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Aldine Independent School District

COMPENSATION MANUAL

2018-2019



Employees of the District shall not discriminate on the basis of or engage in harassment motivated by age, race, color, ancestry, national origin, handicap or disability, marital status, religion, veteran status, political affiliation, sexual orientation, gender identity, and/or gender expression. A substantiated charge of harassment against a student or employee shall result in disciplinary action.

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SECTION 1 – COMPENSATION MANAGEMENT

A. COMPENSATION PHILOSOPHY

Aldine Independent School District believes that our compensation system is essential for communicating performance expectations, for improving the quality of instruction in the classrooms, and for recognizing contributions to the success of Aldine's educational system.

The objectives of our compensation program are:

- to achieve a performance-driven work culture that ensures every student has access to an effective teacher;
- to pay employees what they are worth and give them the opportunity to influence their earning potential; and
- to provide competitive compensation opportunities that attract and retain top performers.

B. COMPENSATION RESPONSIBILITIES

The following responsibilities reflect the major elements of the compensation management process at Aldine ISD.

- Evaluate position descriptions in order to determine appropriate job levels and titles;
- Participate in and analyze salary survey data;
- Maintain salary ranges and pay grade system;
- Manage beginning salaries and increases as approved by the Board;
- Promote external competitiveness (competitive pay in relation to comparable positions at other places of employment and within budgetary limitations);
- Promote internal equity (fair pay in relation to other positions at Aldine ISD which require similar knowledge, skill, and responsibility);
- Provide consultation and research for compliance matters pertaining to wage and hour laws;
- Oversee supplemental compensation; and
- Offer a compensation package that includes a greater reward to employees whose performance truly excels.

C. COMPENSATION TERMINOLOGY

This section defines key terms and processes that are used in Compensation Management.

Annualized –Annualization is the process of spreading the payments to the employee out over the entire year, even though the salary is only earned for part of the year. This gives the employee a steady paycheck when they are not working.

Base Pay - Fixed compensation paid for performing standard job duties, expressed in annual or hourly rates.

Compensation Statement – A personalized report provided annually showing name, address, last four digits of social security number, title, number of contract days, years of experience, and base pay, longevity and supplements for the current contract year. If the employee worked the previous contract year, those amounts are also provided.

Compensatory Time – An alternate way of rewarding overtime work. Instead of paying non-exempt employees time-and-a-half for work done over the time allotted in the normal work week, typically 40 hours, employers allow an hour and a half of time off for each hour of overtime worked.

Creditable Years of Service – Prior experience that is determined to be both relevant and verifiable.

Demotion – A demotion occurs when an employee moves into a position which pays less than the position they were in previously.

Exempt Employee – Employees who, because of their positional duties and responsibilities and level of decision-making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

External Equity – Determining the salary of a position based on the prevailing wages in a similar external labor market. Factors that are considered include geographic location, organization size, education, and experience.

Incentive Pay – Pay that is designed to reward accomplishment of specified goals and/or outcomes.

Initial Salary Placement – The process of determining the salary for an employee when they are initially hired by the district by looking at internal and external equity values.

Internal Equity – Determining the salary of a position based on the relative internal value of the job. Factors that are considered include education, experience, responsibility, supervisory or managerial requirements, and the prevailing wages of similar positions within the District.

Job Analysis – The process of identifying and defining the required level of knowledge, skills, and abilities required to perform a job.

Job Description – Summary of the most important tasks, qualifications necessary, characteristics, and working conditions of each job.

Lateral Transfer – A lateral transfer occurs when an employee moves in to a position with similar level of responsibilities which pays the same as the position to which they were previously assigned.

Maximum Pay Rate – The highest pay value within the range of salaries in a pay grade.

Minimum Pay Rate – The lowest pay value within the range of salaries in a pay grade.

Non-Exempt Employee – Employees who are subject to provisions for minimum wage, overtime compensation and other rights afforded by the Fair Labor Standards Act (FLSA). Non-exempt employees are normally required to account for hours and fractional hours worked.

Pay Grade – Identifies a group of jobs that have approximately the same relative internal equity and are paid at the same rate range.

Promotion – A promotion occurs when an employee moves into a position with a higher level of responsibility which pays more than the position to which they were previously assigned.

Salary Schedules - A system that determines how much an employee is to be paid as a wage or salary, based on one or more factors such as the employee's level, rank or status within the employer's organization, the length of time that the employee has been employed, and the difficulty of the specific work performed. Salary schedules can include grades (including minimums, midpoints and maximums) to define the ranges of pay available to employees in each grade/range.

Salary Survey – Analyzing compensation data collected from several employers to develop an understanding of the amount of compensation paid and influence decisions regarding developing pay structures.

Stipend/Supplement – A fixed amount added to base pay to compensate employees for extra duties or special credentials.

D. JOB DESCRIPTIONS

The Compensation Department is responsible for maintaining and updating job descriptions with input and approval from position supervisors. All new job descriptions must be approved by the Aldine ISD Board of Trustees (Board) and the Superintendent of Schools. The Superintendent of Schools has the authority to approve changes to existing job descriptions.

In maintaining job descriptions, a job analysis and evaluation are performed, pay grades based on internal and external equity are recommended, and exempt or non-exempt status based on FLSA requirements is determined for all positions. The essential job functions, the mental and physical demands of the position, including the environmental factors relative to the position, are also included in each job description.

Job descriptions for most positions within Aldine ISD can be found on the Human Resources page of the district website.

E. THE PAY ANALYSIS PROCESS

Aldine ISD's pay analysis process serves several purposes:

- It helps provide salary equity among all jobs within the district.
- It is used to determine the base pay of individual positions comparative to the level and extent of work to be performed.
- It allows Aldine ISD to offer competitive wages in relation to other comparable jobs in the region.

Salaries are analyzed as follows:

- Salary surveys collected from the Texas Association of School Boards (TASB) and Region IV are studied to determine the market value for each position. These surveys are used as a guide to setting the control pay and the minimum and maximum pay rate for pay grades as the district strives to provide competitive salaries across all positions.
- Aldine ISD salaries are compared to the salaries of like positions in Region IV and within a relational comparison group to assist the Board in determining the approval of recommendations for salary changes.

F. EXEMPT AND NON-EXEMPT STATUS

Positions are classified as exempt or non-exempt. The Fair Labor Standards Act (FLSA) defines jobs as either exempt or non-exempt.

Exempt employees receive their full salary regardless of the number of days or hours worked. They do not receive overtime pay or accrue compensatory time. Therefore, administrators are not eligible for extended day pay.

Non-exempt employees are compensated for all the time they are permitted or required to work. Accrued compensatory time is given at time-and-a-half rates. If accrued compensatory time reaches a certain level, the employee may be paid for the accrued time.

G. WORK CALENDARS

Different employee groups work a different number of days and have different work schedules. Each employee group has a unique Work Calendar depicting their specific schedule. The calendars are developed to line up with the district school calendar for the current school year. Depending on the employee's job title, the calendar will affect the start and end date of the contract year, as well as the number of non-duty days the employee receives, if applicable to the position. Work calendars change each year.

Work calendars can be found on the District website under ePortal. Select Document Management in the left hand column and then select Calendars.

H. TEMPORARY EMPLOYEES AND SUBSTITUTES

Aldine ISD employees will be paid over 12 months in 24 paychecks as prescribed by Board policy DEA (local). The only exceptions to this policy are temporary employees and substitutes who will be paid only for the periods that they work and they will be paid for the actual number of hours or days that they work.

**SECTION 2 – SALARY
DETERMINATION AND PAY
STRUCTURE**

A. ANNUALIZED SALARY

Board policy DEA (Local) states that salaries for all 'salaried' employees are to be annualized and paid over 12 months in 24 paychecks on the 5th and 20th of each month. An employee's annual salary, regardless of the number of contract days that they work, is divided by 24 determining an equal amount that will be paid on each of the 24 paychecks.

B. PAY DAYS

Aldine ISD employees are paid on the 5th and the 20th of each month. If these dates fall on a weekend or holiday, the pay date may be adjusted to an earlier date as determined by the Board. The date of the first check of a new contract year is based on the number of contract days the employee works. Teacher's first checks are on September 5th.

A new employee's first check will be a paper check that is delivered to their campus or department on pay day. All future checks for that employee will be by direct deposit.

C. SALARY SCHEDULE APPROVAL

Prospective changes to salary schedules are presented to the Board for consideration in May. A Board workshop is held in which the cost of salary increases for groups of positions is presented for an array of percentage increases and/or flat rate increases. An interactive spreadsheet is provided that allows the Board to vary the level of increase for each group individually while seeing the total effect on the upcoming budget. The Assistant Superintendent of Human Resources presents the recommendation for pay increases, based on the market value of positions and the results of the workshop, to the Board for approval at the June meeting.

Also, at the July Board meeting, the Compensation Manual, with proposed amendments and the new salary schedules is presented for approval.

D. DETERMINING SALARIES

1. New Hires:

- a. Teachers - The initial salary placement for new teachers is determined by years of experience and degrees held.
- b. Other Positions - The initial salary placement for new hires in other positions is determined by reviewing internal and external equity factors for the specified position. The range of salaries from the pay grade is used as the basis for determining the salary. In some instances the salary determined differs significantly from salaries listed in the pay grade. These employees are paid the exact amount of the determined salary.

2. Promotions, Demotions, and Lateral Transfers:

- a. Promotions - For employees within the District who move to a higher paid position, the Compensation Department considers the salaries and experience of other employees in that position and reviews internal and external equity factors in making the final salary decision. The closest salary from the pay grade is then selected. If the determined salary is below the minimum salary of the pay grade for that position, the employee is placed on the minimum salary. In some instances the salary determined differs significantly from salaries listed in the pay grade. These employees are paid the exact amount of the determined salary.
- b. Demotions - For employees within the District who move to a lower paid position, the Compensation Department considers the salaries and experience of other employees in that position and reviews internal and external equity factors in making the final salary decision. The closest salary from the pay grade is then selected. If the determined salary is below the minimum salary of the pay grade for that position, the employee is placed on the minimum salary. In some instances, the determined salary differs significantly from salaries listed in the pay grade. These employees are paid the exact amount of the determined salary.
- c. Lateral - Some position changes are lateral moves and no change in salary is reflected.

3. Additional Assistant Principal (AP) Support at Campuses

Former campus administrators who provide additional Assistant Principal (AP) support at campuses will be paid using an Aldine ISD Vendor Contract for the semester at a rate of \$240 per day.

E. EMPLOYMENT AFTER RETIREMENT FROM TRS

Aldine ISD hires individuals who have retired from the Teacher Retirement System (TRS) of Texas. Teachers may be hired on a full-time or part-time basis and applicants for all other positions will be hired only on a part-time basis. These applicants should check with TRS concerning the rules that may affect their ability to draw a TRS retirement check at the same time they draw an employment check. There are circumstances under which an employee may draw both checks at the same time and there are other circumstances when TRS will stop payment of retirement checks for a period of time. Each individual is responsible for determining their status with TRS. Aldine ISD is not responsible for researching or guiding any individual seeking re-employment after retirement on the status of their TRS retirement payments.

These applicants must have sat out for one full year as required by TRS. Applicants who are hired are required to sign a form stating that they will be responsible for all TRS surcharges. This form will have to be signed each year when their new contract is signed. These employees shall not be eligible for the reimbursement of sick leave as described by the 'reimbursement for leave upon retirement provision' in Board policy DEC (Local) upon exiting the post-retirement position.

Returning teachers will be placed on the teacher scale at the Pay ID that reflects their years of professional experience. (For example, if someone was a teacher for 20 years and a program director for 5 years, they would be placed on the teacher's salary schedule at the level reflecting 25 years.) These teachers are eligible for critical needs stipends.

Employees who have retired from the TRS and are hired as a substitute teacher may only substitute for teachers or paraprofessionals who are absent. They may not take a substitute teaching position that covers a vacancy. It is the responsibility of the substitute teacher to verify that the position they are substituting for is not a vacancy. Substitutes who accept and cover vacancies will be removed from the substitute roster. Any substitute who works in a vacancy position for more than 20 days will be responsible for the additional fees and surcharges assessed by TRS.

Note that this practice does not apply to people who have retired from other retirement systems.

F. CREDITABLE YEARS OF SERVICE

Employees whose salaries are based on creditable years of service must submit official Service Records and/or Verification of Employment documentation to be fully credited for their past employment. Full-time employment, which is a minimum of ninety (90) work days during a school year, counts as a year of employment with a school district or business.

Employees who have not submitted the required documentation will be placed on the minimum pay rate of the Pay Grade until official Service Records and/or Verification of Employment documentation has been received in the Human Resources Department. Once the documentation has been received, the employee's salary will be increased to the approved level and back pay for the current school year will be issued. If an employee submits Service Records and/or Verification of Employment documentation for some, but not all, of their years of experience, their salary will be increased proportionally.

The required documentation for all positions must be turned in to Human Resources prior to the last day of school for salary adjustments to be made in the current contract year.

Official documentation submitted becomes the property of Aldine ISD and will not be released to the employee or a third party. Employees may request copies of these documents from the Human Resources Department. When an employee retires, they may submit an online request from the Aldine ISD website to have their original Service Records from other schools returned to them.

- 1. Service Records:** Each school district has its own procedure for providing service records. Contact the Human Resources Department of the district in which you were employed to obtain needed service records. Official service records have a raised seal and a signature.
- 2. Verification of Employment:** Acceptable Verification of Employment must be on company or business letterhead that includes contact information and has an original signature of the supervisor or an administrative representative.

- 3. Year for Year Credit:** In all cases, the Texas Education Agency (TEA) guidelines for crediting experience and degree levels will be followed, where applicable. To earn a year of credit, an employee must work at least 90 full-time days (or 180 part-time days at more than 50% of the day) of a contract year.

Teachers and librarians working in an approved educational establishment, with acceptable service records, receive year for year credit.

Nurses receive year for year credit for RN experience with acceptable verification of employment.

Police Officers receive year for year credit for work as a certified peace officer with acceptable verification of employment.

Contractors will receive year for year credit, with acceptable verification of employment.

Classroom instructional aides, with acceptable service records, receive year for year credit for up to two years of service.

- 4. Substitute Credit:** The TEA defines substitute teacher for the purpose of 'Recognition of Creditable Years of Service' in TAC §153.1021 as 'a certified teacher who works on call, does not have a full-time assignment, and provides instruction.' Aldine ISD uses this definition and gives credit for substitute experience as a certified teacher only. To earn a year of credit, a substitute must work at least 90 full-time days of a school year.

G. EDUCATION

Employees whose salaries are based on a particular degree or level of education must submit official transcripts to be fully credited for their education. The only degrees acceptable are those conferred by institutions of higher learning which were accredited or otherwise approved by a state Department of Education, recognized governmental organization, or a regional accrediting organization at the time the degree was conferred. Accredited Institutions of Post-Secondary Education will be used to determine an institutions' accreditation status.

Employees who have not submitted the required documentation will be placed on the minimum pay rate until official Transcripts have been received in the Aldine Human Resources Department. Once the documentation has been received, the employee's salary will be increased to the approved level and back pay for the current school year will be issued.

The required documentation for all positions must be turned in to Human Resources prior to the last day of school for salary adjustments to be made in the current contract year.

Failure to submit the documentation by May 1st of the current school year will constitute breach of contract which could result in termination of employment.

Official transcripts submitted become the property of Aldine ISD and will not be released to the employee or a third party. Employees may request copies of these documents from the Human Resources Department.

H. LONGEVITY

Aldine ISD pays an additional four cents per hour for each year of employment with the district for paraprofessionals and support staff and an additional \$100 per year for each year of employment with the district for administrative and professional staff. The annual longevity amount is divided by 24 and paid out proportionally on each paycheck. Longevity is paid for a maximum of 20 years. Longevity payments are capped at 80 cents per hour for paraprofessionals and support staff and \$2,000 a year for administrative and professional employees.

Payment begins in the third year of employment, at which time the longevity earned during the first two years of employment is paid. The employee must work at least 90 days in the contract year to earn credit for a year of service. Temporary employees and substitutes are not eligible for longevity pay. In years of financial constraints, the Board of Trustees may vote to suspend longevity pay or the annual increase in longevity pay.

I. PRINCIPALS

Principals receive additional payments included in their base pay. Principals are paid \$120 per professional unit. In addition, principals' base pay will be increased in accordance with the following differentials relative to their school or school level:

PRINCIPAL DIFFERENTIALS (Extra-Curricular Supplement):

Aldine Education Center (AEC)	\$ 7,000
Hall	\$ 7,000
Victory	\$ 7,000
Carver	\$ 9,000
High School	\$12,000
9 th Grade	\$ 9,000
Intermediate	\$ 4,000
Middle	\$ 7,000
Elementary	\$ 4,000
Pre-Kindergarten	\$ 3,000

J. BOARD APPROVED PAY INCREASES

Board policy DEA (Local) dictates that the Superintendent of Schools shall recommend to the Board of Trustees an amount for employee pay increases as part of the annual budget and with consideration of

the current financial position of the District. The Board may elect to withhold increases, give differing increases to different employee groups, and give percentage or flat rate increases based on their determination of the best interest of the district.

The Compensation Department adjusts the pay structures as approved by the Board at the beginning of the fiscal year. The Superintendent or designee shall also determine pay adjustments for individual employees, within the approved budget, following established procedures.

Employees who started late in the year and did not earn a creditable year of service, as defined by TEA (TAC §153.1021), by working at least 90 full-time days (or 180 part-time days at more than 50% of the day) of their contract, do not receive any Board approved pay increases for the upcoming year and do not move to the next level of the pay structure.

K. REASSIGNMENTS

The salary for employees who are being reassigned will be frozen for one year and then adjusted to be commensurate to the position the employee holds the following year.

L. INELIGIBILITY FOR PAY INCREASES

Board policy DEA (Local) states that an employee will automatically be ineligible for salary increases and incentive payments for one full year under specific conditions. These conditions are:

- 1) The person's contract has been non-extended;
- 2) The person has returned to probationary contract status;
- 3) The person received an overall summative rating of "Ineffective" or "Unsatisfactory;" or
- 4) The person received an overall summative rating of "Needs Improvement" for two consecutive years. (This includes employees who receive an "Ineffective" in one year and a "Needs Improvement" in the following year.)

Upon recommendation of the Superintendent, the Board may also approve the ineligibility of a person for a salary increase and incentive payments under the following conditions:

- 1) An overall summative rating of "Needs Improvement" on the district's evaluation system; or
- 2) Multiple placements or continuation on a professional growth plan.

M. SALARY INQUIRIES

The Aldine Human Resources Department recommends that employees verify their personal information and salary amount on their annual Compensation Statement for accuracy. If there are any errors or inaccuracies, the employee should contact the Human Resources Compensation Department.

If an employee believes that a paycheck is incorrect, they should contact the Payroll Department.

It is the policy of Aldine ISD at DBA (Local), to protect the confidentiality of its employees' Social Security numbers (SSN) obtained and used in the course of business. Except for verification of identity and to meet federal and state reporting requirements, no SSN or portion of an SSN should be used in the conduct of the district's business. Therefore, every employee is encouraged to learn the last five digits of their Aldine ID number and provide this number when discussing any information related to their personnel files. To help protect against identity theft, no one should give their SSN over the phone, in person, in writing, in emails, or in any online transactions.

SECTION 3 – SALARY INFORMATION

ALDINE INDEPENDENT SCHOOL DISTRICT
Compensation Manual

A. SALARY SCHEDULES

The salary schedules as presented on the following pages are depicted in a format that groups positions into Pay Grades. Jobs that have approximately the same relative internal equity and are paid within a similar salary range are presented as a group, listing the minimum pay, mid-point pay, and maximum pay for that group, or Pay Grade. The left column of the table lists the specific jobs within the Pay Grade and the number of contract days for that job. The right column shows the minimum, mid, and maximum pay for jobs in that Pay Grade based on the number of contract days.

All positions within Aldine ISD, except for temporary and substitute positions, are salaried positions.

All positions within Aldine ISD have an eight hour a day work schedule.

The numbering of the Pay Grades is as follows:

100s – Educators

Campus professionals including teachers, nurses, librarians, counselor, diagnosticians, speech pathologists, social workers, and intervention specialists

200s – School Administrators

Principals and Assistant Principals

300s – District-Wide Administrators

400s –Paraprofessionals (Support Staff)

500s – Technology Personnel

600s – Auxiliary

Food Service, Transportation, Maintenance, and Custodial

700s – Police

800s – Superintendent, Deputy Superintendent, Assistant Superintendents, and School Assistant Superintendents

Temporary and substitute positions are not included in a pay grade.

**ALDINE INDEPENDENT SCHOOL DISTRICT
Compensation Manual**

B. EDUCATORS (Campus Professionals)

Pay Grade	Job Title/Position	Calendar
101		
	Intervention Specialist	226
	Certified OT Aide	189
	Social Worker	200

	Minimum	Mid Pay	Maximum
Daily	240.9550	326.9775	413.0000
189 Days	45,540	61,799	78,057
200 Days	48,191	65,396	82,600
226 days	54,456	73,897	93,338

Pay Grade	Job Title/Position	Calendar
102		
	Speech Pathologist Licensed Assistant	187
	Speech Pathologist CFY/TEA Certified	187
	Counselor Special Education	199
	Teacher Scale * - includes Nurse, Librarian, Testing Coord., Math & Literacy Coach, Specialist, Attendance Officer, Athletic Coord., etc.	
	* Teacher scale calendar days range from 187 to 226	

	Minimum	Mid Pay	Maximum
Daily	280.7487	362.3770	444.0053
187 Days	52,500	67,764	83,029
199 days	55,869	72,113	88,357
226 days	63,449	81,897	100,345

Pay Grade	Job Title/Position	Calendar
103		
	Assessment Specialist/LSSP (Campus Diag.)	199/200
	Behavior Intervention Spec/Elem BRICKS	200
	District LSSP	210/226

	Minimum	Mid Pay	Maximum
Daily	284.2965	373.1684	462.0402
199 days	56,575	74,261	91,946
200 days	56,859	74,634	92,408
210 days	59,702	78,365	97,028
226 days	64,251	84,336	104,421

Pay Grade	Job Title/Position	Calendar
104		
	Counselor Elementary	189
	Counselor High School	207
	Counselor Middle	199
	Lead Counselor Middle School/High School	226
	Speech Path. Master + CCC/ASHA Nat'l	187/199
	District Licensed Psychologist with Doctorate	210
	Student Financial Aide Specialist	226

	Minimum	Mid Pay	Maximum
Daily	293.7391	379.9150	466.0909
187 days	54,929	71,044	87,159
189 days	55,517	71,804	88,091
199 days	58,454	75,603	92,752
207 days	60,804	78,642	96,481
210 days	61,685	79,782	97,879
226 days	66,385	85,861	105,337

Pay Grade	Job Title/Position	Calendar
105		
	Audiologist	202
	OT/PT	189/202

	Minimum	Mid Pay	Maximum
Daily	370.3704	419.5371	468.7037
189 days	70,000	79,293	88,585
202 days	74,815	84,746	94,678

C. SCHOOL ADMINISTRATORS

Pay Grade	Job Title/Position	Calendar
201		
	Assistant Principal PK/Elem.	215

	Minimum	Mid Pay	Maximum
Daily	294.6372	381.1419	467.6465
215 days	63,347	81,945	100,544

Pay Grade	Job Title/Position	Calendar
202		
	Assistant Principal Middle	215/226
	Assistant Principal Small High School	215/226

	Minimum	Mid Pay	Maximum
Daily	302.1070	414.8907	527.6744
215 days	64,953	89,202	113,450
226 days	68,276	93,765	119,254

Pay Grade	Job Title/Position	Calendar
203		
	Assistant Principal High School	215/226
	Principal PK/Elem/Inter/Middle/9th	226

	Minimum	Mid Pay	Maximum
Daily	318.5116	436.7802	555.0487
215 days	68,480	93,908	119,335
226 days	71,984	98,712	125,441

Pay Grade	Job Title/Position	Calendar
204		
	Principal Small High School	226

	Minimum	Mid Pay	Maximum
Daily	341.5531	470.8673	600.1814
226 Days	77,191	106,416	135,641

Pay Grade	Job Title/Position	Calendar
205		
	Principal High School	226

	Minimum	Mid Pay	Maximum
Daily	368.4646	489.0244	609.5841
226 Days	83,273	110,520	137,766

Salaries change each year.

**ALDINE INDEPENDENT SCHOOL DISTRICT
Compensation Manual**

D. DISTRICT ADMINISTRATORS

Pay Grade	Job Title/Position	Calendar	Minimum	Mid Pay	Maximum	
301			Daily	170,3346	282,9549	395,5752
	Administrative Assistant 1	226	226 Days	38,496	63,948	89,400
	Bond Accountant	257	257 days	43,776	72,719	101,663
	Bond Administrator	257				
	Construction Project Manager 1	257				
	Tax Assessor-Collector	226				
302			Daily	216.0350	308.3580	400.6809
	Construction Project Manager 2	257	226 Days	48,824	69,689	90,554
	Bond Administrator	257	257 days	55,521	79,248	102,975
	Graphic Designer	226				
	Web Developer	226				
303			Daily	238.8274	347.2345	455.6416
	Accountant	226	215 days	51,348	74,655	97,963
	Administrative Assistant 2	226	226 days	53,975	78,475	102,975
	Coordinator of Assessment	226				
	District Translator	226				
	E-Rate Compliance Officer	226				
	Medicare Manager	215				
	Intranet Application Administrator	226				
	Senior Programmer for Staff Development	226				
	Social Media and Web Content Specialist	226				
304			Daily	263.3982	363.4558	463.5133
	Assistant Director	226	226 Days	59,528	82,141	104,754
	Dietician	226				
305			Daily	280.9735	376.5069	472.0402
	Board Certified Behavior Analyst (BCBA)	207	207 days	58,162	77,937	97,712
	District Assessment Specialist	199	210 days	59,004	79,066	99,128
	District Psychologist/LSSP	210	226 days	63,500	85,091	106,681
	Payroll Supervisor	226				
306			Daily	294.1372	388.6162	483.0952
	Coordinator of Student Financial Aide	226	210 days	61,769	81,609	101,450
	District Licensed Psychologist w/Doctorate	210	226 days	66,475	87,827	109,180
307			Daily	312.3905	457.0802	601.7699
	Attorney	226	210 days	65,602	95,987	126,372
	Coordinator of Head Start	226	220 days	68,726	100,558	132,389
	Director	226	226 days	70,600	103,300	136,000
	Facilities Manager - M.O. Campbell Ed. Ctr.	226				
	Human Resources Director	226				
	Multilingual Program Specialist	226				
	Program Director	210/220/226				
308			Daily	396.0177	531.9912	667.9646
	Assistant General Counsel	226	226 Days	89,500	120,230	150,960
	Executive Director	226				

Salaries change each year.

**ALDINE INDEPENDENT SCHOOL DISTRICT
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E. DISTRICT AND SCHOOL PARAPROFESSIONALS (Support Staff)

Pay Grade	Job Title/Position	Calendar	Minimum	Mid Pay	Maximum	
401			Hourly	11,2093	19,5701	27,9309
	Attendance Clerks: Head Start, PK	226	187 days	16,769	29,277	41,785
	Attendance Clerks: High School	197	192 days	17,217	30,060	42,902
	Attendance Clerks: Middle, Elementary	187	197 days	17,666	30,842	44,019
	Campus Aides: SAC, Autistic, GAP, SPCCD, SLC, Clinic	187	199 days	17,845	31,156	44,466
	Campus Bookkeeper	226	202 days	18,114	31,625	45,136
	Campus Clerical: Computer, Geneal, ESL Support	187	207 days	18,563	32,408	46,254
	Campus Clerical: Even Start, HS SIS, HS Textbook	226	210 days	18,832	32,878	46,924
	Campus Monitor	187	226 days	20,266	35,383	50,499
	Campus Registrar	226	256 days	22,957	40,080	57,202
	Central Office Print Shop Clerk/Supervisor	256				
	Day Care Worker	187				
	District Security Monitor	256				
	Mail Room Clerk	226/256				
	Secretary to Assistant Principal (not HS)	187				
	Secretary to Counselor	207				
	Secretary to Diagnostician (SEMS Clerk)	199				
	Secretary to High School Assistant Principal	210				
	Secretary to Principal (not HS)	226				
	Teacher/Instructional Aide	187				
402			Hourly	14,6579	22,4606	30,2632
	Bookkeeper - Central Office	226/256	220 days	25,798	39,531	53,263
	Clerical II & III - Central Office	220/226/256	226 days	26,501	40,609	54,716
	Clerical - Warehouse	256	256 days	30,019	45,999	61,979
	Food Service Manager - Central Office	226				
	Payroll Clerk	226				
	Secretary to Director/Executive Director	226/256				
	Secretary - Elementary/Intermediate/Middle	226				
403			Hourly	18,1326	26,5151	34,8976
	Clerical IIII - Central Office: Certification, GHRS, PEIMS, Public Info., Purchasing, Textbook	226	226 days	32,784	47,939	63,095
	Day Care Supervisor - Transportation	226	256 days	37,136	54,303	71,470
	Food Svc Supv Non Degreed - Central Office	226				
	Secretary to High School Principal	226				
	Secretary - Warehouse	256				
404			Hourly	21,4676	29,2328	36,9979
	Clerical VI - Central Office Supevisor	226/256	187 days	32,116	43,732	55,349
	Licensed Deaf Ed Interpreter	187	226 days	38,813	52,853	66,892
	Paralegal	226	256 days	43,966	59,869	75,772
	Secretary to Asst. Supt./School Asst. Supt.	226				
	Secretary to Deputy Supt./Supt.	226				
405			Hourly	27,7779	34,8891	42,0002
	Food Svc Supv Degreed - Central Office	226/256	226 days	50,222	63,079	75,936
			256 days	56,889	71,453	86,016

Salaries change each year.

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F. TECHNOLOGY

Pay Grade	Job Title/Position	Calendar	Minimum	Mid Pay	Maximum	
501			Hourly	16.6667	22.6821	28.6975
	Campus Computer Technician	226	226 days	30,133	41,009	51,885
	Desktop Support Technician	226	256 days	34,133	46,453	58,772
	Technology Services Technician	226				
	Senior Computer Operator	256				
502			Hourly	22.0962	27.5719	33.0476
	Junior Programmer Analyst	226	226 days	39,950	49,850	59,750
	Senior Telecommunications Technician	226				
503			Hourly	27.9674	41.1329	54.2983
	Network Administrator	226	226 days	50,565	74,368	98,171
	Network Engineer	226				
	Programmer Analyst	226				
	Security Hardware Technician	226				
	Technology Facilitator	226				
504			Hourly	33.0809	44.8262	56.5715
	Systems Programmer/Administrator	226	226 days	59,810	81,046	102,281
	Senior Programmer Analyst	226				
	Technology Supervisor	226				

Salaries change each year.

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G. AUXILIARY

Pay Grade	Job Title/Position	Calendar
601		
	Athletic Maintenance Worker	256
	Bus Driver Aide	177
	Catering Specialist	179
	Catering Specialist - Central Office	210
	Custodian II	205/257
	Custodian III-Asst Head Middle School	257
	Custodian V-Asst Head High School	257
	Custodian VI -Head Elementary	257
	Food Service Accountability Specialist	179
	Food Service Employee	179
	General Maintenance Worker	256
	Nursery Attendant - Transportation	177
	Security and Heavy Equip - Buildings and Prop.	257
	Special Needs Attendant - Transportation	177
	Truck Driver - Central Receiving	226/257
	Utility Worker - Transportation	256

	Minimum	Mid Pay	Maximum
Hourly	10.0447	16.0109	21.9770
177 days	14,223	22,671	31,119
179 days	14,384	22,928	31,471
205 days	16,473	26,258	36,042
210 days	16,875	26,898	36,921
226 days	18,161	28,948	39,734
256 days	20,572	32,790	45,009
257 days	20,652	32,918	45,185

602		
	Application Processor - Transportation	226
	Custodian VII-Head Middle School	257
	Custodian VIII-Head High School/Admin	257
	Food Service Manager Trainee	185
	High School Maintenance	256
	Oil Change Technician	256
	Tire Mechanic	256
	Transportation Parts Room	256

	13.2927	19.9776	26.6625
Hourly			
185 days	19,673	29,567	39,461
256 days	27,223	40,914	54,605
257 days	27,330	41,074	54,818

603		
	Bus Driver/Bus Driver Supervisor/Star Driver	177
	Bus Inspector	256
	Fleet Manager - Transportation	256
	Maintenance Mechanic III	256
	Maintenance Technician I	256
	Mechanic III - Transportation	256
	Nursery Supervisor - Transportation	177
	Painter	256
	Pump Man - Maintenance	256
	Security Camera Technician - Transportation	256
	Technology Specialist - Transportation	256
	Transportation Dispatcher/Key Dispatcher/Router	207/226
	Transportation Trainer/Training Academy Supv.	256
	Utility Worker - Buildings and Prop.	257
	Warehouse Supervisor - Central Receiving	257

	15.0480	24.0711	33.0942
Hourly			
177 days	21,308	34,085	46,861
207 days	24,919	39,862	54,804
226 days	27,207	43,521	59,834
256 days	30,818	49,298	67,777
257 days	30,939	49,490	68,042

604		
	Food Service Manager - Elem., Middle, 9th, Small HS	185
	Food Service Technician	256
	Maintenance Technician III	256
	Technician III - Buildings and Properties	257

	18.5663	26.3985	34.2306
Hourly			
185 days	27,478	39,070	50,661
210 days	31,191	44,349	57,507
256 days	38,024	54,064	70,104
257 days	38,172	54,275	70,378

605		
	A/C Specialist	256
	Food Service Manager - 9th	185
	Food Service Manager - Lg HS	185/210

	21.5131	28.8466	36.1801
Hourly			
185 days	31,839	42,693	53,547
210 days	36,142	48,462	60,783
256 days	44,059	59,078	74,097

606		
	Leadman - A/C, Plumber, Mechanic	256
	Compliance Technician - Maintenance	256
	Chief Operating Engineer	256
	Transportation Foreman	256

	24.2164	31.3177	38.4190
Hourly			
256 days	49,595	64,139	78,682

Salaries change each year.

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H. POLICE

Pay Grade	Job Title/Position	Calendar
701	Campus Monitor - Parking Lot	187/226

	Minimum	Mid Pay	Maximum
Hourly	11.1020	15.4204	19.7388
187 days	16,609	23,069	29,529
226 days	20,072	27,880	35,688

Pay Grade	Job Title/Position	Calendar
702	Police Dispatcher	257
	Police Dispatch Supervisor	257
	Security Camera Repair Technician	226

	Minimum	Mid Pay	Maximum
Hourly	15.1840	20.1120	25.0399
256 days	31,097	41,189	51,282
257 days	31,218	41,350	51,482

Pay Grade	Job Title/Position	Calendar
703	Alarm Technician	256
	Police Patrolman	257
	Police Sergeant	257

	Minimum	Mid Pay	Maximum
Hourly	20.4265	30.3617	40.2969
256 days	41,833	62,181	82,528
257 days	41,997	62,424	82,850

Pay Grade	Job Title/Position	Calendar
704	Police Captain	226

	Minimum	Mid Pay	Maximum
Hourly	34.5597	41.2923	48.0249
226 days	62,484	74,656	86,829

Pay Grade	Job Title/Position	Calendar
705	Chief of Police	226

	Minimum	Mid Pay	Maximum
Hourly	42.9294	58.5484	74.1673
226 days	77,616	105,855	134,094

I. SUPERINTENDENT, DEPUTY SUPERINTENDENT, ASSISTANT SUPERINTENDENTS, AND SCHOOL ASSISTANT SUPERINTENDENTS

Pay Grade	Job Title/Position	Calendar
801	School Assistant Superintendent	226

	Minimum	Mid Pay	Maximum
Hourly	641.5929	678.3341	715.0752
226 days	145,000	153,303	161,607

Pay Grade	Job Title/Position	Calendar
802	Assistant Superintendent	226

	Minimum	Mid Pay	Maximum
Hourly	743.2876	798.4336	853.5796
226 days	165,000	180,446	192,909

Pay Grade	Job Title/Position	Calendar
803	Deputy Superintendent	226

	Minimum	Mid Pay	Maximum
Hourly	774.3363	884.9558	995.5752
226 days	175,000	200,000	225,000

Pay Grade	Job Title/Position	Calendar
804	Superintendent	226

	Minimum	Mid Pay	Maximum
Hourly	923.0664	1082.0531	1241.0398
226 days	208,613	244,544	280,475

Salaries change each year.

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J. TEMPORARY EMPLOYEES AND SUBSTITUTES

1. Hourly Positions:

<u>Temporary Employees</u>	<u>Starting Salary</u>
Part-Time or Summer – High School Student	\$ 7.6185 per hour
Part-Time or Summer – Other	\$ 8.1607 per hour
Temporary	\$ 9.3887 per hour

<u>Temporary/Substitutes</u>	<u>Starting Salary</u>
Non-Teaching (Custodian / Food Service / Central Receiving / Athletic Maintenance / Warehouse)	\$ 8.8298 per hour
Crossing Guard	\$10.5601 per hour
Police Department	\$ 21.1201 per hour

2. Daily Positions:

<u>Substitutes</u>			
Teacher:	1 – 10 Days	11 – 24 Days	25+ Days
Non-Degreed	\$ 87 per day	\$ 92 per day	\$104 per day
Degreed	\$ 93 per day	\$107 per day	\$126 per day
Certified	\$ 98 per day	\$118 per day	\$150 per day
Paraprofessional:	1 – 10 Days	11+ Days	
Non-Degreed	\$ 81 per day	\$ 85 per day	
Degreed	\$ 85 per day	\$ 92 per day	
SAC Aide:	1+ Days		
Non-Degreed	\$ 81 per day		
Degreed	\$ 85 per day		

Salaries change each year.

Temporary employees and substitutes who have retired from the Teacher Retirement System (TRS) of Texas and are re-employed should check with TRS concerning the rules that may affect their ability to draw a TRS retirement check at the same time they draw an employment check. See Section II, paragraph F, of this manual for more details.

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K. EXTRA DUTY PAY

Employees are paid for performing extra duties such as creating and developing materials for staff development, preparing for and presenting at staff development, curriculum writing, working extended days for specific activities, etc. See the Financial Procedures Manual for more details and pay amounts regarding Extra Duty Pay. Exempt employees such as principals, assistant principals, or central office administrators are not eligible for extra duty pay.

L. OVERPAYMENT RECOVERY

An employee is not entitled to any funds the District overpays the employee. The District may deduct any overpayments from one or more of an employee's paychecks. If an employee recognizes that he/she has been overpaid, contact the Payroll Department immediately.

**SECTION 4 – STIPENDS,
SUPPLEMENTS AND INCENTIVES**

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A. CRITICAL NEEDS STIPENDS

Critical needs areas are determined based on the needs of the district. The Board approves certification areas that qualify for a stipend and the amount for each stipend on an annual basis. Receiving a critical need stipend in one school year does not guarantee or give rights to receiving the stipend in following years. Stipend amounts vary according to certification areas.

Critical Needs Stipends are paid twice a year (October and March). The annual amount of the supplement is divided by two and the employee will receive that amount in each of these months. Critical Needs Stipends are not shown on the annual Compensation Statement. Critical Needs Stipends qualify as creditable compensation and are subject to TRS deductions.

1. **Eligibility:** A teacher in a critical needs area could be eligible for a stipend if the following conditions are met:
 - Teachers must hold a standard certification in the critical needs areas that are defined by the Board. Teachers in an alternative certification program will not be eligible for the critical needs supplement until they receive their standard certification.
 - Teachers in the qualifying role must teach in that role for at least 50% of the instructional day.
 - Teachers must be teaching during the regular school day. Teachers who teach in a critical needs area during a zero period will not be eligible for the supplement.
 - If a teacher qualifies for more than one stipend, the teacher will receive only one stipend, the one with the highest money allocation.

2. **Length of stipend awards:** Annual reviews will be scheduled with campus principals to determine eligibility. Teachers may continue to receive stipend allocations if they continue to meet eligibility requirements.

The teacher will lose the critical needs stipend immediately when they are no longer teaching in the critical needs area or are no longer certified to teach in the critical needs area. If the teacher is employed after the school year starts, the stipend will be prorated on a daily basis. Stipends will be distributed on a prorated basis for partial assignments.

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B. CRITICAL NEEDS STIPENDS

AMOUNT

Math Teacher (Grades 6-12)*; including Skills Specialist, Instructional Coach, Response to Intervention (Rtl), and Academic Intervention Teacher** (6th Grade new 2018-2019)	\$3,000
Science Teacher (Grades 6-12)*; including Skills Specialist, Instructional Coach, Rtl, and Academic Intervention Teacher** (6th Grade new 2018-2019)	\$3,000
Reading Teachers (Grades 9-12)	\$2,500
English I & II Teacher; including Skills Specialist, Rtl, and Academic Intervention Teacher** & Accelerated English Academy (AEA)***	\$3,000
Health Science Teacher	\$4,000
Montessori Teacher (excluding Bilingual and ESL who receive stipends)	\$1,500
SPECIAL EDUCATION: (All Grades)	
Structured Learning Center (SLC), Structured Preschool Program for Children with Disabilities (SPPCD), Gaining Acceptable Performance (GAP), Visually Impaired, Hearing Impaired, Orientation & Mobility, Pre-Kindergarten (PK) Inclusion, PK Play Based Assessment Team (PBAT)	\$3,000
GAP Center and Compliance Unit - Lane & Aldine Education Center (AEC)	\$4,500
Occupational Therapist; including Assistants	\$2,500
Physical Therapist	\$3,500
Certified Assessment Specialist (Diagnostician)	\$4,000
Licensed Psychologist	\$1,500
Certified Bilingual Assessment Specialist	\$5,000
CERTIFIED SPEECH PATHOLOGIST:	
Speech-Language Pathology Assistant (SLPA) - Starting Year 4 in Aldine	\$3,500
Clinical Fellowship Year (CFY)	\$5,000
Certificate of Clinical Competence (CCC), Audiologist	\$7,000
Bilingual with CCC	\$8,000
Bilingual Teacher (All Grades)****; including Skills Specialist, Instructional Literacy Coach, Rtl, and Academic Intervention Teacher**	\$4,500
ALDINE EDUCATION CENTER (AEC) TEACHERS:	
Math and Science Teachers	\$6,000
All other Teachers	\$3,000
Structured English Immersion (SEI) Teacher****; including Instructional Literacy Coach, Rtl, and Academic Intervention Teacher**	\$2,500
District Instructional Math Coach**	\$3,000
English as a Second Language (ESL) identified intensive classroom teacher**** (must meet requirements)	\$2,500
INTERNATIONAL BACCALAUREATE (IB) COORDINATOR:	
Early Childhood (EC)/PK/Kindergarten	\$2,000
Elementary/Middle School (2)	\$2,500
9th Grade/High School	\$3,500
High School and IB Program Coordinator (1)	\$5,000
Carver Magnet Coordinator	\$1,500

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Below are additional clarifications relevant to Critical Needs Stipends:

**Science teachers must be certified in the science they are teaching. Intermediate Math and Science Teachers do not receive a critical needs stipend, even if they are certified. Elementary Resource and Inclusion teachers do not receive the critical needs stipend. Middle School and High School Resource teachers who are also certified in Math and Science and are serving students in those subject areas are eligible for the critical needs stipend.*

***Must have a standard certification in the critical needs area to qualify. Generalists must have taught in the Critical Needs area in the preceding year to qualify.*

****AEA (Accelerated English Academy) teachers must be fully certified in ESL and English and teaching ELL students.*

**** **CLARIFICATIONS: SPECIFIC ELIGIBILITY REQUIREMENTS**

English as a Second Language (ESL) Stipend

STIPENDS WILL BE PRORATED TO THE DATE ALL THREE REQUIREMENTS ARE MET.

(Grades PK-12) - ONLY applicable to the ESL program (which includes the newcomer program at grades 7-12). Teachers must be identified by their principal, complete a series of specific professional development, possess a standard certification in ESL, and be assigned to sheltered teams. Does not include bilingual students.

Single Sheltered Class (Grades PK-2) and Sheltered Team (Grades 3-8) must reach capacity before an additional teacher is approved.

Middle and High School Only: Employees in this position (EOC course, English courses, and AEA content courses) who meet specific certain eligibility criteria can receive two stipends; they are not bound to the rule that you can only receive one stipend and it will be the higher of the two. (Exception: see PK below) The Executive Director of Multilingual Services will submit list of recipients and Human Resources will validate certificate.

(Grades PK-2) - PK: The general education teacher and the inclusion special education teacher may co-teach in one classroom. The general education teacher may be eligible for the ESL stipend. The special education co-teacher may also be eligible for the stipend if there are more than 10 dually-served (ESL/SPED) students enrolled; however, they will only receive the higher of the two (special ed or ESL). PK-2: The number of teachers eligible for the ESL stipend will be determined by the number of ESL students enrolled in each grade level. When the grade level ESL enrollment does not exceed the established teacher/ student ratio, on the campus makes the decision to departmentalize (team teach), the ESL stipend will be divided among the teacher in the team.

Bilingual Stipend (Grades PK-6) - ONLY applicable to the Bilingual program. Teachers (including Title I teachers) must be identified by their principal, possess a standard certification in bilingual, and be assigned to bilingual students at least 50% of the day. (grades PK-6) Does not include ESL students.

Spanish English Immersion (SEI) Stipend (Grades 3-6) - ONLY applicable to the Bilingual program. Teachers must be identified by their principal, possess a standard certification in ESL, team teach with a bilingual teacher, and be assigned to teach the English Language Arts (ELA) and possibly other content areas in Spanish or English to bilingual students. Does not include ESL students.

C. SUPPLEMENTAL DUTY PAY

The amounts of the supplements are monetary allocations given to employees for performing specific roles as determined by the Board. Supplements are paid throughout the year, unless noted otherwise on the supplement list. The annual amount of the supplement is divided by 24 and is paid out proportionally on each paycheck. Supplements are listed on the annual Compensation Statement and are subject to TRS deductions.

The amounts of the supplements are approved by the Board. The Board can, at any time, based on the financial or supplemental needs of the District, remove these roles from an employee and the payment of the supplement will be stopped. Receiving a supplement in one school year does not guarantee or give rights to receiving the supplement in following years. Administrators cannot serve in supplemental roles such as coaches, cheerleader sponsors, or performing arts directors.

Examples of the supplements offered at Aldine ISD include:

- Mentors for teachers and principals who mentor and support new principals and teacher(s) graduating from the College of Education in a university setting or an alternative certification program. This is a one-time payout.

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Mentors will be selected by the campus principal or School Assistant Superintendent. Predetermined qualifications, as outlined in the district mentorship program, must be met to serve in this capacity.

- Cooperating Teachers for teachers who are assigned a student teacher at any time during a semester. Cooperating teachers will be selected by the campus principal. Predetermined qualifications, as outlined in the district's student teacher program, must be met to serve in this capacity. This is a one-time payout.
 - Extra-Curricular for eligible employees who are assigned certain extra-curricular activities. The list of activities and supplements are identified and approved by the School Board.
 - Campus Leadership Roles for teachers who serve in leadership roles such as department chairperson. A selection process will be held to determine who is the most qualified to assume these roles. The School Assistant Superintendents will provide principals with details regarding the selection process.
1. **Length of supplement awards:** Annual reviews will be scheduled with campus principals to determine eligibility. Employees may continue to receive supplement allocations if they continue to perform the required supplemental duties.
 2. **Partial assignments:** Supplements will be distributed on a prorated basis for partial assignments. Employees sharing a position will each receive half of the total annual supplement.

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D. SUPPLEMENTS - EXTRA DUTY, TRAVEL, LEADERSHIP, ETC.

ITECH - DISTRICT DIGITAL LEARNING SPECIALIST SUPPLEMENT			
<i>Anyone sharing a position will receive half of the supplement pay.</i>			
SUBJECT	EVENT	AMT.	
Technology Specialist	TECH	192	\$3,100

MIDDLE SCHOOL COACHING ASSIGNMENT SUPPLEMENTS				
ASSIGNMENT	EVENT	#CLASSES	#DAYS	AMT.
Head Football Coach	A1	5-5	197	\$4,500
First Assistant Football	B0	5-5	197	\$3,600
Assistant Football	B1	5-5	192	\$3,400
Assoc Football/7th	B9	6-6	187	\$1,600
Assoc Football/8th	B9	6-6	187	\$1,600
Head Boys Basketball	C0	5-5	187	\$3,000
Assistant Boys Basketball	C1	5-5	187	\$2,800
Head Girls Basketball	C6	5-5	187	\$3,000
Assistant Girls Basketball	C7	5-5	187	\$2,800
Assoc Boys Basketball/7th	D9	6-6	187	\$1,200
Assoc Boys Basketball/8th	D9	6-6	187	\$1,200
Assoc Girls Basketball/7th	D9	6-6	187	\$1,200
Assoc Girls Basketball/8th	D9	6-6	187	\$1,200
Head Boys Track	G0	6-5	187	\$2,500
Assistant Boys Track	G1	6-5	187	\$2,300
Head Girls Track	G6	6-5	187	\$2,500
Assistant Girls Track	G7	6-5	187	\$2,300
Assoc Boys Track/7th	G9	6-6	187	\$1,200
Assoc Boys Track/8th	G9	6-6	187	\$1,200
Assoc Girls Track/7th	G9	6-6	187	\$1,200
Assoc Girls Track/8th	G9	6-6	187	\$1,200
Head Volleyball	H0	5-6	192	\$3,000
Assistant Volleyball	H1	5-6	192	\$2,800
Tennis (CO-ED)	I0	6-6	187	\$2,500
Head Boys Soccer	H3	5-5	187	\$2,500
Assistant Boys Soccer	H4	5-5	187	\$2,300
Head Girls Soccer	H5	5-5	187	\$2,500
Assistant Girls Soccer	H6	5-5	187	\$2,300
Assoc Volleyball/7th	H9	6-6	187	\$1,200
Assoc Volleyball/8th	H9	6-6	187	\$1,200

POLICE DEPARTMENT ANNUAL CERTIFICATION SUPPLEMENTS		
<i>Given to police officers only (PD1) upon completion of certification</i>		
	EVENT	AMT.
Intermediate	PDPSI	\$600
Advanced	PDPSA	\$1,200
Master	PDPSM	\$1,800

POLICE OFFICER K-9 OFFICER SUPPLEMENT
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Paid at a rate of officers overtime hourly rate times 3.5 hrs per week for 52 weeks; spread over 24 cks
To be calculated once a year at beginning of fiscal year

EVENT: PK9DG

**ALDINE INDEPENDENT SCHOOL DISTRICT
Compensation Manual**

MIDDLE SCHOOL (Grades 6-8) DEPARTMENT CHAIRPERSON SUPPLEMENTS (6th Grade new 2018-2019)			
* These designated department chairpersons will have an additional five (5) days added to their contract. Anyone sharing a position will receive half of the supplement pay.			
SUBJECT	EVENT	#DAYS	AMT.
*Reading	DEPTC	192	\$1,000
*English	DEPTC	192	\$1,000
*Math	DEPTC	192	\$1,000
*Science	DEPTC	192	\$1,000
*Social Studies	DEPTC	192	\$1,000
Physical Ed/Health	DEPTC	187	\$1,000
Fine Arts (Speech, Drama, Art, Choir, and Band)	DEPTC	187	\$1,000
Academic Pentathlon	AP	187	\$900

9th GRADE DEPARTMENT CHAIRPERSON SUPPLEMENTS			
* These designated department chairpersons will have an additional five (5) days added to their contract. Anyone sharing a position will receive half of the supplement pay.			
SUBJECT	EVENT	#DAYS	AMT.
*English	DEPTC	192	1,000
*Math	DEPTC	192	1,000
*Science	DEPTC	192	1,000
*Social Studies	DEPTC	192	1,000
Physical Ed/Health	DEPTC	187	1,000
Business	DEPTC	187	1,000
Other Languages	DEPTC	187	1,000
Fine Arts (Speech, Drama, Art, Choir, and Band)	DEPTC	187	1,000
Octathlon	AF	187	1,200

HIGH SCHOOL DEPARTMENT CHAIRPERSON SUPPLEMENTS			
* These designated department chairpersons will have an additional five (5) days added to their contract. Anyone sharing a position will receive half of the supplement pay.			
SUBJECT	EVENT	#DAYS	AMT.
*English	DEPTC	192	\$1,000
*Math	DEPTC	192	\$1,000
*Science	DEPTC	192	\$1,000
*Social Studies	DEPTC	192	\$1,000
*Special Education	DEPTC	192	\$1,000
Physical Ed/Health	DEPTC	187	\$1,000
Other Languages	DEPTC	187	\$1,000
Career & Technology	DEPTC	187	\$1,000
Fine Arts (Speech, Drama, Art, Choir, and Band)	DEPTC	187	\$1,000

TEACHER MENTOR SUPPLEMENTS	AMT.
Mentor to ACP beginning teachers (per year) <i>Paid in June.</i>	\$500
Mentor to other beginning teachers (per year) <i>Paid in May.</i>	\$250

DYSLEXIA ASSESSOR SUPPLEMENT	AMT.
<i>Paid twice a year using critical needs schedule. To be submitted to HR but processed in Payroll.</i>	\$4,500

EVENT: MISCP

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9th GRADE and HIGH SCHOOL SPONSOR SUPPLEMENTS			
<i>Anyone sharing a position will receive half of the supplement pay.</i>			
ASSIGNMENT	EVENT	#DAYS	AMT.
Yearbook	AA	187	\$1,200
Newspaper	AB	187	\$1,000
Academic Decathlon	AC	187	\$2,000
Student Council	AD	187	\$1,100
National Honor Society	AE	187	\$400
SAT Specialist	AF	187	\$2,000
Prep Bowl	AG	187	\$200
Asst Academic Decathlon	AH	187	\$1,200
Academic Pentathlon	AP	187	\$900
Texaco Star	UU	187	\$200
UIL Accounting	UU	187	\$200
UIL Art	UU	187	\$200
UIL Calculator	UU	187	\$200
UIL Computer Science	UU	187	\$200
UIL Current Events	UU	187	\$200
UIL Keyboarding	UU	187	\$200
UIL Literary Criticism	UU	187	\$200
UIL Mathematics	UU	187	\$200
UIL Number Sense	UU	187	\$200
UIL Reading/Writing	UU	187	\$200
UIL Science	UU	187	\$200
UIL Spelling	UU	187	\$200

CHEERLEADING SUPPLEMENTS			
POSITION	EVENT	DAYS	AMT.
HIGH SCHOOL			
Cheerleader Sponsor 10	PH	192	\$1,500
Cheerleader Sponsor 11	PH	192	\$1,500
Cheerleader Sponsor 12	PG	192	\$2,500
PEP SQUAD	PI	187	\$800
9TH GRADE			
Cheerleader Sponsor 9	PH	192	\$1,500
MIDDLE			
Cheerleader Sponsor 7	PO	192	\$1,400
Cheerleader Sponsor 8	PO	192	\$1,400

CAREER AND TECHNICAL EDUCATION STUDENT ORGANIZATION SPONSOR SUPPLEMENTS		
POSITION	EVENT	AMT.
High School Sponsor	CRSTP	\$1,500
High School Co-Sponsor	CRSTP	\$1,200
9th Grade and Middle School Sponsor	CRSTP	\$1,200
9th Grade and Middle School Co-Sponsor	CRSTP	\$1,000

THORNE VIDEO SCOREBOARD TECHNOLOGY SUPPLEMENT (2)	AMT.
EVENT: VIDSB	\$3,500

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HIGH SCHOOL COACHING ASSIGNMENT SUPPLEMENTS				
ASSIGNMENT	EVENT	#CLASSES	#DAYS	AMT.
Head Football/Campus Coordinator	A0	0-0	220	\$22,000
Trainer	A2	0-0	200	\$7,000
First Assistant Head Coordinator Football	B0	2-2	213	\$7,000
Second Assistant Coordinator Football	B1	2-2	213	\$6,500
Assistant Sub Varsity Football	B3	2-2	197	\$5,500
Assistant Football	B4	2-2	197	\$6,000
Head Boys Basketball	C0	2-2	197	\$7,000
J.V. Boys Basketball	C1	2-2	197	\$3,500
Sophomore Boys Basketball	C2	2-2	197	\$2,900
Freshman Boys Basketball	C3	2-2	187	\$2,900
Head Girls Basketball	C6	2-2	197	\$7,000
J.V. Girls Basketball	C7	2-2	197	\$3,500
Sophomore Girls Basketball	C8	2-2	197	\$2,900
Freshman Girls Basketball	C8	2-2	187	\$2,900
Head Baseball	D0	2-2	187	\$5,000
Assistant Baseball	D1	3-2	187	\$3,500
J.V. Baseball	D2	3-2	187	\$3,500
Sophomore Baseball	D3	3-3	187	\$3,200
Cross Country (Co-Ed)	F0	2-3	197	\$4,000
Assistant Cross Country	F1	3-3	192	\$3,000
Head Boys Track	G0	3-2	187	\$4,000
J.V. Boys Track	G1	3-2	187	\$3,000
Freshman Boys Track	G2	3-2	187	\$3,000
Head Girls Track	G6	2-2	187	\$4,000
J.V. Girls Track	G7	3-2	187	\$3,000
Freshman Girls Track	G8	3-2	187	\$3,000
Head Volleyball	H0	2-2	197	\$5,500
J.V. Volleyball	H1	2-2	197	\$3,500
Freshman Volleyball	H2	3-2	197	\$2,900
Team Tennis (Co-Ed)	I0	2-3	187	\$2,750
Spring Tennis (Co-Ed)	I1	3-2	187	\$2,750
Assistant Tennis (Co-Ed)	I2	3-2	187	\$2,750
Head Swimming (Co-Ed)	J0	2-2	187	\$4,500
Athletic Academic Advisor	J1	3-3	187	\$2,900
Head Golf (Co-Ed)	K0	2-2	187	\$4,500
Head Softball	L0	3-2	187	\$5,000
J.V. and Assistance Softball	L1	3-2	187	\$3,500
Head Boys Soccer	M0	3-2	192	\$5,000
J.V. Boys Soccer	M1	3-2	192	\$3,500
Freshman Boys Soccer	M2	3-2	187	\$3,500
Head Girls Soccer	M6	3-2	192	\$5,000
J.V. Girls Soccer	M7	3-2	192	\$3,500
Freshman Girls Soccer	M8	3-2	187	\$3,500

ACADEMIC ASSESSMENT AND DATA SPECIALIST CAMPUS SUPPORT PERSONNEL	AMT.
Elementary - one per campus (new 2018-2019) EVENT: AADS	\$1,000

Paid twice a year using critical needs schedule. (Paid to Skills Specialist only working in this capacity.)

To be paid by department budget.

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PERFORMING ARTS SUPPLEMENTS			
Performing Arts Assignment	EVENT	# DAYS	AMT.
Houston Academy			
Orchestra Director (Houston Academy)	PL	187	\$1,000
Theatre Arts (Houston Academy)	PN	187	\$1,000
Dance Director (Houston Academy)	PR	187	\$1,000
Middle School			
Head Band Director	PK	197	\$5,000
Assistant Band Director	PL	192	\$3,500
Strings Director (Drew)	PL	192	\$3,700
Choir Director	PM	187	\$3,800
Theatre Arts & Speech	PN	187	\$3,000
Piano (Drew)	PP	187	\$500
Assistant Choir	PQ	187	\$2,250
Dance Director (Drew)	PR	187	\$1,500
9th Grade			
Theatre Arts	AT	187	\$2,500
Head Band Director	PC	203	\$5,000
Dance Teacher/Director (Housed at High School)	PE	192	\$2,000
Choir Director (Housed at High School)	PV	192	\$4,000
High School			
Head Band Director	PA	208	\$9,500
First Assistant Band Director	PB	203	\$5,000
Second Assistant Band Director	PB	203	\$5,000
Strings Director (Carver)	PB	192	\$3,700
Strings/Guitar/Piano (Carver)	PB	192	\$3,700
Choir Director	PD	192	\$5,500
Assistant Choir Director	PV	192	\$4,000
Piano and Choir Director (Carver)	PD	192	\$5,500
Head Dance Team Director (Drill Team)	PE	203	\$5,000
Assistant Dance Director	PE	192	\$2,000
Theatre Arts Director	PF	187	\$5,000
Assistant Theatre Arts Director	PF	187	\$2,500
Pep Squad	PI	187	\$800
Speech/Debate	PJ	187	\$4,000
Color Guard	PQ	197	\$3,000
Assistant Speech/Debate	PS	187	\$1,500
Steel Drum	PX	187	\$3,000

PSYCHOLOGIST/LSSP PHD SUPPLEMENT	AMT.
EVENT: PHD	\$500

ONEGOAL SUPPLEMENT - (Fall, Spring)	AMT.
<i>Paid twice a year using critical needs schedule.</i>	\$1,000
SCHOOL:	EVENT:
Nimitz	5GOAL
MacArthur	3GOAL
Carver	2GOAL
Eisenhower	4GOAL
Aldine	1GOAL
Davis	12GOA

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PRINCIPAL PROFESSIONAL UNIT SUPPLEMENT		AMT.
<i>Number of professional units X \$120.00</i>	EVENT: PRUNT	\$120

PRINCIPAL EXTRACURRICULAR SUPPLEMENTS	EVENT	AMT.
Aldine Education Center (AEC)	PREXE	\$7,000
Hall	PREXE	\$7,000
Victory	PREXE	\$7,000
Carver	PREXE	\$9,000
High School	PREXE	\$12,000
9th Grade	PREXE	\$9,000
Middle	PREXE	\$7,000
Elementary	PREXE	\$4,000
Pre-Kindergarten and Kindergarten	PREXE	\$3,000

PRINCIPAL MENTOR SUPPLEMENT		AMT.
<i>School Asst. Sups will submit to HR, but will be processed in Payroll. To be paid in one payment in March.</i>	EVENT: MISCP	\$600

TEACHER MENTOR SUPPLEMENTS	EVENT	AMT.
Mentor to ACP beginning teachers (per year) <i>Paid in June.</i>	MISCP	\$500
Mentor to other beginning teachers (per year) <i>Paid in May.</i>	MISCP	\$250

Paid once a year.

COOPERATING TEACHER SUPPLEMENTS <i>(works with a student teacher)</i>		AMT.
Full term		\$250
Partial term		\$125
Mentor to TechTeach teacher (first semester)	TETCH	\$250
Mentor to TechTeach teacher (second semester)	TETCH	\$500

Paid twice a year in December and June.

TEXEs PREP COORDINATOR SUPPLEMENT (1)		AMT.
	EVENT: TEXPR	\$2,000

JROTC SUPPLEMENTS		
POSITION	EVENT	AMT.
High School Commander	DEPTC	\$1,000
High School Commander	ROTC	\$2,000

High School Commander receives both.

JROTC SUPPLEMENTS		
POSITION	EVENT	AMT.
High School JROTC <i>Will receive at end of year when all criteria are met \$500.00 for each team they coach up to four teams.</i>	CRSTP	\$2,000
Middle School LOTC <i>Will receive at end of year when all criteria are met \$400.00 for each team they coach up to four teams.</i>	CRSTP	\$1,600

Criteria: Will have to complete in a set number of drill meets in the Fall and Spring, as well as, at the Aldine District JROTC and LOTC drill meets.

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CHILD NUTRITION	LEVEL	EVENT:	AMT.
(new 2018-2019 – previously part of base pay)	1	1FSCE	.15 / hr
	2	2FSCE	.30 / hr
	3	3FSCE	.45 / hr
	4	4FSCE	.60 / hr

TRAVEL SUPPLEMENTS (EVENT: TRAVL)		
Position	Days	AMT.
Accountant	226	\$2,498.50
Adaptive Physical Education (Lane)	187	\$1,775.25
Administrative Assistant (if warranted)	226	\$2,498.50
Agriculture Teacher FFA Sponsor/Co-Sponsor	220	\$5,000.00
Assistant Principal for Head Start	205 only	\$1,315.00
Attorney	226	\$2,498.50
Audiologist (Lane)	202	\$1,775.25
Behavior Specialist	200	\$657.50
Building and Construction	226	\$2,498.50
Coordinator (if warranted)	202/220/226	\$2,498.50
Campus Diagnostician	199/200	\$591.75
Diagnostician Intern	187	\$591.75
Diagnostician AU team; District LSSP	199/210	\$1,709.50
Director/Assistant Director/Executive Director	226	\$2,498.50
Food Service Equipment/Safety Coordinator	226	\$2,288.10
Food Service Supervisor	202	\$2,498.50
High School Athletic Coordinator	220	\$591.75
High School Band Director	203	\$591.75
High School Choir Director	192	\$591.75
High School Trainer	200	\$723.25
Homebound Pregnancy	187	\$1,775.25
Campus HB Teacher gets MILEAGE		
Nurse	187	\$591.75
Orientation & Mobility Instructor (Lane)	187	\$1,775.25
Occupational Therapist	189/202	\$1,775.25
Physical Therapist	189/202	\$1,775.25
Principal - PK/Elementary	226	\$394.50
Principal -9th/ High School	226	\$1,315.00
Principal - Middle School	226	\$789.00
Program Director	210/220/226	\$2,498.50
Public Information/Student Services	226	\$2,498.50
Risk Management	226	\$2,498.50
School Psychologist (LSSP)	210	\$2,498.50
Shared Band Director	192	\$591.75
Shared Choir Director	187	\$591.75
Social Worker	200/226	\$1,315.00
Special Education Counselor	199	\$591.75
Special Education Counselor (Itinerant)	199	\$1,315.00
Special Education-Program Director/Bilingual Diagnosticians (housed at CO)	199	\$2,498.50
Speech Pathologist (AU team; or serves entire district)	187	\$1,709.50
Speech Pathologist (tests within large geographical area of district)	187	\$1,249.25
Speech Pathologist (travels to 3 or more schools for testing/therapy)	187	\$591.71
Speech Pathologist (travels to 3 or more for therapy only; travels to more than one school for testing)	187	\$394.50
Textbook Custodian (PCOC4)	226	\$2,498.50
Traveling Bookkeeper (Special Programs PCOC3)	226	\$2,498.50
Visually Impaired (Lane)	187	\$1,775.25

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E. INCENTIVES

An incentive is a one-time, lump-sum payment and is not part of the employee’s salary. Aldine ISD offers two incentives.

- 1. Variable Pay:** Aldine ISD has implemented a compensation model that aligns a portion of the pay structure with Invest, the districts evaluation system for campus professionals.

Subject to Board approval, teachers and staff evaluated in the Invest system who rated “Highly Effective” on Part A: Teacher Effectiveness for the previous school year will receive a one-time variable pay reward that will be paid the following January. Variable pay may be suspended by Board action due to budget constraints.

Employees who resign before the payout date are not eligible to receive this payment. Employees who retire before the payout date are eligible to receive this payment.

This incentive is categorized as performance pay according to TRS Rule 25.24, Subchapter B, and is subject to TRS deductions.

- 2. Recruitment Incentive:** Aldine ISD employees (excluding employees of the Human Resources department and cabinet members) who recruit employees for the following positions will be paid an incentive. The employee who was recruited must be in the position for one full year (12 months) and the incentive will be paid the following year. The employee receiving the incentive must be employed at the time of the payout to be eligible for this payment. Recruitment incentives are paid in September and January and are not subject to TRS deductions.

<u>Position Recruited</u>	<u>Incentive Amount</u>
7 th - 12 th Grade Science	500.00
7 th - 12 th Grade Math	500.00
Bilingual Teachers	500.00
Nurses	500.00
All other certified teachers	300.00

SECTION 5 – BOARD POLICY

A. BOARD POLICY

The following Board Policies relate to the District's Compensation Plan.

- 1. DEA (Local) – COMPENSATION AND BENEFITS – COMPENSATION PLAN**

- 2. DEAA (Local) – COMPENSATION AND BENEFITS – COMPENSATION PLAN**

- 3. DEAB (Local) – COMPENSATION PLAN – WAGE AND HOUR LAWS**

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