



# Theodore Roosevelt School

## Warriors

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*Dr. Leon Ben, Chief School Administrator / Principal*

### Chief School Administration / CEO / Principal Pay Scale

Years of Service	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	PHD
0-5	95,000	97,000	99,000	101,000	103,000	105,000	107,000
5-10	100,000	102,000	104,000	106,000	108,000	110,000	112,000
10-15	105,000	107,000	109,000	111,000	113,000	115,000	117,000
15-20	110,000	112,000	114,000	116,000	118,000	120,000	122,000
20-25	115,000	117,000	119,000	121,000	123,000	125,000	127,000
25+	120,000	122,000	124,000	126,000	128,000	130,000	132,000

### Human Resource Director / Business Technician Pay Scale

Years of Service	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	PHD
0-5	70,000	72,000	74,000	76,000	78,000	80,000	82,000
5-10	75,000	77,000	79,000	81,000	83,000	85,000	87,000
10-15	80,000	82,000	84,000	86,000	88,000	90,000	92,000
15-20	85,000	87,000	89,000	91,000	93,000	95,000	97,000
20-25	90,000	92,000	94,000	96,000	98,000	100,000	102,000
25+	95,000	97,000	99,000	101,000	103,000	105,000	107,000

### Facility/Transportation Director or Residential Hall Director Pay Scale

Years of Service	Salary
0-5	50,000
5-10	55,000
10-15	60,000
15-20	65,000
20-25	70,000
Years of Service	Salary

#### A. Purpose and Justification

The Theodore Roosevelt School (TRS) Governing Board recognizes the necessity of maintaining a flexible and competitive salary structure to attract and retain highly qualified personnel. In alignment with TRS policies, the Principal/Chief School Administrator (CSA), with the approval of the Governing Board, is authorized to adjust salaries in the following circumstances:

- 1. Hard-to-Fill Positions:** When recruitment efforts fail to yield viable applicants for critical positions, as outlined in **Section 2.09 Filling Vacancies**.
- 2. Retention of Key Employees:** When employees in specialized or mission-critical roles receive competing offers from external organizations, necessitating salary adjustments to ensure institutional stability (**Section 2.15 Final Approval**).
- 3. Specialized and Competitive Market Needs:** When positions require unique skills that are in high demand and not readily available in the labor market, warranting salary adjustments for recruitment and retention (**Section 2.16 Emergency Appointments**).

4. **Longevity and Salary Compression Adjustments:** When long-tenured employees earn significantly less than newly hired counterparts in comparable roles, creating equity concerns and impacting morale. The Board reserves the right to approve adjustments to ensure fair and equitable compensation for veteran staff members (**Section 2.16(G) Pay**).
5. **Emergency Hiring Needs:** When immediate staffing needs arise that, if unfilled, would compromise educational services or operational integrity, allowing for expedited hiring and salary adjustments outside the standard salary schedule (**Section 2.16 Emergency Appointments**).

#### **B. Authority and Approval Process**

1. The Principal/CSA shall submit a formal written request to the Governing Board detailing the basis for any salary adjustment, including but not limited to recruitment challenges, competing job offers, market analysis, and funding availability.
2. The Governing Board shall evaluate and approve salary adjustments in accordance with TRS policies and financial oversight regulations.
3. All approved adjustments shall be documented and included in the employee's personnel file to ensure transparency and compliance with **Section 2.15 Final Approval**.
4. Emergency salary adjustments shall be issued through a contract for the duration of the fiscal year, contingent upon the availability of funding. All such adjustments must comply with TRS's financial policies and oversight requirements, ensuring fiscal responsibility and alignment with budget constraints. The continuation of any emergency salary adjustment beyond the current fiscal year shall require re-evaluation and re-approval by the Governing Board based on demonstrated need and funding availability (**Section 2.16(E) Maximum Appointment Period** and **Section 2.16(G) Pay**).

#### **C. Compliance and Oversight**

All salary adjustments under this policy shall be implemented in compliance with TRS financial policies and applicable legal standards to ensure fiscal responsibility, equity, and audit compliance. The Board retains final authority over all salary decisions, ensuring alignment with budgetary constraints and TRS's commitment to employee fairness and retention.

*Theodore Roosevelt School (TRS) is an **Equal Opportunity Employer** and is committed to providing a workplace free from discrimination. In accordance with federal laws, including Title VII of the Civil Rights Act of 1964, and applicable Tribal laws and regulations, TRS ensures that all employment decisions are based on qualifications, merit, and the operational needs of the school.*

*As a Tribally Controlled Grant School, TRS adheres to **Tribal Employment Preference Policies** as outlined in **Section 2.03 Equality of Employment Opportunities/Non-Discrimination/White Mountain Apache Indian Preference**. In compliance with the White Mountain Apache Tribal Code and federal Indian Preference laws, TRS gives first preference in hiring, promotion, and retention to qualified, enrolled members of the White Mountain Apache Tribe, followed by other qualified Native American applicants.*

*TRS remains committed to recruiting and retaining the most qualified personnel while respecting and upholding Tribal sovereignty and self-determination in employment practices. All employment policies and practices shall be administered fairly, ensuring compliance with all applicable laws, while actively seeking to promote educational and economic opportunities within the Tribal community.*