

Salary / Pay rate Revision

Admin Assistant to the Superintendent

Proposal

- Update job description
- New salary schedule with changes to Administrative Assistant starting salary.
- Issue Sarah Torres a new contract using the new salary placement scale.

Rationale

- In February 2025, PUSD's Marketing Director resigned and PUSD District Admin made the decision to not fill the position. The responsibilities were evaluated and many of them shifted to Sarah Torres.
- When reviewing the job responsibilities and the salaries of the Administrative Assistant to the Superintendent and Governing Board, we determined that PUSD's job description was outdated and that the adopted salary scale was significantly lower than surrounding Districts. See below:
 - PUSD: 42,075 (FY25)
 - HUSD: 53,572
 - Lake Havasu: 49,400
 - JO Combs: \$53,267