this position is already included in the funding for Distance Learning allocated to BECON. Annual salary and fringe benefits are approximately \$56,491.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	Distance Learning Outreach Specialist
CONTRACT YEAR:	Twelve Months
PAY GRADE:	22

QUALIFICATIONS:

EDUCATION: Associates degree from an accredited college preferred. A certificate in distance learning administration or applications is required.

EXPERIENCE: Three (3) years combined experience in distance learning design, implementation, and technology preferred which includes knowledge of and demonstrated skills in the integration of communication technologies used in distance learning; experience in distance learning program development and in working with community resources to coordinate activities.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Education Development (GED) Testing Program and a certificate in distance learning administration or applications is required.

EXPERIENCE: Five (5) years combined experience in distance learning design, implementation, and technology required which includes knowledge of and demonstrated skills in the integration of communication technologies used in distance learning; experience in distance learning program development and in working with community resources to coordinate activities.

ADDITIONAL REQUIREMENTS: Bilingual and computer skills preferred.

REPORTS TO: BECON Distance Learning Coordinator

SUPERVISES: No supervisory responsibilities

POSITION GOAL: Develop distance learning opportunities beyond the classroom by promoting distance learning throughout the community, including local, national, and international. Secure community volunteers to participate in distance learning initiatives.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Distance Learning Outreach Specialist shall:

1. develop, coordinate, and maintain distance learning programs in the areas of special events, community outreach, and international cultural exchange for Broward County Schools.
2. design, prepare specifications and implement an exterior distance learning video communications network.
3. design and implement a distance learning content provider network.
4. demonstrate the performance of the various steps in the cycle of a distance learning project outside of the school district.
5. research and implement new distance learning technologies.
6. research and prepare grant requests to further expand distance learning capabilities.
7. maximize the benefits from the available distance learning technologies by analyzing and solving distance learning issues to meet the needs of management.
8. provide site visits and training to schools, districts, and communities on a local, regional, national, and international level for the development and implementation of distance learning projects.
9. promote distance learning services through formal and informal meetings, conference, and presentations locally, statewide, nationally and internationally.
10. coordinate with vendors for the acquisition of distance learning equipment and peripherals for the district.
11. provide distance learning technical training to district and school based staff.
12. work closely with other departments as it relates to distance learning.
13. serve on the Technology Standards Committee to ensure that distance learning technologies are compliant with district and industry standards.
14. assist in writing specifications and standards for distance learning equipment.
15. assist the Coordinator in matters related to distance learning.
16. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
17. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
18. keep informed and updated on all trends in distance learning.
19. review current developments, literature and technical sources of information related to job responsibility.
20. ensure adherence to good safety procedures.
21. follow Federal and State laws, as well as School Board policies.
22. perform other duties as assigned by administrator/supervisor or designee

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Distance Learning Outreach Specialist
Point Range: 715 - 754

Position Factors

1. Education Required: Level of education which is required for the position:

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- B. A.A. in related field or specialized (advanced) vocational training.
- C. B.S. or B.A. in related field.
- D. M.S. or M.A. in related field.
- E. Doctorate in related field and/or required specialized training.

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(Not the experience of the incumbent.)

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- D. 7 – 9 years of related Experience
- E. 10 + years of related Experience

3. Supervisory Responsibility: Supervision in this context means number of people whom the person formally evaluates.

**Evaluation points x complexity factor = Total Points.*

- A. 1 – 10 number supervised.
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- C. 26 – 50 number supervised.
- D. 51 – 80 number supervised.
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Distance Learning Outreach Specialist (Cont.)

Point Range: 715 - 754

Position Factors

5. Inside/Outside Contacts: The frequency and level of contact, both inside and outside of the district.

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6. Impact of Decision Making Responsibility: The specific management, administrative, and professional responsibilities of the position.

- A. Most decisions referred to higher authority for approval. Perform only assigned duties and services.
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- E. Extensive impact on most all work units/schools, the public and legislative bodies.

Position Analysis Criteria

1. Education Required	2. Experience Required	3. Supervisory Responsibility	4. Complexity of Essential Job Functions	5. Inside/Outside Contacts	6. Impact of Decision Making Responsibility	7. District-Wide Impact
A	C	N/A	C	B	C	D

ADMINISTRATIVE, SUPERVISORY, PROFESSIONAL & TECHNICAL
SALARY SCHEDULE
Interim 20023-20034

GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13
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20	37,718	38,774	39,860	40,976	42,123	43,302	44,514	45,760	47,041	48,358	49,712	51,104	52,535
19	35,150	36,134	37,146	38,186	39,255	40,354	41,484	42,646	43,840	45,068	46,330	47,627	48,961
18	32,756	33,673	34,616	35,585	36,581	37,605	38,658	39,740	40,853	41,997	43,173	44,382	45,625
17	30,529	31,384	32,263	33,166	34,095	35,050	36,031	37,040	38,077	39,143	40,239	41,366	42,524
16	28,445	29,241	30,060	30,902	31,767	32,656	33,570	34,510	35,476	36,469	37,490	38,540	39,619
15	26,508	27,250	28,013	28,797	29,603	30,432	31,284	32,160	33,060	33,986	34,938	35,916	36,922
14	24,809	25,504	26,218	26,952	27,707	28,483	29,281	30,101	30,944	31,810	32,701	33,617	34,558

THIS SCHEDULE IS BASED ON A 244 DAY CALENDAR.

NO STEP ADVANCEMENT FOR 2002-2003. SCHEDULES WERE INCREASED AN AVERAGE OF 5.5%.