

# Operations Support Salary Scale

Salary Scale Effective 8/1/2025

Our Operations Support Scale for full-time team members considers the following experience and qualifications to determine compensation. New team members can come in at a maximum of step 10.

This scale applies to the following roles: Office Manager (12-Month), Student Information Manager (12-Month), and Business Service Manager (12-Month).

Applicable experience:

- Related school leadership experience in a role with similar duties and responsibilities
- Potentially related roles will be considered on a case-by-case basis

Inapplicable experience:

- Instructional Leadership outside of a traditional grade school setting
- Higher Ed roles that are not aligned to traditional K-12 school procedures of compliance
- Management roles that are not student and family-serving

If you have questions about the Operations Support Salary Scale and experience requirements, please contact the Human Resources Department at 202.281.1700 or at [hr@friendshipschools.org](mailto:hr@friendshipschools.org).

Step	Office Manager & Student Information Manager w/ Enrollment < 500	HS Student Information Manager or Enrollment 500+	Business Service Manager
1	\$59,137	\$61,137	\$75,000
2	\$60,320	\$62,360	\$76,500
3	\$62,129	\$64,230	\$78,795
4	\$63,993	\$66,157	\$81,159
5	\$65,913	\$68,142	\$83,594
6	\$67,890	\$70,186	\$86,101
7	\$69,927	\$72,292	\$88,684
8	\$72,025	\$74,461	\$91,345
9	\$74,185	\$76,694	\$94,085
10	\$76,411	\$78,995	\$96,908
11	\$78,703	\$81,365	\$99,815
12	\$81,064	\$83,806	\$102,810
13	\$83,496	\$86,320	\$105,894
14	\$85,166	\$88,047	\$108,012
15	\$86,870	\$89,808	\$110,172
16	\$88,607	\$91,604	\$112,375
17	\$89,493	\$92,520	\$113,499
18	\$90,388	\$93,445	\$114,634
19	\$91,292	\$94,379	\$115,781
20	\$92,205	\$95,323	\$116,938
21	\$93,127	\$96,276	\$118,108
22	\$94,058	\$97,239	\$119,289
23	\$94,999	\$98,212	\$120,482
24	\$95,949	\$99,194	\$121,687
25	\$96,908	\$100,186	\$122,903