

## Compensation Plan/Manual 2023-2024

## It pays to work in Arlington ISD!

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## Arlington Independent School System Beliefs, Vision, Mission \& Goals

## Core Beliefs

- A commitment to a clear and focused vision will guide the district to the highest performance.
- Effective teaching and leadership are essential for student achievement.
- The school environment impacts achievement.
- An engaged community is essential to success; and every student can succeed.


## Vision

The AISD will be a premier school district and a leader in education.

## Mission

The mission of the Arlington Independent School District is to empower and engage all students to be contributing, responsible citizens striving for their maximum potential through relevant, innovative, and rigorous learning experiences.

## Goal

$100 \%$ of AISD students will graduate exceptionally prepared for college, career, and citizenship.

## Cultural Tenets

## AISD CULTURAL TENETS

The AISD cultural tenets guide how we interact with each other and realize our district mission.


## The Arlington Independent School District Compensation Program

The function of the Compensation Department is to direct the strategic planning, design, implementation, administration, and communication of all district compensation programs, ensuring the programs are aligned with the district's strategy and culture.

## Responsibilities of the Compensation Department Include:

1. Overseeing the design, implementation, and administration of compensation programs.
2. Recommending and administering policies and procedures to ensure competitive and consistent compensation practices and ensuring adherence to the compensation philosophy.
3. Researching and evaluating district needs and market trends for the purpose of ensuring the district's compensation programs are competitive and provide the ability to attract, engage, and motivate highly qualified employees.
4. Strategizing and consulting with senior leadership to educate employees regarding the compensation programs.
5. Continually evaluate compensation practices to ensure adherence to the compensation philosophy by conducting market pricing surveys:
a. Pay Scale
b. Texas Association of School Boards (TASB)
c. Other targeted surveys
6. Developing and maintaining competitive salary structures.
7. Performing job evaluations (in conjunction with TASB as needed) to determine the appropriate grade for each job, taking into consideration:
a. Job description(s)
b. Market data
c. Internal equity
d. Preservation of consistency between departments
e. Interviews with department or campus leader and/or other key employees
8. Collaborating with managers to review the duties performed by each of their employees in developing or revising job descriptions.
9. Considering the various types of pay decisions, and making appropriate pay recommendations with the following considerations:
a. Market data
b. District issue/need
c. Individual future potential and likely future jobs
d. Need for specific, or specialized skill set
e. Pay of others on the same career track
f. Budget requirements and constraints
10. Conducting compensation reviews, as needed. Compensation reviews for individual employees must be initiated through the employee's manager.
11. Referring all policy and procedure exceptions to the Assistant Superintendent of FHuman Resources.

## COMPENSATION STRUCTURE



## Compensation Policy

Board Policy DEA Local
The Superintendent shall recommend an annual compensation plan for all district employees. The compensation plan may include wage and salary structure, stipends, benefits, and incentives.

The Superintendent shall administer the compensation plans consistent with the annual approved budget by the Board and administrative guidelines.

## Pay Administration

Board Policy DEA Local

The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The Superintendent or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.

## Compensation Framework

Arlington Independent School District's compensation plan is made up of salary paygrades with respective ranges as well as supplemental earnings and benefit programs that are approved by the Board of Trustees. Salary ranges are determined by market rates for benchmark positions. To ensure that salary ranges are competitive with the market, the Compensation Department conducts market research to inform current compensation levels for comparable positions. Employees are paid according to the pay range for their respective positions. Arlington ISD pay groups are:

- Auxiliary
- Administrative Professional
- Administrative Support
- Educational Aides
- Teacher and Librarians
- Technology

The Compensation Department, with TASB's support, determines the compensatory value of a position by conducting systematic comparisons of positions to assess relative internal and external value. After the systematic comparison is complete, a position is assigned an associated pay grade. Pay grades are used to group positions that have approximately the same relative internal value based on compensatory factors (job descriptions, market data, internal equity, district consistency, and administrative input are all considered when performing job evaluations).

## Annual Earnings vs. Annualized Salary

Annual Earnings - the actual amount an employee earns in a year. It is figured retroactively or after the earnings have been paid. It differs from annualized earnings as it is NOT an estimate of what may happen, it is a record of what did happen.

Annualized Salary - Employees of Arlington ISD are annualized based on either days or hours worked per school year over the remaining checks for the school year. An annualized salary is useful for employees who do not work a full year, such as teachers, and for employees who work part of each year on a salaried basis. Annualization is the process of spreading the payments out to the employee over the
entire year, though the salary is only earned for part of the year. This gives the employee a steady paycheck when they are not working. Employees who are considered hourly and are paid on a biweekly basis will not be paid on an annualized basis, therefore they will be paid on actual hours worked for the pay period.

## Compensatory Pay (Comp Time)

Board Policy DEAB Local

At the district's option, nonexempt employees may receive compensatory time off, rather than overtime pay at a rate of no less than one and one-half hours for each overtime hour worked in lieu of overtime pay. Supervisors of nonexempt (hourly) employees shall ensure there is an agreement or an understanding with the employees working approved overtime regarding the form of compensation (pay or compensatory time) prior to performing the duties.

The district provides this overtime pay in the accrual of compensatory time at the rate of $1 \frac{1}{2}$ hours of time off for every hour worked in a workweek above 40 hours. You can accumulate a maximum of 60 compensatory time hours before the district will require you to take compensatory time off. If you accumulate over 60 compensatory time hours, the district will pay you for the hours over the maximum accrual amount. Compensatory time over 60 hours will be paid to the employee biannually at fiscal yearend (June 30) and calendar year-end (December 31). All overtime must be scheduled and approved in advance by the employee's supervisor. Supervisors should be monitoring comp time balances on a routine basis for excessiveness and timely use.

## Classroom Assistants Hired After January 1 of Current Year

Classroom Assistants hired after January 1 will receive their last paycheck at the end of June rather than end of August. These Classroom Assistants will have the option to enroll in benefit coverage at the time of hire or the beginning of the next school year during open enrollment. This instance is only applicable to the first year of employment with the district.

## Pay Increases

Board Policy DEA Local

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.

## Compensation Philosophy and Objectives

Arlington ISD pay systems shall be designed and managed for the following purposes:

- Offer competitive pay to attract and retain highly qualified personnel
- Provide internal pay equity for job responsibilities
- Reward continued service to the district
- Manage payroll expenses effectively


## Pay Systems

Employee pay systems are designed and administered for the purpose of attracting and retaining
qualified employees to achieve the goals of the district. The Compensation Department recommends the development, maintenance, and administration of employee pay systems in accordance with Board policies, governmental laws, and regulations.

All district jobs are assigned a pay grade that establishes the minimum to maximum pay range for the position. Jobs are assigned to pay grades based on the following factors:

- Job qualifications and required skills
- Job duties and responsibilities defined by the district
- Competitive job market prices

Pay ranges are reviewed annually and adjusted periodically. Employee salaries will be adjusted based on the pay increase budget and pay raise guidelines as approved by the Board of Trustees each year.

## Job Descriptions

Job descriptions are an essential function in the administration of a compensation system. Accurate and complete job descriptions are collected and maintained by the Compensation Department. This includes job descriptions that address job qualifications, primary purpose, major duties, responsibilities, and working conditions. Job titles will be reviewed by the Compensation Department to maintain a logical job titling scheme that consistently describes the level and nature of work.

## Exemption Status

All jobs will be classified as exempt or nonexempt per the requirements of the Fair Labor Standards Act (FLSA) and documented in the job description. The Compensation Department determines the classification of each position based on the assigned job duties. To be exempt, the employee's primary duties must meet the requirements defined by the federal regulations of the Executive, Administrative, or Professional exemption test or be a teacher, and the employee must be compensated on a salary basis. All employees who do not meet the legal requirements for exemption are classified as nonexempt or hourly.

## Job Classification

Job classification determines the assigned pay range for a job. Job classification is based on job requirements, assigned duties, and market value. All jobs are classified based on common factors that show the relative level of knowledge and skill requirements, the complexity of assigned duties, job accountability, and working conditions. The Compensation Department collects job information, evaluates jobs for classification purposes, and assigns jobs to pay grades. The Superintendent or designee has final authority concerning job classifications.

## Determining Factors in Classifying Jobs

1. Freedom to Act - Authority, autonomy, independence of action, the degree to which job tasks are dictated by policy, procedures, manuals, supervisor, or department.
2. Complexity - Problem-solving skills are assessed based on two scales; one, the types of problems encountered from routine to most difficult and two, the knowledge required to solve them from simple recognition and referral to devising solutions based on interpretation of policy and understanding of departmental objectives.
3. Consequences of Error - Measures the impact of errors made in the course of work and the consequence of error according to magnitude of errors.
4. Scope - The variety of work assigned, the degree of district skills required to complete the work, the knowledge of district units inside or outside the district and the diversity of deadlines and priorities governing the work.
5. Supervisory Responsibilities - Number, types, and level of positions supervised, functions supervised, the degree of supervisory authority, complexity and diversity of work supervised.
6. Responsibility for Resources - The extent of the resources for which the employee has responsibility including, but not limited to, human, financial, facilities, material, and information systems.
7. Communications - Types of verbal and written communications; what information typically is responsible for communicating and method of delivery.
8. "Majority Rule" - Classification title and level are dependent primarily on where the majority (50\% or more) of a job duty lies.

## Classification of New Positions

Prior to posting, new positions must have a written job description created collaboratively by the Compensation Department and the hiring manager. The Compensation Department will determine the pay grade classification of new positions based on the job description, qualifications required, and market value. New positions must be classified in the pay system prior to hiring new employees.

## Common Misconceptions about Job Classification

The employee on the line was cordial, clear and direct: "I just got my degree, so when do I get reclassified?" This call represents a common misconception about the district's classification system. Classification is based solely upon the duties assigned to a position, not the qualifications of the incumbent. Put simply, the JOB is classified, not the employee. Besides educational attainment, other person-related factors that are not taken into consideration when classifying a position's job level include:

1. Longevity - The length of time the employee has worked at the district may positively affect performance on the job, however, it is not a factor used in determining the position level.
2. Speed - How fast an employee works or how much is produced compared to others is a factor in performance, not job classification.
3. Retention - "She's been offered a promotion", more than one supervisor has commented, "If I can't match it, l'll lose my best employee." While this dilemma is understandable, the fear of losing an employee cannot be considered in classification decisions for job level.
4. Financial Need - "I just bought a new home, my daughter's a sophomore at UT, I need a new car and my dog is sick." Financial need is universal, and classification cannot include personal finances as a consideration.
5. Dedication - We often hear about employees who, "Always arrive early, leave late, never take breaks, work weekends, etc." Again, this is a performance issue and should be addressed during reviews.
6. Personality - Ability to work in unusual conditions and with difficult co-workers is not a factor to be considered when classifying a position. Unique skill and/or ability required for a position is considered and should be spelled out in the job description.
7. Future Projects - Duties currently performed; not future assigned duties are considered in job evaluation.

What are some of the factors taken into consideration when making classification decisions? In brief, classification is based upon several factors: the nature, variety, and difficulty of the duties; the responsibility for staff and resources; the knowledge and originality required for the position; and the authority and relative autonomy of the position (see previous section "Determining Factors in Classifying Jobs")

## Job Reclassification

A job reclassification occurs when a position is moved to a higher or lower pay range. Jobs may be reclassified because of a significant and sustained change in job duties assigned, a need to improve internal pay equity or change in the competitive job market.

All positions, except for teachers, librarians, substitutes, and part-time temporary employees are assigned to pay grades based on the level of skill, effort, and responsibility required for the job assignment. The Compensation Department will classify new positions or reclassify existing positions as necessary based on job requirements and comparability to other positions in the district or in the marketplace.

## Pay Increase Budget

The Superintendent recommends a budget for pay increases as part of the annual budget process. Budget recommendations for pay increases are based on available revenue, statutory requirement, competitive job markets, and district compensation objectives. Salary schedules or placement guidelines do not imply or assure similar salary increases in subsequent years.

The pay increase budget recommended by the Superintendent may include adjustments to remedy internal or external pay equity problems, or to compensate an employee for a significant change in job responsibilities.

## General Pay Increases and Eligibility

Employee salaries and wages will be reviewed annually for adjustment. General Pay Increase (GPI) is based upon the annual budget approved by the Board of Trustees and given to employees to compensate for continued service to the district.

To receive a general pay increase, an employee must be in a paid status or on an approved leave of absence for at least 90 calendar days by July 1 of the current year. Exceptions require authorization by the Superintendent or designee. The general pay Increase is reflected on the first paycheck of the school year for each pay group. Employees will be able to view their 2023-24 pay rates in the Employee Self Service portal one to two weeks prior to their first paycheck of the school year.

## Salary Placement of New Hires

Salaries are determined by an employee's total years of relevant work experience as defined at the time of employment. Salary guides are developed and approved annually and do not represent or imply future pay increases or salary guarantees.

The starting salary is determined individually based on job-related experience and salaries paid to peer employees in the same position with similar experience. No employee will be placed below the minimum of the pay range. Salary recommendations for new hires may be adjusted upward by the Compensation

Department for hard-to-fill positions or to recognize extraordinary knowledge and skills, qualifications, or technical certifications.

## Salary Adjustment Qualifications

It is the responsibility of the employee to submit original service records and official transcripts at the time of hire. Employees who provide service records with verifiable, creditable experience may receive a review for a potential salary adjustment if a request for a salary adjustment is submitted to the Compensation Department. The initial request for salary adjustment, along with service records, must be submitted to the Compensation Department no later than 6 months following the date of hire. Service records received after this date will not be eligible for salary adjustment review unless the position falls below the statutory minimum.

## TRS Credit for Teachers with prior Teacher Assistant Experience

Effective May 5, 2005, a teacher assistant receiving a standard Texas teaching certificate during the 20042005 academic year, or any subsequent year, will be credited with up to two years of full-time student instruction equivalency for salary increment purposes when employed as a teacher (experience must be verified on the teacher service record (Amendment 19 TAC $\S 153.1021 \mathrm{~m}$ )). One year of teacher salary credit will be given for each creditable year of teacher assistant experience. A maximum of two years will be credited towards the teacher retirement system service credit.

## Promotion Defined

A promotion occurs when an employee is typically assigned to a different job in a higher pay grade and range. Pay adjustments for promotions begin with the effective date of the new assignment. For promotions that take effect at the beginning of the school year, any general pay increase granted by the Board of Trustees will be applied to the new rate of pay resulting from the promotion. A promotion increase for employees is based on the current base salary less any stipends paid for supplemental duties. Certain promotions are considered "Career Path" movements. These movements may or may not result in an increase to the employee's daily rate.

## Demotion Defined

A demotion occurs when an employee is reassigned to a different job with less responsibility at a lower pay grade level. Demotions may be voluntary or involuntary. Position reclassification or general salary structure changes are not considered demotions. A reduction in pay because of a demotion is effective on the first day of the new assignment. When a pay reduction is made for a demotion, pay adjustments may also be made for a longer or shorter work year associated with the change in assignment. Reductions in pay made because of a demotion take into consideration the new salary range as well as comparative equity with other employees currently in that job level.

## Lateral Transfer

A lateral transfer is defined as movement into another job assigned to the same or equivalent pay grade. Lateral moves may involve a change of days (higher/lower); however, the equivalent daily pay rate remains the same. Lateral placements can also be classified as voluntary or involuntary. Lateral transfers are not eligible for salary increases, except for adjustments required to reflect the work calendar days of the new job.

## Supplemental Pay

Supplemental pay (stipends and extra duty pay) represents a remuneration in addition to, but separate from, regular base salary. Supplemental pay is authorized on a year-to-year basis. Supplemental pay will be discontinued upon cessation of assignment, or upon the occurrence of an event which otherwise causes the employee to be ineligible to receive the supplemental pay. The employee must be able to fulfill their day-to-day duties along with the added responsibilities associated with the supplemental pay.
Supplemental pay will be discontinued for employees who are not able to meet these expectations.

## Procedures for Requesting a Pay Re-Classification

A pay classification review must be initiated by the job supervisor or the Compensation Department. Jobs previously submitted within the last 12 months and new jobs (1 year or less) are not eligible for review. Requests should be submitted to the Compensation Department in January of each year to allow adequate time for budget considerations.

The supervisor may request a salary review during the annual budgeting process, typically beginning in January of each year. The appropriate division/department head must approve the submission of the request to the Compensation Department. The supervisor's request must include a proposed job description and written explanation of changes in job duties and responsibilities along with the Job Analysis Questionnaire completed by the incumbent and supervisor. The request must be approved by the appropriate division head, Assistant Superintendent, or Superintendent.
The Compensation Department will review the request and obtain additional job information, if needed. Additional information may be obtained by a written questionnaire, by interviewing the supervisor and/or employee(s), or by analyzing external job market information. The Compensation Department will evaluate the job placement in the pay structure and prepare a written recommendation for pay grade assignment for the Superintendent's review.

## Back Payment of Earnings

Employees are responsible for regularly reviewing the accuracy of their pay statement. A back payment occurs when the employee is paid less than the amount they should have been paid. If it is determined the back pay is due for duties performed with prior approval, the situation is rectified by paying the difference for the current fiscal year. For extra duty or supplemental pay, to review a request for back payment of earnings, written documentation must be submitted that shows the work was agreed upon by the supervisor prior to the work being performed.

## Overpayment

Employees are responsible for regularly reviewing the accuracy of their pay statement. An overpayment occurs if an employee is paid more than the amount that the employee should have been paid under the assigned pay grade and/or any relevant supplemental pay. If discovered and/or reported in the current fiscal year, a payment plan may be developed for regular payroll deductions to recoup the overpayment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship the district may develop a plan for regular payroll deductions in the same fiscal year at the discretion of the district.

## Payroll Deduction

Policy CFEA (LEGAL)

Required Deductions:

1. Federal Withholding - Figured automatically by the income tax withholding percentage method according to the marital status and number of exemptions claimed on the W-4 Form.
2. Medicare $-1.45 \%$ of the gross salary will be deducted each pay period for any employee hired after March 31, 1986
3. Teacher Retirement $-8.25 \%$ of total gross salary deducted each pay period beginning September 1, 2023. Deductions are on a pre-tax basis. These deductions are subject to change based on Texas Legislation.
4. TRS Retirement Insurance $-0.65 \%$ of gross salary deducted each pay period. These deductions are subject to change based on Texas Legislation.
5. FICA Alternative Plan - Substitute/Temporary Staff Only - Effective 8/14/2004, 7.5\% of total gross salary deducted each pay period on a pre-tax basis. Applicable only to those staff members who are not eligible for Teacher Retirement System (TRS) membership. The staff member will contribute to their own personal retirement savings account.
6. Other payroll deductions staff members may elect include deductions for the staff members' share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans. Staff members also may request payroll deduction for payment of membership dues for district recognized organizations and specific charitable groups. Salary deductions are automatically made for unauthorized or unpaid leave. It is the responsibility of the employee to submit requests for time off to their immediate supervisor and input any absences in the Employee Service Center portal.

## Pay Information

Employees are responsible for ensuring their pay is accurate by reviewing their pay statement online in the Employee Service Center each time they get paid. It is important to review all information on each pay statement including name, social security number, pay rates, paid time off balance, and other information. The general pay Increase is reflected on the first paycheck of the school year for each pay group. Employees will be able to view their 2023-24 pay rates in the Employee Service Center portal 1-2 weeks prior to their first paycheck of the school year.

## Pay Dates

Pay dates are located on the Arlington Independent School District website under Departments > Payroll. Payroll dates are board approved on an annual basis for each school year. Payroll dates can also be located on the following link:

## PAY GRADES AND RANGES 2023-2024



The salary ranges in this pay schedule do not reflect any statutorily required salary allotments enacted by the Texas Legislature in the 88th Session. The district reserves the right to adjust salary amounts for the 2023-24 school year in response to legislative changes. The contents of this manual may be updated throughout the year at the discretion of the Superintendent to meet the operational needs of the district.

These salary ranges represent the minimum rate of base pay an employee can earn by position and grade. These are current rates and not a guarantee of future earnings. The salary ranges will be reviewed and updated on an annual basis. New offers of employment are based on comparable experience, as well as market competitive pay.

## TEACHERS AND LIBRARIANS



2023-2024 Teacher/Librarian Pay Plan

| AISD 2023-2024 TEACHER/LIBRARIAN MINIMUM PAY SCHEDULE |  |
| :---: | :---: |
| Years of Experience | Minimum Salary |
| 0 | \$62,500 |
| 1 | \$63,000 |
| 2 | \$63,500 |
| 3 | \$64,000 |
| 4 | \$64,500 |
| 5 | \$65,000 |
| 6 | \$65,500 |
| 7 | \$66,000 |
| 8 | \$66,500 |
| 9 | \$67,000 |
| 10 | \$67,500 |
| 11 | \$68,000 |
| 12 | \$68,500 |
| 13 | \$69,000 |
| 14 | \$69,500 |
| 15 | \$70,000 |
| 16 | \$70,500 |
| 17 | \$71,000 |
| 18 | \$71,500 |
| 19 | \$72,000 |
| 20 | \$72,500 |
| 21 | \$73,000 |
| 22 | \$73,500 |
| 23 | \$73,900 |
| 24 | \$74,300 |
| 25 | \$74,700 |
| 26 | \$75,100 |
| 27 | \$75,500 |
| 28 | \$75,900 |
| 29 | \$76,300 |
| 30+ | \$76,700 |

# ADMINISTRATIVE PROFESSIONALS 



| 1 |  |  | Daily | \$241.53 | \$291.00 | \$340.47 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | Accountant I | 243 | 212 Days | 51,204 | 61,692 | 72,180 |
| 1 | Administrative Assistant - Superintendent | 243 | 222 Days | 53,620 | 64,602 | 75,584 |
| 1 | Contract - TEAMS ACCESS | 222 | 243 Days | 58,692 | 70,713 | 82,734 |
| 1 | Food \& Nutrition Supervisor | 212, 243 | 260 Days | 62,798 | 75,660 | 88,522 |
| 1 | Interim - Summer Food \& Nutrition Supervisor | 243 |  |  |  |  |
| 1 | Nutrition Education Coach | 243 |  |  |  |  |
| 1 | PDC Facility Services Manager/Foreman | 260 |  |  |  |  |
| 1 | Security - Lieutenant | 260 |  |  |  |  |
| 1 | Specialist-Communications | 243 |  |  |  |  |
| 1 | Specialist - Energy Management | 260 |  |  |  |  |
| 1 | Specialist - Marketing | 243 |  |  |  |  |
| 1 | Supervisor - Building Maintenance | 260 |  |  |  |  |
| 1 | Supervisor - Catering Chef | 243 |  |  |  |  |
| 1 | Supervisor - Custodian | 260 |  |  |  |  |
| 1 | Supervisor-Grounds | 260 |  |  |  |  |
| 2 |  |  | Daily | \$284.29 | \$340.47 | \$396.65 |
| 2 | Accountant - Bond/Capital | 243 | 187 Days | 53,162 | 63,668 | 74,174 |
| 2 | Accountant II | 243 | 193 Days | 54,868 | 65,711 | 76,553 |
| 2 | Analyst - Payroll | 243 | 198 Days | 56,289 | 67,413 | 78,537 |
| 2 | Assistant Speech Pathologist | 187 | 202 Days | 57,427 | 68,775 | 80,123 |
| 2 | Compensation/Benefits Analyst - ESSER | 243 | 212 Days | 60,269 | 72,180 | 84,090 |
| 2 | Coordinator - Food Service Compliance | 243 | 243 Days | 69,082 | 82,734 | 96,386 |
| 2 | Coordinator - Food Service Personnel | 243 | 260 Days | 73,915 | 88,522 | 103,129 |

2 Coordinator - Food Service/Warehouse 260

2 Coordinator - HR Recruitment \& Substitute Services 243
2 Coordinator - HR Recruitment \& Substitute Serv ESSER 243

2 Coordinator - Nutrition Education 243
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2 Manager - Social Media Marketing 243
2 Media Production Technician 243
2 Parent Outreach Facilitator - ESSER 212
2 Senior Graphic Designer 243

| Pay |
| :--- | :--- | :--- | :--- |
| Grade |$l$

PayGradeJob Title
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Specialist - AVID ..... 212
Specialist - Career \& Technical Education ..... 243
Specialist - College, Career, \& Military Readiness - ESSER ..... 212

| Pay Grade | Job Title | Calendars |  | Minimum | Midpoint | Maximum |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 3 | Specialist - Dropout Prevention | 243 |  |  |  |  |
| 3 | Specialist - Dual Language | 202 |  |  |  |  |
| 3 | Specialist - Elementary Guidance \& Counseling | 217 |  |  |  |  |
| 3 | Specialist - Environmental \& Safety | 260 |  |  |  |  |
| 3 | Specialist - Immigrant Family/School Outreach | 212 |  |  |  |  |
| 3 | Specialist - Immigrant Support \& Family Outreach | 212 |  |  |  |  |
| 3 | Specialist - Intervention | 217 |  |  |  |  |
| 3 | Specialist - Junior High Guidance \& Counseling - ESSER | 217 |  |  |  |  |
| 3 | Specialist - Leadership Development - ESSER | 243 |  |  |  |  |
| 3 | Specialist - Library Media Services | 243 |  |  |  |  |
| 3 | Specialist - Multidisciplinary Student Support | 217 |  |  |  |  |
| 3 | Specialist - Orientation \& Mobility | 193 |  |  |  |  |
| 3 | Specialist - PBIS | 243 |  |  |  |  |
| 3 | Specialist - Professional Learning | 212 |  |  |  |  |
| 3 | Specialist - Program Controls | 260 |  |  |  |  |
| 3 | Specialist - Safety \& Security | 260 |  |  |  |  |
| 3 | Specialist - Secondary Guidance \& Counseling | 217 |  |  |  |  |
| 3 | Specialist - SHARS | 243 |  |  |  |  |
| 3 | Specialist - SOS Support | 202 |  |  |  |  |
| 3 | Specialist-SOS Support - ESSER | 202 |  |  |  |  |
| 3 | Specialist - Special Education Compliance | 243 |  |  |  |  |
| 3 | Specialist - State \& Federal Intervention | 212 |  |  |  |  |
| 3 | Specialist - State \& Federal Operations | 212 |  |  |  |  |
| 3 | Specialist - Student Behavioral Support Systems | 243 |  |  |  |  |
| 3 | Specialist - Student Development \& Support Services | 243 |  |  |  |  |
| 3 | Specialist - Technology Integration | 243 |  |  |  |  |
| 3 | Specialist - Title 1 Family Involvement | 212 |  |  |  |  |
| 3 | Specialist - Title I Family Engagement | 212 |  |  |  |  |
| 3 | Specialist - Title I Family Literacy | 212 |  |  |  |  |
| 4 |  |  | Daily | \$351.64 | \$421.12 | \$490.60 |
| 4 | Assistant Principal - Dual Language/Fine Arts | 222 | 187 Days | 65,757 | 78,749 | 91,742 |
| 4 | Assistant Principal - Elementary | 202, 217 | 193 Days | 67,867 | 81,276 | 94,686 |
| 4 | Assistant Principal - World Language Academy | 222 | 202 Days | 71,031 | 85,066 | 99,101 |
| 4 | Audiologist | 212 | 212 Days | 74,548 | 89,277 | 104,007 |
| 4 | Coordinator - Assessment | 243 | 217 Days | 76,306 | 91,383 | 106,460 |
| 4 | Coordinator - Fine Arts | 243 | 222 Days | 78,064 | 93,489 | 108,913 |
| 4 | Coordinator - Fund Development | 243 | 243 Days | 85,449 | 102,332 | 119,216 |
| 4 | Coordinator - Health Services - ESSER | 243 | 260 Days | 91,426 | 109,491 | 127,556 |


| Pay <br> Grade | Job Title | Calendars |  | Minimum | Midpoint | Maximum |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 4 | Coordinator - Human Capital Position Management | 243 |  |  |  |  |
| 4 | Coordinator - Multidisciplinary Student Support | 243 |  |  |  |  |
| 4 | Coordinator - Purchasing \& Travel Card | 243 |  |  |  |  |
| 4 | Coordinator - School Leadership | 243 |  |  |  |  |
| 4 | Coordinator - State \& Federal Interventions \& Operations | 243 |  |  |  |  |
| 4 | Coordinator - World Languages | 243 |  |  |  |  |
| 4 | Data Analyst | 243 |  |  |  |  |
| 4 | District Athletic Trainer | 212 |  |  |  |  |
| 4 | HR Specialist - Benefits \& Wellness | 243 |  |  |  |  |
| 4 | HR Specialist - Compensation - ESSER | 243 |  |  |  |  |
| 4 | Human Resources Partner | 243 |  |  |  |  |
| 4 | Human Resources Partner - ESSER | 243 |  |  |  |  |
| 4 | Lead Specialist - Special Education | 222 |  |  |  |  |
| 4 | Lead Specialist - State \& Federal Intervention | 222 |  |  |  |  |
| 4 | Lead Specialist - World Languages | 243 |  |  |  |  |
| 4 | Manager - Energy | 260 |  |  |  |  |
| 4 | Manager - Warehouse | 260 |  |  |  |  |
| 4 | Occupational Therapist | 193 |  |  |  |  |
| 4 | Physical Therapist | 193 |  |  |  |  |
| 4 | Safety Manager - Risk Management | 243 |  |  |  |  |
| 4 | Specialist - Restorative Practices | 202 |  |  |  |  |
| 4 | Specialist - Restorative Practices - ESSER | 202 |  |  |  |  |
| 4 | Specialist - Restorative Practices Support - ESSER | 243 |  |  |  |  |
| 4 | Specialist - Transportation | 243 |  |  |  |  |
| 4 | Speech Pathologist | 187 |  |  |  |  |
| 4 | Title I School Support Dean - Elementary | 202, 217 |  |  |  |  |
| 4 | Treasurer | 243 |  |  |  |  |
| 5 |  |  | Daily | \$369.22 | \$442.18 | \$515.14 |
| 5 | Assistant Director - Accounting | 243 | 217 Days | 80,121 | 95,953 | 111,785 |
| 5 | Assistant Director - Food Service Finance \& Compliance | 243 | 220 Days | 81,228 | 97,280 | 113,331 |
| 5 | Assistant Director - Food Service Operations | 260 | 243 Days | 89,720 | 107,450 | 125,179 |
| 5 | Assistant Director - Payroll | 243 | 260 Days | 95,997 | 114,967 | 133,936 |


| Pay Grade | Job Title | Calendars |  | Minimum | Midpoint | Maximum |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 5 | Coordinator - Environmental \& Safety | 260 |  |  |  |  |
| 5 | Coordinator - Guidance \& Counseling | 243 |  |  |  |  |
| 5 | Coordinator - Innovative Programming | 243 |  |  |  |  |
| 5 | Coordinator - Instructional Design Support | 243 |  |  |  |  |
| 5 | Coordinator - Leadership Development - ESSER | 243 |  |  |  |  |
| 5 | Coordinator - Library Media Services | 243 |  |  |  |  |
| 5 | Coordinator - PBIS | 243 |  |  |  |  |
| 5 | Coordinator - Postsecondary Partnerships - ESSER/Perkins | 243 |  |  |  |  |
| 5 | Coordinator - Professional Learning | 243 |  |  |  |  |
| 5 | Coordinator - Technology Integration \& Innovation | 243 |  |  |  |  |
| 5 | Curriculum Coordinator - Deaf Education | 243 |  |  |  |  |
| 5 | Curriculum Coordinator - Language Arts \& Reading | 243 |  |  |  |  |
| 5 | Curriculum Coordinator - Math | 243 |  |  |  |  |
| 5 | Curriculum Coordinator - Science \& Health | 243 |  |  |  |  |
| 5 | Curriculum Coordinator - Social Studies | 243 |  |  |  |  |
| 5 | Curriculum Coordinator - Special Education | 243 |  |  |  |  |
| 5 | HR Manager - Recruitment \& Substitute Services - ESSER | 243 |  |  |  |  |
| 5 | Manager - Accounts Payable | 243 |  |  |  |  |
| 5 | Manager - Fleet Services | 260 |  |  |  |  |
| 5 | Manager - HR Customer Service Center | 243 |  |  |  |  |
| 5 | Manager - Staffing | 243 |  |  |  |  |
| 5 | Manager - Transportation | 243 |  |  |  |  |
| 5 | Title I School Support Dean - Junior High | 217 |  |  |  |  |
| 6 |  |  | Daily | \$387.68 | \$464.29 | \$540.90 |
| 6 | Assistant Director - Curriculum \& Instruction - ESSER | 243 | 217 Days | 84,127 | 100,751 | 117,375 |
| 6 | Assistant Director - Fine Arts | 243 | 222 Days | 86,065 | 103,072 | 120,080 |
| 6 | Assistant Principal - Alternative | 222 | 243 Days | 94,206 | 112,822 | 131,439 |
| 6 | Assistant Principal - Arlington College \& Career High School | 243 | 260 Days | 100,797 | 120,715 | 140,634 |
| 6 | Assistant Principal - Career \& Technical Center | 243 |  |  |  |  |
| 6 | Assistant Principal - High School | 222, 243 |  |  |  |  |
| 6 | Assistant Principal - High School - P-Tech | 243 |  |  |  |  |
| 6 | Coordinator - Aquatics | 243 |  |  |  |  |
| 6 | Coordinator - High School Athletics | 222 |  |  |  |  |
| 6 | Coordinator - Student Behavioral Support Systems | 243 |  |  |  |  |
| 6 | Coordinator - Student Outreach Services | 243 |  |  |  |  |
| 6 | Dean of Instruction | 243 |  |  |  |  |
| 6 | Research Analyst - Quantitative | 243 |  |  |  |  |
| 6 | Senior Project Manager | 260 |  |  |  |  |


| Pay Grade | Job Title | Calendars |  | Minimum | Midpoint | Maximum |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 6 | Staff Architect | 260 |  |  |  |  |
| 6 | Turnaround Principal in Residence | 217 |  |  |  |  |
| 7 |  |  | Daily | \$410.95 | \$492.15 | \$573.35 |
| 7 | Assistant Director - Athletics Boys | 243 | 220 Days | 90,409 | 108,273 | 126,137 |
| 7 | Assistant Director - Athletics Girls | 243 | 243 Days | 99,861 | 119,592 | 139,324 |
| 7 | Director - Analytics \& Accountability | 243 |  |  |  |  |
| 7 | Director - Assessment | 243 |  |  |  |  |
| 7 | Director - Center for Visual \& Performing Arts | 243 |  |  |  |  |
| 7 | Director - Payroll | 243 |  |  |  |  |
| 7 | Principal - Elementary | 220, 243 |  |  |  |  |
| 7 | Principal - Elementary Dual Language/Fine Arts | 243 |  |  |  |  |
| 7 | Principal - World Language Academy | 243 |  |  |  |  |
| 8 |  |  | Daily | \$447.61 | \$526.60 | \$605.59 |
| 8 | Associate Principal - High School | 243 | 217 Days | 97,131 | 114,272 | 131,413 |
| 8 | Chief Internal Auditor | 243 | 222 Days | 99,369 | 116,905 | 134,441 |
| 8 | Director - Accounting | 243 | 243 Days | 108,769 | 127,964 | 147,158 |
| 8 | Director - Advanced Academics | 243 | 260 Days | 116,379 | 136,916 | 157,453 |


| Pay Grade | Job Title | Calendars |  | Minimum | Midpoint | Maximum |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 8 | Director - Technology Integration \& Innovation | 243 |  |  |  |  |
| 8 | Director - Transportation | 260 |  |  |  |  |
| 8 | Director - World Languages | 243 |  |  |  |  |
| 8 | Head Football Coach | 217 |  |  |  |  |
| 8 | Head Football Coach/Athletics Coordinator | 222 |  |  |  |  |
| 8 | Interim Director - Professional Learning | 243 |  |  |  |  |
| 8 | Principal - Alternative School | 243 |  |  |  |  |
| 8 | Principal - Junior High | 243 |  |  |  |  |
| 8 | Principal - Turning Point Secondary School | 243 |  |  |  |  |
| 9 |  |  | Daily | \$478.94 | \$563.46 | \$647.98 |
| 9 | Director - Athletics | 243 | 243 Days | 116,382 | 136,921 | 157,459 |
| 9 | Director - Budget \& Finance | 243 |  |  |  |  |
| 9 | Director - Curriculum \& Instruction | 243 |  |  |  |  |
| 9 | Director - Fine Arts | 243 |  |  |  |  |
| 9 | Director-Special Education | 243 |  |  |  |  |
| 9 | Senior Director - HR Dev, Emp Relations \& Risk Management | 243 |  |  |  |  |
| 10 |  |  | Daily | \$522.04 | \$614.17 | \$706.30 |
| 10 | Executive Director - Communications \& Marketing | 243 | 243 Days | 126,856 | 149,243 | 171,631 |
| 10 | Executive Director - Educational Support Services | 243 | 260 Days | 135,730 | 159,684 | 183,638 |
| 10 | Executive Director - Elementary Schools | 243 |  |  |  |  |
| 10 | Executive Director - Engagement, Equity \& Access | 243 |  |  |  |  |
| 10 | Executive Director - Facility Services | 260 |  |  |  |  |
| 10 | Executive Director - Financial Services | 243 |  |  |  |  |
| 10 | Executive Director - Food \& Nutrition Services | 243 |  |  |  |  |
| 10 | Executive Director - Human Resources | 243 |  |  |  |  |
| 10 | Executive Director - Secondary Schools | 243 |  |  |  |  |
| 10 | Executive Director - Teaching \& Learning | 243 |  |  |  |  |
| 10 | Executive Director - Transformational Learning | 243 |  |  |  |  |
| 10 | Principal - Career \& Technical Center | 243 |  |  |  |  |
| 10 | Principal - Early Collegiate High School | 243 |  |  |  |  |
| 10 | Principal - Early College and Career High School - CTE | 243 |  |  |  |  |
| 10 | Principal - High School | 243 |  |  |  |  |
| 11 |  |  | Daily | \$626.45 | \$737.00 | \$847.55 |
| 11 | Assistant Superintendent - Administration | 243 | 243 Days | 152,227 | 179,091 | 205,955 |


| 11 | Assistant Superintendent - Human Resources | 243 |
| :--- | :--- | :--- |
| 11 | Assistant Superintendent - Research \& Accountability | 243 |
| 11 | Assistant Superintendent - School Leadership | 243 |
| 11 | Assistant Superintendent - Technology \& Telecommunications | 243 |


| 12 |  |  | Daily | \$723.55 | \$851.24 | \$978.93 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 12 | Chief Academic Officer | 243 | 243 Days | 175,823 | 206,851 | 237,880 |

12 Chief Financial Officer ..... 243
12 Chief Schools Officer ..... 243

## ADMINISTRATIVE SUPPORT



ADMINISTRATIVE SUPPORT 2023-2024

| Pay Grade | Job Title | Calendars |  | Minimum | Midpoint | Maximum |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  | Hourly | \$15.00 | \$18.29 | \$21.58 |
| 1 | Attendance Clerk - Elementary | 198 |  |  |  |  |
| 1 | Attendance Clerk - High School | 193 |  |  |  |  |
| 1 | Attendance Clerk - Junior High | 198 |  |  |  |  |
| 1 | Clerk - Special Education - High School | 193 |  |  |  |  |
| 1 | Clerk - Special Education | 193 |  |  |  |  |
| 1 | Clerk - Student Outreach Services | 243 |  |  |  |  |
| 1 | Clerk - Translator | 193 |  |  |  |  |
| 1 | Copy Clerk | 193 |  |  |  |  |
| 1 | Data Clerk - Adult Education \& Literacy | 217 |  |  |  |  |
| 1 | Clerk - TCLAS Grant | 193 |  |  |  |  |
| 1 | AVID Tutor | 193 |  |  |  |  |
| 2 |  |  | Hourly | \$15.90 | \$19.39 | \$22.88 |
| 2 | Clerk - Attendance Officers | 202 |  |  |  |  |
| 2 | Clerk - Career and Technical Education | 243 |  |  |  |  |
| 2 | Clerk - Community Engagement Programs | 243 |  |  |  |  |
| 2 | Clerk - Early Childhood Learning | 243 |  |  |  |  |
| 2 | Clerk - Families in Transition (ARP Grant Funded) | 243 |  |  |  |  |
| 2 | Clerk - Family Literacy | 198 |  |  |  |  |
| 2 | Clerk - High School Counselor | 202 |  |  |  |  |
| 2 | Clerk - High School Registrar | 217 |  |  |  |  |
| 2 | Clerk - Library Services | 243 |  |  |  |  |
| 2 | Clerk - Mailroom/Receptionist | 243 |  |  |  |  |
| 2 | Clerk - Records Management | 243 |  |  |  |  |
| 2 | Clerk - Special Education PEIMS (193) | 193, 243 |  |  |  |  |
| 2 | Clerk - Special Education Preschool Testing | 212, 243 |  |  |  |  |
| 2 | Clerk - Special Education SHARS | 217 |  |  |  |  |
| 2 | Clerk- Adult Education and Literacy | 243 |  |  |  |  |
| 2 | Data Clerk - High School | 202, 222, 243 |  |  |  |  |
| 2 | Data Clerk - Junior High | 202 |  |  |  |  |
| 2 | PEIMS Clerk - High School | 222 |  |  |  |  |
| 3 |  |  | Hourly | \$16.85 | \$20.55 | \$24.25 |
| 3 | Clerk - Bilingual/ESL | 243 |  |  |  |  |
| 3 | Clerk - Bilingual/ESL Testing | 202 |  |  |  |  |
| 3 | Clerk - Family Involvement Title I | 212 |  |  |  |  |
| 3 | Clerk - Guidance and Counseling PEIMS | 243 |  |  |  |  |
| 3 | Clerk - Health Services | 243 |  |  |  |  |
| 3 | Clerk - Language Placement Center | 243 |  |  |  |  |
| 3 | Clerk - Office of Student Behavior Supp Systems | 243 |  |  |  |  |

ADMINISTRATIVE SUPPORT 2023-2024

| Pay Grade | Job Title | Calendars |  | Minimum | Midpoint | Maximum |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 3 | Clerk - Special Trips | 260 |  |  |  |  |
| 3 | Clerk - State \& Federal Operations | 243 |  |  |  |  |
| 3 | Clerk - The Care Clinic - ESSER | 243 |  |  |  |  |
| 3 | Clerk - Title III Compliance | 243 |  |  |  |  |
| 3 | Community Outreach Liaison | 243 |  |  |  |  |
| 3 | Family Engagement Liaison | 183 |  |  |  |  |
| 3 | Guidance Technician - Elementary | 198 |  |  |  |  |
| 3 | Guidance Technician - High School | 198 |  |  |  |  |
| 3 | Receptionist / PBX | 243 |  |  |  |  |
| 3 | Registrar - Attendance/PEIMS (Hybrid) - Alt HS Campus | 222 |  |  |  |  |
| 3 | Registrar - High School | 217 |  |  |  |  |
| 3 | Secretary - Aquatics Coordinator | 243 |  |  |  |  |
| 3 | Secretary - Curriculum \& Instruction | 243 |  |  |  |  |
| 3 | Secretary - Special Education Curriculum Coordinators | 243 |  |  |  |  |
| 3 | Secretary - Special Populations | 243 |  |  |  |  |
| 3 | Secretary - Student Outreach Services | 243 |  |  |  |  |
| 3 | Title III Family Engagement Liaison | 212 |  |  |  |  |
| 4 |  |  | Hourly | \$18.54 | \$22.61 | \$26.68 |
| 4 | Bookkeeper - High School | 217 |  |  |  |  |
| 4 | Clerk - Accounting - ESSER | 243 |  |  |  |  |
| 4 | Clerk - Athletics and PE | 243 |  |  |  |  |
| 4 | Clerk - Data Community Engagement Programs | 243 |  |  |  |  |
| 4 | Clerk - Energy Management | 260 |  |  |  |  |
| 4 | Clerk - Facility Rentals | 260 |  |  |  |  |
| 4 | Clerk - Facility Services | 260 |  |  |  |  |
| 4 | Clerk - Fleet Maintenance | 260 |  |  |  |  |
| 4 | Clerk - Food \& Nutrition Compliance | 243 |  |  |  |  |
| 4 | Clerk - Food \& Nutrition Warehouse | 243 |  |  |  |  |
| 4 | Clerk - Food Service Maintenance | 243 |  |  |  |  |
| 4 | Clerk - Food Service Operations | 243 |  |  |  |  |
| 4 | Clerk - Maintenance | 260 |  |  |  |  |
| 4 | Clerk - Operations | 260 |  |  |  |  |
| 4 | Clerk - State \& Federal Interventions \& Op Accounting | 243 |  |  |  |  |
| 4 | Clerk - Transportation Payroll/Certification | 260 |  |  |  |  |
| 4 | Clerk - Transportation Routing | 243 |  |  |  |  |
| 4 | Clerk - Transportation Systems Analyst | 243 |  |  |  |  |
| 4 | Clerk Course Management \& Event Support | 243 |  |  |  |  |
| 4 | HR Specialist - Customer Service - ESSER | 243 |  |  |  |  |
| 4 | Parent Instructor Title 1 | 212 |  |  |  |  |
| 4 | Secretary - Director Career \& Technical Education | 243 |  |  |  |  |
| 4 | Secretary - Director Early Childhood Learning | 243 |  |  |  |  |

PayGradeJob TitleCalendars
260
4 Secretary - Director Facility Planning \& Construction
243
4 Secretary - Director Information and Instructional Systems ..... 24
4 Secretary - Director of School Improvement ..... 243
4 Secretary - Director of World Languages ..... 243
4 Secretary - Director State \& Federal Interventions \& Op ..... 243
4 Secretary - Director Technology Integration and Innovation ..... 243
4 Secretary - Elementary ..... 212
4 Secretary - Innovative Programming ..... 243
4 Secretary - Junior High ..... 243
4 Secretary - Security ..... 260
4 Secretary - Training PCN ..... 212, 243
4 Secretary - Warehouse ..... 260
4 Specialist - HR Customer Service/Employee Records ..... 243
4 Specialist - Special Education Accounting ..... 243
5
5 Bookkeeper - Payroll ..... 243
5 Clerk - Accounting Department ..... 243
5 Clerk - Accounts Payable ..... 243
5 Clerk - Accounts Receivable ..... 243
5 Clerk-Administration ..... 243
5 Clerk - Administrative Food Service ..... 243
5 Clerk - Budget ..... 243
5 Clerk - Food Service ..... 202
5 Clerk - Food Service Administrative and Accounting ..... 202
5 Clerk - Instructional Materials ..... 243
5 Clerk - Purchasing ..... 243
5 Clerk - Purchasing and Travel Card ..... 243
5 HR Specialist - Support R\&SS - ESSER ..... 243
5 LSSP - Intern ..... 183
5 Secretary - Career and Technical Center ..... 243
5 Secretary - Center for Visual and Performing Arts - School ..... 243
5 Secretary - Director - Center for Visual and Performing Arts ..... 243
5 Secretary - Director Advanced Academics ..... 243
5 Secretary - Director Athletics/PE ..... 243
5 Secretary - Director Curriculum and Instruction ..... 243
5 Secretary - Director Fine Arts ..... 243
5 Secretary - Director Leadership Development ..... 243
5 Secretary - Director of Guidance and Counseling ..... 243
5 Secretary - Director Special Education ..... 243
5 Secretary - High School ..... 243
5 Secretary - Professional Learning ..... 243

ADMINISTRATIVE SUPPORT 2023-2024

| Pay Grade | Job Title | Calendars |  | Minimum | Midpoint | Maximum |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 5 | Secretary - Purchasing | 243 |  |  |  |  |
| 5 | Secretary - Student Services | 243 |  |  |  |  |
| 5 | Secretary - Training PCN | 212, 243 |  |  |  |  |
| 5 | Secretary - Transportation | 260 |  |  |  |  |
| 5 | Secretary - Visual Arts | 243 |  |  |  |  |
| 5 | Specialist - Food Service Lunch Office | 243 |  |  |  |  |
| 5 | Specialist - HR Staffing Support | 243 |  |  |  |  |
| 5 | Specialist - Library Services Cataloger/Supervisor | 243 |  |  |  |  |
| 5 | Specialist - Records Management | 243 |  |  |  |  |
| 6 |  |  | Hourly | \$22.83 | \$27.84 | \$32.85 |
| 6 | Records Management Senior Specialist | 243 |  |  |  |  |
| 6 | Secretary - Assistant Superintendent Administration | 243 |  |  |  |  |
| 6 | Secretary - Assistant Superintendent Facility Services | 243 |  |  |  |  |
| 6 | Secretary - Assistant Superintendent Human Resources | 243 |  |  |  |  |
| 6 | Secretary - Assist Superintendent Research \& Accountability | 243 |  |  |  |  |
| 6 | Secretary - Assistant Superintendent School Leadership | 243 |  |  |  |  |
| 6 | Secretary - Assistant Superintendent Technology \& Telecom | 243 |  |  |  |  |
| 6 | Secretary - Executive Director - Marketing \& Comm | 243 |  |  |  |  |
| 6 | Secretary - Executive Director Elementary Schools | 243 |  |  |  |  |
| 6 | Secretary - Executive Director Facility Services | 260 |  |  |  |  |
| 6 | Secretary - Executive Director Secondary Schools | 243 |  |  |  |  |
| 6 | Secretary - Executive Director Specialized Learning Services | 243 |  |  |  |  |
| 6 | Secretary - Executive Director Teaching and Learning | 243 |  |  |  |  |
| 6 | Secretary - Executive Director Transformational Learning | 243 |  |  |  |  |
| 6 | Secretary - Financial Services | 243 |  |  |  |  |
| 6 | Secretary - Legal | 243 |  |  |  |  |
| 6 | Secretary - Senior Director of Technology Operations | 243 |  |  |  |  |
| 6 | Secretary Executive Director - Engagement, Equity \& Access | 243 |  |  |  |  |
| 6 | Specialist - Accounts Payable | 243 |  |  |  |  |
| 6 | Specialist - HR Administrative Projects | 243 |  |  |  |  |
| 6 | Specialist - Purchasing | 243 |  |  |  |  |
| 6 | Specialist - Risk Management | 260 |  |  |  |  |
| 6 | Specialist FNS / Admin Support | 243 |  |  |  |  |
| 7 |  |  | Hourly | \$26.57 | \$32.02 | \$37.47 |
| 7 | Back of House Manager | 243 |  |  |  |  |
| 7 | HR Specialist - Leaves \& Retirement | 243 |  |  |  |  |
| 7 | HR Specialist - R\&SS - ESSER | 243 |  |  |  |  |
| 7 | Secretary - Chief Academic Officer | 243 |  |  |  |  |
| 7 | Secretary - Chief Financial Officer | 243 |  |  |  |  |
| 7 | Secretary - Chief Schools Officer | 243 |  |  |  |  |

PayGradeJob TitleCalendars
243
7 Specialist - Assessment
198
7 Specialist - Enrollment Recovery - ESSER
243
7 Specialist - Event - CVPA
243
7 Specialist - HR Staffing
243
$7 \quad$ Specialist - SNE Payroll
7 Specialist - Teacher/Monthly Payroll ..... 243

## AUXILIARY



| $\begin{aligned} & I \Delta \\ & \Delta V= \end{aligned}$ |  |  |  |  | AUXILIARY 2023-2024 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Pay Grade | Job Title | Calendars |  | Minimum | Midpoint | Maximum |
| 1 |  |  | Hourly | \$15.00 | \$18.07 | \$21.14 |
| 1 | Cafeteria Monitor | 174 |  |  |  |  |
| 1 | Intern - Internal Audit | 243 |  |  |  |  |
| 1 | Laundry Helper | 260 |  |  |  |  |
| 2 |  |  | Hourly | \$16.00 | \$19.27 | \$22.54 |
| 2 | Bus Attendant | 178 |  |  |  |  |
| 2 | Custodian | 260 |  |  |  |  |
| 2 | Food Service Specialist | 178 |  |  |  |  |
| 2 | Groundskeeper I | 260 |  |  |  |  |
| 2 | Helper - Warehouse Furniture and Salvage | 260 |  |  |  |  |
| 2 | Laundry - Operator | 260 |  |  |  |  |
| 2 | Summer Textbooks | 260 |  |  |  |  |
| 2 | Transportation - Fleet Technician | 260 |  |  |  |  |
| 3 |  |  | Hourly | \$17.00 | \$20.49 | \$23.98 |
| 3 | Assistant Head Custodian | 260 |  |  |  |  |
| 3 | Athletics Groundskeeper | 260 |  |  |  |  |
| 3 | Driver - Non-CDL | 178 |  |  |  |  |
| 3 | Floor Technician | 262 |  |  |  |  |
| 3 | Food Service Lead Person | 185 |  |  |  |  |
| 3 | Groundskeeper II | 260 |  |  |  |  |
| 3 | HVAC/Refrigeration - Air Filtration Mechanic | 260 |  |  |  |  |
| 3 | Sewer Technician | 260 |  |  |  |  |
| 3 | Warehouse Worker | 260 |  |  |  |  |
| 4 |  |  | Hourly | \$18.00 | \$21.69 | \$25.38 |
| 4 | Campus Security Officer | 260 |  |  |  |  |
| 4 | Crew Lead - Athletics Grounds | 260 |  |  |  |  |
| 4 | Crew Lead - Grounds Maintenance | 260 |  |  |  |  |
| 4 | Fleet Operations Assistant | 260 |  |  |  |  |
| 4 | Food Service Manager IV | 185 |  |  |  |  |
| 4 | Head Custodian | 260 |  |  |  |  |
| 4 | Image Processing Associate I | 260 |  |  |  |  |
| 4 | Instructional Materials Warehouse Driver | 260 |  |  |  |  |
| 4 | Laundry - Driver | 260 |  |  |  |  |
| 4 | Parts Person | 260 |  |  |  |  |
| 4 | Preventative Maintenance Vehicle Technician | 260 |  |  |  |  |
| 4 | Technician - Technology Warehouse | 243 |  |  |  |  |


| $\begin{aligned} & A \Delta \\ & A V \end{aligned}$ | Irlington |  |  |  | AUXILIARY 2023-2024 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Pay Grade | Job Title | Calendars |  | Minimum | Midpoint | Maximum |
| 4 | Technician - Warehouse Furniture and Salvage | 260 |  |  |  |  |
| 4 | Temporary - Non-CDL Driver | 243 |  |  |  |  |
| 4 | Warehouse Truck Driver | 260 |  |  |  |  |
| 5 |  |  | Hourly | \$19.62 | \$23.64 | \$27.66 |
| 5 | Apprentice Plumber | 260 |  |  |  |  |
| 5 | Building Maintenance Technician | 260 |  |  |  |  |
| 5 | Catering Manager | 243 |  |  |  |  |
| 5 | Dispatcher - Security | 260 |  |  |  |  |
| 5 | Food Service Manager V | 185 |  |  |  |  |
| 5 | Irrigation Technician | 260 |  |  |  |  |
| 5 | Security - Corporal | 260 |  |  |  |  |
| 5 | Technician - Custodial Equipment Repair | 260 |  |  |  |  |
| 5 | Transportation - Dispatcher | 260 |  |  |  |  |
| 5 | Transportation - Router | 260 |  |  |  |  |
| 6 |  |  | Hourly | \$21.63 | \$26.06 | \$30.49 |
| 6 | Assistant Technician - Safety | 260 |  |  |  |  |
| 6 | Building Maintenance - Skilled Maintenance General | 260 |  |  |  |  |
| 6 | Building Maintenance - Skilled Maintenance Painter | 260 |  |  |  |  |
| 6 | Food Service - Warehouse Driver | 260 |  |  |  |  |
| 6 | Food Service Manager VI | 185 |  |  |  |  |
| 6 | Foreman - Laundry | 260 |  |  |  |  |
| 6 | Image Processing Associate II | 260 |  |  |  |  |
| 6 | IPM Certified Applicator | 260 |  |  |  |  |
| 6 | Lead Floor Technician | 260 |  |  |  |  |
| 6 | Lead Parts Clerk | 260 |  |  |  |  |
| 6 | Security - Sergeant | 260 |  |  |  |  |
| 6 | Specialist I-Service Desk | 243 |  |  |  |  |
| 6 | Technician - Food and Nutrition Prevent. Maintenance | 260 |  |  |  |  |
| 7 |  |  | Hourly | \$24.06 | \$28.99 | \$33.92 |
| 7 | Bus Driver | 178 |  |  |  |  |
| 7 | Crew Lead - General Maintenance | 260 |  |  |  |  |
| 7 | Crew Lead - Paint | 260 |  |  |  |  |
| 7 | Crew Lead - Skilled Maintenance | 260 |  |  |  |  |
| 7 | Custodian - Foreman | 260 |  |  |  |  |
| 7 | Fire Alarm Technician | 260 |  |  |  |  |
| 7 | Food Service Warehouse Lead | 260 |  |  |  |  |
| 7 | Foreman - Grounds | 260 |  |  |  |  |
| 7 | Foreman - Parts | 260 |  |  |  |  |


| $\begin{aligned} & \text { IL } \\ & \frac{1}{V} \end{aligned}$ | Irlington |  |  |  | AUXILIARY 2023-2024 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| $\begin{aligned} & \text { Pay } \\ & \text { Grade } \end{aligned}$ | Job Title | Calendars |  | Minimum | Midpoint | Maximum |
| 7 | Foreman - Regular Ed Router | 260 |  |  |  |  |
| 7 | Foreman - Special Ed Router | 260 |  |  |  |  |
| 7 | Foreman - Specialized Programs | 260 |  |  |  |  |
| 7 | Foreman - Trips | 260 |  |  |  |  |
| 7 | Grounds Mechanic | 260 |  |  |  |  |
| 7 | Heating and Air Conditioning Zone Lead | 260 |  |  |  |  |
| 7 | HVAC Technician | 260 |  |  |  |  |
| 7 | Journeyman Electrician | 260 |  |  |  |  |
| 7 | Journeyman Plumber | 260 |  |  |  |  |
| 7 | Lead Equipment Technician | 260 |  |  |  |  |
| 7 | Lead Locksmith | 260 |  |  |  |  |
| 7 | Natatorium - Certified Pool System Specialist | 260 |  |  |  |  |
| 7 | Paid Busing/Driver | 260 |  |  |  |  |
| 7 | Preventative Maintenance/Video Technician | 260 |  |  |  |  |
| 7 | Skilled Maintenance Electrician | 260 |  |  |  |  |
| 7 | Technician - Audio/Visual | 260 |  |  |  |  |
| 7 | Transportation - Safety Technician | 260 |  |  |  |  |
| 7 | Vehicle Mechanic | 260 |  |  |  |  |
| 8 |  |  | Hourly | \$29.64 | \$35.29 | \$40.94 |
| 8 | Chiller Specialist | 260 |  |  |  |  |
| 8 | Food Service Manager VIII | 185 |  |  |  |  |
| 8 | Foreman - Athletics Grounds | 260 |  |  |  |  |
| 8 | Foreman - Building Automation Systems | 260 |  |  |  |  |
| 8 | Foreman - Building Maintenance | 260 |  |  |  |  |
| 8 | Foreman - Building Maintenance Paint | 260 |  |  |  |  |
| 8 | Foreman - Fire Systems | 260 |  |  |  |  |
| 8 | Foreman - Lead Custodial | 260 |  |  |  |  |
| 8 | Foreman - Lead Grounds | 260 |  |  |  |  |
| 8 | Foreman - Telecommunications | 260 |  |  |  |  |
| 8 | Foreman - Vehicle Maintenance | 260 |  |  |  |  |
| 8 | Foreman - Warehouse | 260 |  |  |  |  |
| 8 | Foreman/Food Service Maintenance | 260 |  |  |  |  |
| 8 | HVAC Mechanical Specialist | 260 |  |  |  |  |
| 8 | IPM Licensed Applicator | 260 |  |  |  |  |
| 8 | Lead - Image Processing | 260 |  |  |  |  |
| 8 | Lead Electrician | 260 |  |  |  |  |
| 8 | Lead Plumber | 260 |  |  |  |  |
| 8 | Lead Vehicle Mechanic | 260 |  |  |  |  |
| 8 | Licensed Irrigator | 260 |  |  |  |  |

## EDUCATIONAL AIDES

1 Classroom Assistant - SCE183
1 Classroom Assistant Elementary - Bilingual ..... 183
1 Classroom Assistant Elementary - Dual Language ..... 183
1 Classroom Assistant Elementary - ESSER ..... 183
1 Classroom Assistant Elementary - Kindergarten ..... 183
1 Classroom Assistant Elementary - Music/Art ..... 183
1 Classroom Assistant Elementary - Pre-K ..... 183
1 Classroom Assistant Elementary - Title 1 ..... 183
1 Classroom Assistant Elementary Athletics/PE ..... 183
1 Classroom Assistant Elementary Fresh Start ..... 183
1 Classroom Assistant Elementary Turning Point ..... 183
1 Classroom Assistant ELL Intervention ..... 183
1 Classroom Assistant Family Literacy ..... 183
1 Classroom Assistant High School ..... 183
1 Classroom Assistant Junior High ..... 183
1 Classroom Assistant Junior High - ESSER ..... 183
22 Classroom Assistant - SpEd 18 PLUSS183
2 Classroom Assistant Community Based Transition ..... 183
2 Classroom Assistant Elementary Special Ed - ABLE ..... 183
2 Classroom Assistant Elementary Special Ed - Alt Curriculum ..... 183
2 Classroom Assistant Elementary SpEd - Deaf Ed/Alt Curric ..... 183
2 Classroom Assistant Elementary Special Ed - Deaf Education ..... 183
2 Classroom Assistant Elementary Special Ed - ECSE ..... 183
2 Classroom Assistant Elementary Special Ed - Gap Inclusion ..... 183
2 Classroom Assistant Elementary Special Ed - Inclusion ..... 183
2 Classroom Assistant Elementary Special Ed - SEAS ..... 183
2 Classroom Assistant Elementary Special Ed - Speech ..... 183
2 Classroom Assistant High School Special Ed - ABLE ..... 183
2 Classroom Assistant High School Special Ed - Alt Curriculum ..... 183
2 Classroom Assistant High School SpEd - Deaf Ed/Alt Curric ..... 183
2 Classroom Assistant High School Special Ed - Deaf Education ..... 183
2 Classroom Assistant High School Special Ed - Inclusion ..... 183
2 Classroom Assistant High School Special Ed - ISPD ..... 183
2 Classroom Assistant High School Special Ed - SEAS ..... 183
2 Classroom Assistant High School Special Ed - VAC ..... 183
2 Classroom Assistant Junior High Special Ed - ABLE ..... 183
2 Classroom Assistant Junior High Special Ed - Alt Curriculum ..... 183
Hourly $\quad \$ 17.00 \quad \$ 20.00 \quad \$ 23.00$

| Hourly | $\$ 18.00$ | $\$ 21.20$ | $\$ 24.40$ |
| :--- | :--- | :--- | :--- |

Pay
Grade
Job Title
Calendars
Minimum Midpoint Maximum
2 Classroom Assistant Junior High Special Ed - Deaf Education 183
2 Classroom Assistant Junior High Special Ed - Inclusion 183
2 Classroom Assistant Junior High Special Ed - PREVOC 183
2 Classroom Assistant Junior High Special Ed - SEAS 183
2 Classroom Assistant Special Ed - Vision 183
2 Clinic Assistant - Elementary 183
2 Clinic Assistant - High School 183
2 Clinic Assistant - Junior High 183
2 Health Assistant - Elementary 183
2 Health Assistant - High School 183
2 Health Assistant - Junior High - Skills 183
2 Library Assistant High School 183

| 3 |  |  | Hourly | \$19.10 | \$22.47 | \$25.84 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 3 | STEM Lab Manager Elementary | 183 |  |  |  |  |
| 4 |  |  | Hourly | \$20.62 | \$24.27 | \$27.92 |

4 Audiology Assistant 187

4 Braillist 193
Hourly $\quad \$ 30.39 \quad \$ 35.75 \quad \$ 41.11$

TECHNOLOGY

| 1 |  |  |
| :--- | :--- | :--- |
| 1 | Security - Technician | 260 |
| 1 | Specialist - Audio/Visual - CVPA | 243 |
| 1 | Specialist - Clerk Support | 243 |
| 1 | Specialist - Transfer | 243 |
| 1 | Specialist - PEIMS Attendance | 243 |
| 1 | Technician - District Support | 243 |
| 1 | Technician - Research \& Accountability | 243 |
| 1 | Technician - Security \& Safety | 260 |
|  |  |  |
| 2 |  | 243 |
| 2 | Lead Specialist - PEIMS | 243 |
| 2 | Specialist - Application Development | 243 |
| 2 | Specialist - Endpoint Management | 243 |
| 2 | Specialist - Help Desk | 243 |
| 2 | Specialist - Information Systems | 243 |
| 2 | Specialist - Professional Learning Tech Support | 243 |
| 2 | Specialist - Software Support | 243 |
| 2 | Specialist - Technology Procurement | 243 |
| 2 | Specialist - Website | 243 |
| 2 | Specialist - Food Service Software Support |  |


| Hourly | $\$ 23.29$ | $\$ 28.40$ | $\$ 33.51$ |
| :--- | :--- | :--- | :--- |

1 Specialist - Audio/Visual - CVPA 243
1 Specialist - Clerk Support 243
1 Specialist - Transfer 243
1 Specialist - PEIMS Attendance 243
1 Technician - District Support 243
1 Technician - Research \& Accountability 243
1 Technician - Security \& Safety 260
Hourly $\quad \$ 27.82 \quad \$ 33.94 \quad \$ 40.06$

| $\mathbf{3}$ |  |
| :--- | :--- |
|  |  |
|  | Administrator - Applications \& Systems |
| 3 | Coordinator - Structured Cabling |


| Pay Grade | Job Title | Calendars |  | Minimum | Midpoint | Maximum |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 3 | Specialist - Telecommunications | 243 |  |  |  |  |
| 3 | Webmaster | 243 |  |  |  |  |
| 4 |  |  | Daily | \$327.43 | \$399.30 | \$471.17 |
| 4 | Coordinator - Instructional Materials | 243 | 243 Days | 79,565 | 97,030 | 114,494 |
| 4 | Coordinator - Web Services | 260 | 260 Days | 85,132 | 103,818 | 122,504 |
| 4 | Manager - Campus Service \& Support | 243 |  |  |  |  |
| 4 | Research \& Project Programmer | 243 |  |  |  |  |
| 4 | Senior Programmer/Analyst-Research \& Accountability | 243 |  |  |  |  |
| 4 | Senior Specialist - Network Infrastructure | 243 |  |  |  |  |
| 4 | Senior Specialist - Platform Infrastructure | 243 |  |  |  |  |
| 4 | Senior Specialist - Safety \& Security | 243 |  |  |  |  |
| 4 | Senior Specialist - Unified Communications | 243 |  |  |  |  |
| 5 |  |  | Daily | \$360.17 | \$439.23 | \$518.29 |
| 5 | Assistant Director - Technology Operations | 243 | 243 Days | 87,521 | 106,733 | 125,944 |
| 5 | Database Administrator - Research \& Accountability | 243 |  |  |  |  |
| 5 | Manager - Cybersecurity Services | 243 |  |  |  |  |
| 5 | Manager - Network Infrastructure Services | 243 |  |  |  |  |
| 5 | Manager - Physical Safety \& Security | 243 |  |  |  |  |
| 5 | Manager - Platform Infrastructure Services | 243 |  |  |  |  |
| 5 | Manager - Systems Integration | 243 |  |  |  |  |
| 5 | Manager - Teams Technical | 243 |  |  |  |  |
| 5 | Manager - Unified Communications | 243 |  |  |  |  |
| 5 | Senior Manager - Food \& Nutrition Technology | 243 |  |  |  |  |
| 6 |  |  | Daily | \$402.84 | \$485.35 | \$567.86 |
| 6 | Director - Information \& Instructional Systems | 243 | 243 Days | 97,890 | 117,940 | 137,990 |
| 6 | Director - Infrastructure \& Operations | 243 |  |  |  |  |
| 6 | Manager - PEIMS | 243 |  |  |  |  |
| 6 | Project Manager - Data Reports | 243 |  |  |  |  |
| 7 |  |  | Daily | \$448.47 | \$533.89 | \$619.31 |
| 7 | Senior Director - District Support \& Customer Service | 243 | 243 Days | 108,978 | 129,735 | 150,492 |

## SUBSTITUTES AND PARTTIME/TEMPORARY



## 2023-2024 Substitute Pay

| Substitute Pay |  |
| :---: | :---: |
| Short-term Substitute Teaching Jobs (1-10 days) |  |
| Non-Degreed Substitutes | \$120/day |
| Degreed Substitutes | \$130/day |
| Degreed and Certified Substitutes | \$145/day |
| Retired Degreed and Certified Substitutes | \$165/day |
| 11 or more consecutive days on any combination of assignments |  |
| Non-Degreed Substitute | \$130/day |
| Degreed Substitute | \$150/day |
| Degreed and Certified | \$165/day |
| Retired Degreed and Certified | \$175/day |
| Long-term Degreed Professional Substitute Teaching Jobs* with pre-approval from Human Resources. |  |
| Degreed and Certified in Subject Area | \$175/day |
| Retired Degreed and Certified Substitute | \$185/day |
| *With pre-approval from Human Resources. Assignments must be requested by the principal and approved by HR in advance. |  |
| Special Rates |  |
| Counselor | \$295/day |
| Nurse | \$210/day |
| Bridge Substitute | \$225/day |
| Campus Paraprofessionals |  |
| Administrative Support and Educational Aides | \$15.00/hour |
| Paraprofessional Substitute Pay | \$15.00/hour |
| - While an employee is working in a campus paraprofessional role, they are ineligible to work as a Substitute Teacher. <br> - Bridge Substitutes must have prior approval from Human Resources and recommended for full-time hire by a campus. <br> - Substitutes will receive a $\$ 10 /$ day campus-based incentive as determined by human resources. Excluding Bridge Substitutes. <br> - Substitutes will receive a $\$ 10 /$ day Friday pickup incentive. |  |

## Breaks in Service

These higher rates will remain until a break in service occurs. Weekends, school holidays, winter and spring breaks will not affect continuous service. Half day assignments and accepting clerical or classroom assistant assignments will also help establish continuous service.

If a Degreed/Non-Degreed Professional Substitute works four and one-half ( $41 / 2$ ) hours or more, the substitute will qualify for one full day's pay if the job was called in as a full day assignment.
Principal/designee will make the determination. If a Degreed/Non-Degreed Professional Substitute works less than four and one half ( $41 / 2$ ) hours, the substitute will qualify for one-half day's pay (reminder - 30 minutes lunch is deducted). Principal/designee will make the determination.

## Part-Time/Temporary Rates

Part-Time/Temporary employees will be paid at the minimum hourly rate for the full-time equivalent position's pay range. Variations to this standard as a result of market availability of applicants for a particular position may vary with Human Resources advance review and approval.

## Extra Duty or Additional Pay Rates

When an employee's normal job duties extend beyond the normal number of annual days, directly adjacent to the first or last reporting day for the school year, they are paid their normal daily rate for these extra days if the employee is performing the same duties. If the employee performs duties of a different nature, the summer school, part-time, or tutorial rates will apply. Department or campus funds must be appropriately budgeted to pay for these extra duties. The extra duty pay must be reviewed and approved by the Principal/Manager and the Compensation Department prior to the work being performed. Any requests for extra duty pay must be submitted within one (1) week of the completion of the activity. Extra duty pay will be paid in accordance with the payroll cutoff dates.

Employees may be eligible for non-school day extra duty pay if the following three (3) conditions are met:

1. The employee is responsible for students from AISD.
2. There is a specific description of duties to be performed as well as what times are allotted to perform these duties.
3. The activity must be one that is required by the district, or
a. The activity is a type of competition among students, or
b. The activity is an approved meeting beyond the school district level (ex: mandatory training per TEA)

Required Professional Development Training Days beyond Exchange Time (only on non- contract workdays): \$90/day, \$45/half day.

Tutoring by Degreed and Certified Employees/Substitutes before or after school (during the contract period for those teachers providing instruction after school hours to general education students not assigned to their class): $\$ 25 /$ hour.

Tutoring by Non-Degreed Employees/Substitutes before or after school: \$15.00/hour

Degreed and Certified Employees who administer End-of-Course exams (Summer Testing): \$25/hour.

Extra duty pay for certified employees who provide direct instructional services to student's above and beyond their normal days and/or hours, depending on the activity: $\$ 25 /$ hour.

Extra duty pay for certified employees who provide curriculum writing services above and beyond their normal days and/or hours, depending on the activity: $\$ 25 /$ hour.

Nurses working Registration (Outside of regularly scheduled employment): \$25/hour.

Employees working Kindergarten Round-up or Registration (Outside of regularly scheduled employment): \$15/hour.

Campus packing/relocation when a campus or department is required to move is $\$ 25$ per hour. Approval from the Principal/Manager and the Compensation Department must be made prior to the work being performed.

The incremental pay rate for a Classroom Teacher, Classroom Assistant, Librarian, Instructional Coach, Specialist, or any other full time district staff who the principal determines is qualified and capable of assuming a Substitute Teacher role where a substitute is not available is $\$ 25$ per instructional hour.

The Compensation Department must review and approve extra duty pay for any cases in which a teacher is developing content or writing curriculum outside of normal working hours. Approval by the Compensation Department must be obtained prior to the work being performed.

Any extra duty events in addition to the examples listed above require prior approval of the Principal/Manager and the Compensation Department. The activity must be one that is required by the district.

## JROTC Instructor Salaries

Definition of Position:

- JROTC instructors are retired officers or NCOs who are employed by the district to administer and staff a JROTC unit at the district pursuant to Title 10, U.S. Code, Section 2031.
- JROTC instructors shall be required to hold and maintain a valid Texas state teaching certification. Salary Calculation:
- Each JROTC instructor's salary shall be in compliance with mandates from Title 10, U.S. Code, Section 2031, of the Defense Departments Active-Duty Finance Tables, and military service regulations, which also includes the JROTC stipend scale.
- Salary placement will be made on the statewide salary schedule for certificated nonsupervisory employees at the level closest to the amount authorized by Title 10, U.S. Code, Section 2031 Salary Procedures:
- JROTC personnel will be paid in the amount which, when added to retirement pay, will equal the amount of his/her active duty pay and allowance.
- JROTC instructors shall be paid on a monthly basis at the same time as other certified employees.
- The district shall pay the full amount of JROTC instructor salaries. The district shall be responsible for seeking reimbursement of one-half of the JROTC instructor salary payments.


## Interim Professional Assignments

Interim professional assignment pay rates are designed to compensate individuals performing exempt level duties assigned in various departments of the district. The duties performed are not part of a permanent job duty and the rates are the minimum of the range for the full-time exempt position that is most closely related to the assignment and are paid at a daily rate as aligned with the pay practices of exempt level employees. Interim Assignments: minimum of the applicable pay range.

## Teacher Incentive Allotment (TIA)*

For any funds received by Arlington ISD for a designated teacher under the Teacher Incentive Allotment (TIA) are allocated as such: 100 percent will be paid to the designated teacher. Should the district receive funding for a designated teacher who has resigned or retired, the district will forward payment to the resigned or retired teacher. TIA payments will be made by August 31st.

## Athletic Game Workers

| SPORT | 2023-2024 |  |
| :---: | :---: | :---: |
| CAMPUS | AMOUNT |  |
| Ticket Workers (one start) | \$ | 40.00 |
| Ticket Workers (two start) | \$ | 50.00 |
| Ticket Workers (three start) | \$ | 60.00 |
| Book/Libero (one person) | \$ | 35.00 |
| Scoreboard (one person) | \$ | 35.00 |
| Clock/Announcer (varsity-one person) | \$ | 50.00 |
| Clock/Book (one person) | \$ | 40.00 |
| VARSITY FOOTBALL WORKERS | AMOUNT |  |
| Ticket Workers (full game) | \$ | 55.00 |
| Ticket Workers (half game) | \$ | 45.00 |
| Announcer | \$ | 75.00 |
| 40 Second \& Running Clock (set by the UIL) | \$ | 65.00 |
| Video Scoreboard \& Filmer | \$ | 100.00 |
| Video Coordinator | \$ | 150.00 |
| Pressbox/Ticket Manager | \$ | 125.00 |
| Field Monitor | \$ | 75.00 |
| Parking Lot Monitor (at Wilemon/Cravens) | \$ | 125.00 |
| Event Manager (Wilemon/Cravens/GLP) | \$ | 125.00 |
| WRESTLING, TRACK, \& TOURNAMENTS |  | IOUNT |
| Ticket Workers (per hour) | \$ | 15.00 |
| Track Announcer | \$ | 100.00 |
| CROSS COUNTRY |  | OUNT |
| Referee | \$ | 150.00 |
| Starters (2 per day) | \$ | 100.00 |
| Results Clerk | \$ | 100.00 |
| NATATORIUM |  | RATE |
| Head Swim Coach | \$ | 35.00 |
| Head Dive Coach | \$ | 30.00 |
| Assistant Coach II | \$ | 25.00 |
| Assistant Coach I | \$ | 20.00 |
| Swim Instructor | \$ | 17.00 |
| Senior Lifeguard | \$ | 16.00 |
| Lifeguard | \$ | 15.00 |

## STIPEND HANDBOOK



## Supplemental Pay/Stipends

Payment for stipends not described in this section of the handbook must be verified and approved by the Compensation Department before submitting to Payroll for processing. All unapproved rates submitted will be deleted or adjusted by Payroll and/or the Compensation Department. Exceptions will require the approval of the Superintendent or designee. All stipends and supplemental pay may be recommended by the Principal/Department manager, however, approval is required through the Compensation Department and Finance prior to being communicated to the employee. Stipend related duties/responsibilities should be voluntary and distinctly different from the employee's normal job description and take place outside of the employee's normal duty hours or calendar contract days.

Stipend pay represents remuneration in addition to, but separate from, regular base salary, and includes assignment stipends, educational stipends, coaching stipends, auto and cell phone allowances, and others as identified.

Stipend earnings are not guaranteed wages and may be amended or eliminated at any time. Stipend earnings are not included in individual base salaries quoted by the Compensation Department. Authorization to pay approved stipend compensation requires permission from the campus Principal/Department manager, prior to actual work being performed.

It is the responsibility of the campus/department administrator to notify the Compensation Department of any anticipated extra duties or if there is a change in duties which would make the employee ineligible/eligible to receive stipend earnings (i.e., termination, assignment change, transfer, etc.).

It is the responsibility of the employee to check their pay statement to ensure they are being adequately compensated for stipend duties. Back payments owed will be retroactively paid at a maximum of two paychecks.

All stipend earnings are subject to the employee and employer's statutory deductions.
Any recurring stipend allotted to an active employee will be paid on a prorated basis if the employee does not work the complete duty days for their respective contract.
If an employee fails to meet all criteria stipulated in the stipend earnings by the stipend owner, the earnings may be stopped and/or recovered. If a recovery is in order, the employee will be notified of the terms by the Compensation Department or communicated with them through their supervisor.

## Eligibility Criteria

Eligibility for stipend compensation at an approved rate must meet all the following criteria:

- The work has been pre-approved, and authorization to pay the stipend earnings has been secured from the appropriate Principal, Department Head and the Compensation Department before the actual work begins and communicated to the employee.
- Be a full-time, active employee of Arlington Independent School District.


## Ineligible

An employee who is separated from the district is not eligible to accrue additional earnings past his or her effective separation date. A new hire is not eligible to earn stipend pay prior to his or her effective start date. Paraprofessional (Hourly and Non-Exempt) employees are not eligible for stipends or extra duty pay at a stipend rate outside of what has been defined in this handbook. All other extra duties performed by a
paraprofessional (Hourly and Non-Exempt) employee during the year should be processed according to compensatory guidelines. Assignment differentials are allowed; however, annualized lump sum payments are not available to hourly employees. Paraprofessional (Hourly and Non- Exempt) employees may perform defined extra duties at the Paraprofessional (Hourly and Non- Exempt) pay rate when the employee is not on their regular payroll calendar during the summer.

A Substitute is a part-time employee and is not eligible to receive stipend pay outside of the exceptions outlined in this handbook.

## Stipend Payments, Deductions and Recovery of Funds

All stipends are paid on a 12-month basis - September through August. Stipend work that begins or ends outside the twelve-month schedule is prorated accordingly.

If an employee does not work the complete payroll schedule, then any recurring stipend will be paid on a prorated basis of the actual days worked. If an employee fails to meet all the criteria stipulated the stipend may be prorated, stopped, or recovered. It is the responsibility of the manager and employee to notify the Compensation Department if they are no longer performing the duties of the role associated with the stipend or if they are not receiving the stipend.

## New Stipend Recommendations

Principals or Department Managers must submit requests for new stipends, as well as requests for any stipend amount/allocation changes, in conjunction with the annual budget cycle. Requestors will be notified at the conclusion of the budget process whether the new/updated stipend has been approved for the following school year. This process typically begins in January. The criterion for a new stipend review typically includes:

- Description of the duties associated with the stipend
- Criticality of work being performed
- Equity and cost associated with the implementation of the stipend across the school district
- How many stipend allocations, including justification for the number of allocations
- What positions, campuses, and departments would be eligible to receive the stipend


## Campus Stipends

| High School Stipends |  |  |
| :---: | :---: | :---: |
| Stipend Name |  | Amount |
| Academic Decathlon Asst. | \$ | 1,263.00 |
| AP/Dean Mentor Stipend | \$ | 1,500.00 |
| Athletic Coordinator | \$ | 5,000.00 |
| Band Asst. Director | \$ | 9,000.00 |
| Band Director | \$ | 13,000.00 |
| Behavior Interventionist | \$ | 2,000.00 |
| Campus Tech Advisory Committee | \$ | 1,000.00 |
| Campus Ticket Coordinator | \$ | 3,063.00 |
| Campus Webmaster | \$ | 2,000.00 |
| Campus Wellness Coordinator | \$ | 750.00 |
| Career Ladder 2 | \$ | 1,500.00 |
| Career Ladder 3 | \$ | 3,000.00 |
| Credit Recovery Leader | \$ | 1,500.00 |
| Debate | \$ | 2,464.00 |
| Deaf Ed Teacher- RDSPD | \$ | 3,000.00 |
| Department Leader | \$ | 2,000.00 |
| Destination Imagination | \$ | 500.00 |
| District Lead Teacher | \$ | 1,500.00 |
| Theatre | \$ | 6,000.00 |
| Drill Team Asst. Director | \$ | 3,500.00 |
| Drill Team Director | \$ | 7,000.00 |
| Early Report Athletic | \$ | 3,000.00 |
| Entrepreneurship Contest Coordinator | \$ | 5,000.00 |
| Family Engagement Stipend | \$ | 1,000.00 |
| Game Administrator | \$ | 3,500.00 |
| Head Coach - Cheerleading | \$ | 8,000.00 |
| Head Mariachi | \$ | 5,500.00 |
| Instructional Coach | \$ | 1,500.00 |
| Key Club | \$ | 1,000.00 |
| Lead Counselor | \$ | 3,000.00 |
| Lead Credit Recovery Teacher | \$ | 1,500.00 |
| Lead Facilitator Content Creator | \$ | 1,350.00 |
| Lead Nurse | \$ | 1,717.00 |
| Level Leader | \$ | 1,000.00 |
| Mentor Stipend | \$ | 500.00 |
| Mock Trial Lead | \$ | 871.00 |


| Stipend Name |  | Amount |
| :---: | :---: | :---: |
| Model Teacher | \$ | 1,000.00 |
| National Honor Society | \$ | 2,500.00 |
| Network PE Coordinator | \$ | 1,500.00 |
| Newspaper Sponsor | \$ | 2,202.00 |
| Oral Interpretation | \$ | 2,254.00 |
| Orchestra Asst. Director | \$ | 5,500.00 |
| Orchestra Director | \$ | 7,000.00 |
| PBIS | \$ | 750.00 |
| Quiz League - Coordinator | \$ | 500.00 |
| Quiz League - Sponsor | \$ | 1,000.00 |
| Remote Facility Admin Oversight | \$ | 4,353.00 |
| RoboBoat Assistant | \$ | 2,000.00 |
| RoboBoat Lead | \$ | 2,500.00 |
| Robotics | \$ | 3,000.00 |
| ROTC Additional Pay | \$ | 3,000.00 |
| Senior Sponsor | \$ | 1,000.00 |
| Solar Car Assistant | \$ | 2,000.00 |
| Solar Car Lead | \$ | 2,500.00 |
| SPED - Specialized Programs** | \$ | 3,000.00 |
| STEM Academy Coordinator | \$ | 8,000.00 |
| Step Team | \$ | 5,000.00 |
| Student Council Sponsor | \$ | 3,520.00 |
| Teacher Leader Facilitator | \$ | 1,000.00 |
| Technology Student Association | \$ | 2,000.00 |
| Trainer Athletic | \$ | 1,500.00 |
| U.I.L. Coach | \$ | 1,500.00 |
| Vocal Music Asst. Director | \$ | 5,500.00 |
| Vocal Music Director | \$ | 7,000.00 |
| Workforce Pathway Chair | \$ | 2,000.00 |
| Yearbook Sponsor | \$ | 2,050.00 |

Junior High Stipends

| Stipend | Amount |  |
| :--- | :--- | ---: |
| AP/Dean Mentor Stipend | $\$$ | $1,500.00$ |
| Athletic Coordinator | $\$$ | $3,500.00$ |
| Band Asst. Director | $\$$ | $7,000.00$ |
| Band Director | $\$, 500.00$ |  |
| Campus Tech Advisory Committee | $\$$ | $1,000.00$ |
| Campus Wellness Coordinator | $\$$ | 750.00 |
| Career Ladder 2 | $\mathbf{\$}$ | $\mathbf{\$}, 500.00$ |
| Career Ladder 3 | $\$$ | $3,000.00$ |


| Stipend |  | Amount |
| :---: | :---: | :---: |
| Dance Academy | \$ | 2,500.00 |
| Deaf Ed Teacher RDSPD | \$ | 3,000.00 |
| Destination Imagination | \$ | 500.00 |
| Early Report Non-Athletic | \$ | 1,000.00 |
| Family Engagement Stipend | \$ | 1,000.00 |
| Head Theatre | \$ | 2,500.00 |
| Info Systems Certification | \$ | 1,000.00 |
| Info Systems Certification (Two) | \$ | 1,500.00 |
| Instructional Coach | \$ | 1,500.00 |
| Lead Counselor | \$ | 3,000.00 |
| Lead Credit Recovery Teacher | \$ | 1,500.00 |
| Lead Librarian | \$ | 1,000.00 |
| Lead Nurse | \$ | 1,717.00 |
| Level Leader | \$ | 1,000.00 |
| Mentor Stipend | \$ | 500.00 |
| Model Teacher | \$ | 1,000.00 |
| National Honor Society | \$ | 1,250.00 |
| Newspaper Sponsor | \$ | 500.00 |
| Orchestra Asst. Director | \$ | 2,500.00 |
| Orchestra Director | \$ | 4,500.00 |
| PBIS | \$ | 750.00 |
| Pep Squad Sponsor | \$ | 1,010.00 |
| SPED - Specialized Programs** | \$ | 3,000.00 |
| Step Team | \$ | 1,500.00 |
| Student Council Sponsor | \$ | 1,000.00 |
| U.I.L. Coach | \$ | 1,500.00 |
| Vocal Music Asst. Director | \$ | 2,080.00 |
| Vocal Music Director | \$ | 4,000.00 |
| Yearbook Sponsor | \$ | 1,010.00 |

Elementary School Stipends

| Stipend | Amount |  |
| :--- | :--- | ---: |
| AP/Dean Mentor Stipend | $\$$ | $1,500.00$ |
| Behavior Interventionist | $\$$ | $2,000.00$ |
| Campus Tech Advisory Committee | $\$$ | $1,000.00$ |
| Campus Wellness Coordinator | $\$$ | 750.00 |
| Career Ladder 2 | $\$$ | $1,500.00$ |
| Career Ladder 3 | $\$$ | $3,000.00$ |
| Deaf Ed Teacher - RDSPD | $\$ \mathbf{3}, 000.00$ |  |
| Department Leader | $\mathbf{\$}$ | $1,000.00$ |
| Stipend Name | Amount |  |


| District Lead Teacher | \$ | 1,500.00 |
| :---: | :---: | :---: |
| Elementary Choir | \$ | 500.00 |
| FADL Elementary | \$ | 1,000.00 |
| Family Engagement Stipend | \$ | 1,000.00 |
| Induction Coach | \$ | 750.00 |
| Info Sys Certification | \$ | 1,000.00 |
| Info Systems Certification (Two) | \$ | 1,500.00 |
| Instructional Coach | \$ | 1,500.00 |
| Lead Librarian | \$ | 1,000.00 |
| Lead Nurse | \$ | 1,717.00 |
| Lead Teacher | \$ | 1,000.00 |
| Lone Star Challenge | \$ | 355.00 |
| Mentor Stipend | \$ | 500.00 |
| Model Teacher | \$ | 1,000.00 |
| Network PE Coordinator | \$ | 1,500.00 |
| PBIS | \$ | 750.00 |
| SPED - Specialized Programs** | \$ | 3,000.00 |
| Step Team | \$ | 750.00 |
| Teacher Leader Facilitator | \$ | 1,000.00 |
| Turn-Around Campus AP or Dean | \$ | 2,500.00 |
| UIL A+ Academics | \$ | 355.00 |
| Turn-Around Campus Principal | \$ | 5,000.00 |

**SPED - Specialized Programs applies to Special Education Teachers assigned to work in one of the following areas of Special Education as defined by the Special Education Department: SEAS, ABLE, Alternate Curriculum, and ISPD.

## Bilingual Stipends

Bilingual stipends compensate employees who are providing bilingual services to students coded as bilingual in PEIMS. They are based on the position requirements rather than the certification/OPI.

In order to receive a bilingual stipend, the employee must satisfy all of the following requirements:

- Possess a TEA Bilingual Certification (teacher roles must have the certification) or have passed the OPI (Oral Proficiency Interview) assessment with a score of "Advanced"
- Work with a bilingual curriculum or bilingual materials when serving students
- Work with a student population or have a caseload comprised of a significant portion of bilingualcoded (PEIMS) students
- Utilize the bilingual certification/OPI assessment to work directly with students per job duties

Please note that the Bilingual Certification/OPI assessment must be in the language of the students served.
Even with the additional allowance of the OPI, an SLP or LSSP, for example, will have to document that a significant portion of his/her caseload is comprised of students coded as bilingual in PEIMS as well as being in compliance with the other stipulations. A few examples:

- Bilingual specialists do not get the stipend because they work with teachers.
- Instructional coaches do not get the stipend because they work with teachers.
- Diagnosticians meeting the requirements listed above do get the stipend.


## Bilingual Stipends

| Stipend Name | Amount |
| :--- | ---: | ---: |
| Bilingual - SPED | $\$ \quad 4,000.00$ |
| Bilingual - Teacher | $\$, 000.00$ |

## Educational Stipends

Educational stipends are designed to compensate exempt level employees who possess an advanced educational degree that is beyond the requirement for their role. If the degree is a requirement of the job they perform in the district, then the employee is ineligible for an advanced degree stipend.

Educational Stipends

| Stipend Name | Amount |  |
| :--- | :--- | ---: |
| Doctoral Degree | $\$$ | $1,500.00$ |
| Master's Degree | $\$$ | $1,500.00$ |

## District Stipends

District stipends are stipends that are awarded by a particular department. The department assigned as the stipend owner determines the eligibility requirements and are approved by the department. SPED Department Lead is district level department leads for the following: Diagnostician, Homebound, Occupational Therapist, Vision, Music Therapist, 18 PLUS, Adapted PE, LSSP, SLP, Physical Therapist. These stipends are assigned by a district level Administrator in conjunction with the campus leadership.

| District Stipends |  |  |
| :---: | :---: | :---: |
| Stipend Name |  | Amount |
| Behavior Interventionist | \$ | 2,000.00 |
| CADRE | \$ | 3,000.00 |
| Department Lead - SPED | \$ | 3,000.00 |
| Destination Imagination | \$ | 500.00 |
| District Lead Teacher | \$ | 1,500.00 |
| Election Administrator | \$ | 2,800.00 |
| Entrepreneurship Contest Coordinator | \$ | 5,000.00 |
| Instructional Coach | \$ | 1,500.00 |
| Lead Counselor | \$ | 3,000.00 |
| Lead Nurse | \$ | 1,717.00 |
| Lead Principal Stipend | \$ | 1,500.00 |
| Lone Star Challenge | \$ | 355.00 |
| Mandt System Trainer | \$ | 2,000.00 |
| Post Secondary Facilitator | \$ | 2,000.00 |

## Technology Stipends

| Technology Stipends |  |  |
| :--- | :--- | :--- |
| Stipend Name |  | Amount |
| Info Sys Certification (one) | $\$, 500.00$ |  |
| Info Sys Certification (two) |  | $\$$ |
| Project Leader | $\$, 000.00$ |  |

## Athletics Stipends

## Athletics Stipends

| Athletic Coordinator-HS | \$ | 6,000.00 |
| :---: | :---: | :---: |
| Athletic Coordinator- JH | \$ | 4,500.00 |
| Athletic Trainer | \$ | 8,500.00 |
| Game Administrator | \$ | 3,500.00 |
| Network PE Coordinator | \$ | 1,500.00 |
| Ticket Coordinator-HS | \$ | 3,000.00 |
| Ticket Coordinator-JH | \$ | 1,000.00 |
| Ticket Coordinator Softball - Workman | \$ | 250.00 |
| Certified Pool Operator | \$ | 10,000.00 |

## Head Coach - High School

Serves as head coach for a school team. Coordinates team activities, contests, practice sessions, travel, equipment, and facilities. May work with other coaches or assistant coaches. Complies with all UIL rules and regulations regarding competition, practice, and student eligibility. High School Coaches who coach year-round are eligible to receive a head coach stipend and an Assistant Coach Stipend.

| Archery | \$ | 9,500.00 |
| :---: | :---: | :---: |
| Baseball | \$ | 9,500.00 |
| Basketball, Girls and Boys | \$ | 9,500.00 |
| Cross Country, Girls and Boys | \$ | 9,500.00 |
| First Assistant | \$ | 9,500.00 |
| Football | \$ | 9,500.00 |
| Golf Girls and Boys | \$ | 9,500.00 |
| Soccer Girls and Boys | \$ | 9,500.00 |
| Softball | \$ | 9,500.00 |
| Swimming | \$ | 9,500.00 |
| Tennis | \$ | 9,500.00 |
| Track, Girls and Boys | \$ | 9,500.00 |
| Volleyball | \$ | 9,500.00 |
| Wrestling Girls and Boys | \$ | 9,500.00 |
| Assistant Coach - High School |  |  |
|  |  |  |
| Archery | \$ | 6,000.00 |
| Baseball | \$ | 6,000.00 |
| Basketball, Girls and Boys | \$ | 6,000.00 |
| Cross Country, Girls and Boys | \$ | 6,000.00 |
| Football | \$ | 6,000.00 |
| Golf Girls and Boys | \$ | 6,000.00 |


| Soccer Girls and Boys | \$ | 6,000.00 |
| :---: | :---: | :---: |
| Softball | \$ | 6,000.00 |
| Swimming | \$ | 6,000.00 |
| Tennis | \$ | 6,000.00 |
| Track, Girls and Boys | \$ | 6,000.00 |
| Volleyball | \$ | 6,000.00 |
| Wrestling Girls and Boys | \$ | 6,000.00 |
| Soccer Girls and Boys | \$ | 6,000.00 |
| Junior High School (must coach 3 sports) |  |  |
|  |  |  |
| Basketball, Girls and Boys | \$ | 2,600.00 |
| Cross Country, Girls and Boys | \$ | 2,600.00 |
| Football | \$ | 2,600.00 |
| Soccer Girls and Boys | \$ | 2,600.00 |
| Track, Girls and Boys | \$ | 2,600.00 |
| Volleyball | \$ | 2,600.00 |
| Wrestling | \$ | 2,000.00 |
| Tennis | \$ | 2,000.00 |
| 4th Sport | \$ | 2,000.00 |

## Differentials

## Differentials

| Differential Name | Amount |  |
| :---: | :---: | :---: |
| Extra Duty | \$ | 1.00 |
| FNS Level I - Technician | \$ | 0.10 |
| FNS Level II - Technician | \$ | 0.20 |
| FNS Level III - Specialist | \$ | 0.30 |
| FNS Level IV - Specialist | \$ | 0.40 |
| Info Sys Certification 1 | \$ | 0.52 |
| Night Pay | \$ | 0.20 |
| SNE Translator | \$ | 1.50 |
| Special Duty - Aux | \$ | 0.50 |
| SPED - Specialized Programs |  | 0.50 |
| Zone Lead Pay |  | 2.50 |

