



Arlington

INDEPENDENT SCHOOL DISTRICT

More Than a Remarkable Education

Teacher Salary Structure Facts

In an effort to continue to recruit and retain the most effective people by rewarding excellence, as is stated in the district's *Achieve Today. Excel Tomorrow.* strategic plan, the Arlington ISD shifted from a step-schedule to a market-based salary range for teachers, librarians and nurses beginning with the 2014-2015 school year. The AISD Board of Trustees approved this move in the spring of 2014.

For 2017-2018, the minimum starting rate for these positions with no experience is \$52,500, the midpoint is \$62,750 and the range maximum is \$73,000. Teachers, librarians and nurses with experience are considered at a rate contingent on experience, education and internal equity. Teachers and nurses with a master's degree are paid an additional annual stipend of \$1,500, and teachers, librarians and nurses with a doctorate degree are also paid an additional annual stipend of \$1,500. Potential annual adjustments and salary increases are contingent on Board approval.

When the AISD began using the market-based salary range, employees who had already exceeded the maximum range did not have any reduction to their current rate of pay.

For the 2017-2018 school year, the AISD Board of Trustees voted for a 2.25 percent salary increase for all employees. Returning teachers and librarians with 8 to 18 years of experience were granted an additional 50 percent equity adjustment.

For a complete salary schedule, [please click here](#).



Arlington
INDEPENDENT SCHOOL DISTRICT
More Than a Remarkable Education

2017-2018

Salary

Schedule

COMPENSATION

Compensation Roles and Responsibilities

Compensation Department

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 organizational culture.

Responsibilities of 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 with the compensation philosophy
3. Researching and evaluating organizational 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 related to compensation programs
5. Continually evaluate compensation practices to ensure adherence with 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 appropriate department or campus leader and/or other key employees
8. Collaborating with managers on reviewing the functions performed by each employee of their staff to provide advice to the manager on the preparation of job descriptions that are to be submitted to the Compensation Department
9. Considering the various types of pay decisions, and making appropriate pay recommendations based on the organization's need, considering:
 - a. Market Data
 - b. District issue/need
 - c. Need for a specific, or specialized skill set
 - d. Pay of others on the same career track
 - e. Budget requirements and constraints
10. Conducting compensation reviews, as needed. Compensation reviews for individual employees should be initiated through the employee's manager.
11. Referring all policy and procedure exceptions to the Assistant Superintendent of Human 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 structures, 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 in conjunction with TASB to inform current compensation levels for comparable positions. Employees are paid according to the pay range for their respective positions. Arlington ISD's pay groups are:

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

The Compensation Department 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, divisional consistency, and administrative input are all considered when performing job evaluations).

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:

- Provide competitive pay to attract and retain highly qualified personnel
- Provide internal pay equity for job responsibility
- 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 goals of the district. Human Resources is responsible for the development, maintenance, and administration of employee pay systems in accordance with board policies, governmental laws, and regulations.

All district jobs will be assigned to a pay grade that establishes the minimum to maximum pay range for the position. Jobs are assigned to pay grades on the basis of 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 upon the pay increase budget and pay raise guidelines approved by the Board each year.

Job Description

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

Exemption Status

All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA) and documented on the job description. Human Resources will determine the classification of each position based on the description of the assigned job duties. In order 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.

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 on the basis of common factors that indicate the relative level of knowledge and skill requirements, complexity of assigned duties, job accountability, and working conditions. Human Resources will collect job information, evaluate jobs for classification purposes, and assign jobs to pay grades. The Superintendent or designee has final authority concerning job classifications.

Classification of New Positions

Prior to posting, new positions must have a written job description created collaboratively by Human Resources and the hiring manager. Human Resources 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.

Job Reclassification

A job reclassification occurs when a position is moved to a higher or lower pay range. Jobs may be reclassified as a result 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, with the exception of teachers, librarians, nurses, 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. Compensation 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. This review typically occurs on an annual basis in conjunction with TASB.

Pay Increase Budget

The Superintendent will recommend a budget for pay increases as part of the annual budget process. Budget recommendations for pay increases will be based on available revenue, statutory requirements, competitive job markets, and district compensation objectives. Employee pay increases will be based on the budget approved by the Board each fiscal year. Salary schedules or placement guidelines do not imply or promise similar salary increases in subsequent years.

The pay increase budget recommended by the Superintendent may include adjustments to remedy correct internal or external pay equity problems, to correct an internal pay inequity (e.g. pay compression between supervisor and assigned staff), 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 increases (GPI) are based upon the annual budget approved by the Board and given to employees to reward 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 at the time of the first pay cycle immediately following the pay increase if awarded by the school board. In addition, eligibility for the general pay increase aligns with TRS's service credit requirements, "To earn a year of membership service credit, an employee must work in a TRS-eligible position or receive paid leave from a TRS-eligible position for at least 90 days during 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 each person's 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 by Human Resources for hard-to-fill positions or to recognize specialized knowledge and skills, qualifications, or technical certifications.

Promotion Defined

A promotion occurs when an employee is assigned to a different job in a higher pay grade and range. Pay adjustments for promotions will begin with the effective date of the new assignment. For promotions that take effect at the beginning of the school

year, a promotional increase may be applied in addition to any general pay increase granted by the school board.

A promotion increase for employees is based on the person's current base salary less any stipends paid for supplemental duties. Equity of the new salary may be considered as compared to peers in the position with similar amounts of expertise.

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, if applicable, as a result of a demotion will be made effective with the new assignment.

Lateral Transfer (Placements)

A lateral transfer is defined as movement to another job assigned to the same or equivalent pay grade. Lateral moves may involve a change of days (higher/lower); however, the daily rate of pay remains the same. Lateral placements can also be classified as voluntary or involuntary. Lateral transfers are typically 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.

Procedures for Requesting a Salary Review

Review of compensation must be initiated by the job supervisor or Human Resources. 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.

- A. The supervisor may request a salary review according to the schedule and procedures designated by Human Resources. The appropriate division/department head must approve the submission of the request.
- B. The supervisor's request must include a proposed job description and written

explanation of changes in job duties and responsibilities along with the Compensation Review Form (CRF). The request must be approved by the appropriate Division Head, Assistant Superintendent or Superintendent.

- C. Human Resources will review the request, obtaining 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.
- D. Human Resources 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

A back payment will occur if the employee is paid less than the amount that the employee should have been paid under the assigned paygrade and/or any relevant supplemental pay. If it is determined that back pay is due to an employee then the Compensation Department will rectify the issue. The employee has a shared responsibility to ensure accuracy of pay by reviewing his/her paycheck stub at least on a monthly basis.

Overpayment

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 the Compensation Department will rectify the issue. The employee has a shared responsibility to ensure accuracy of pay by reviewing his/her paycheck stub at least on a monthly basis.

2017-2018 Pay Grades and Ranges

**TEACHERS,
LIBRARIANS, AND
NURSES**

**2017-2018 Teacher/Librarian/Nurse
Salary Schedule**

MINIMUM	MIDPOINT	MAXIMUM
\$52,500	\$62,750	\$73,000

Employees in these positions will be compensated at the starting range minimum (\$52,500) assuming no previous experience.

Experienced hires to the district will be considered at a rate contingent upon experience, education and internal equity. Teachers and Nurses with a master's degree are paid an additional annual stipend of \$1500.00 that is not considered toward range penetration of base salary.

Current employees who have already exceeded the maximum range will not have any reduction to the current rate of pay.

ADMINISTRATIVE PROFESSIONAL

2017-18 Administrative Professional Pay Plan
Arlington ISD

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	
1			Daily	\$206.45	\$247.25	\$288.05
	Accountant I	243	212 Days	43,767	52,417	61,067
	Administrative Assistant - Superintendent	243	243 Days	50,167	60,082	69,996
	Security - Lieutenant	261	261 Days	53,883	64,532	75,181
	Specialist - Bond Communications	243				
	Specialist - Energy Management	261				
	Specialist - Internal Communications	243				
	Specialist - Plant Services	261				
	Specialist - Senior Purchasing	261				
	Specialist/Supervisor - Food Service	212, 243				
	Specialist/Supervisor - Food Service Catering	243				
	Supervisor - Custodian	261				
	Supervisor - Ground Maintenance	261				
	Supervisor - HVAC/Refrigeration	261				
	Supervisor - Plant Operations	261				

2			Daily	\$258.07	\$309.06	\$360.05
	Accountant II	243	187 Days	48,259	57,794	67,329
	Assistant Manager - Payroll	243	193 Days	49,808	59,649	69,490
	Assistant Speech Pathologist	187	198 Days	51,098	61,194	71,290
	Attendance Navigator	198	202 Days	52,130	62,430	72,730
	Budget Analyst/Cost Control Specialist	261	212 Days	54,711	65,521	76,331
	Campus Testing Facilitator - Elementary	198	243 Days	62,711	75,102	87,492
	Campus Testing Facilitator - High School	212	261 Days	67,356	80,665	93,973
	Campus Testing Facilitator - Junior High School	202				
	Coordinator - Communications	243				
	Coordinator - Food Service Compliance	261				
	Coordinator - Food Service Maintenance	261				
	Coordinator - Food Service/Warehouse	261				
	Coordinator - HR Sub Services & Temp Workforce	243				
	Coordinator - Nutrition Education	243				
	Coordinator - Purchasing FS	243				
	Coordinator - School Age Parent	243				
	Cost Accountant Departmental Supervisor	243				
	District Attendance Officer - At Risk	202				
	District Attendance Officer - Student	202				
	Field Observer	261				
	Social Worker	193, 198				
	Social Worker - Families In Transisiton	202				
	Staff Auditor	243				
	Title I Parent Facilitator - Parent Outreach	212				
	Transportation - System and Technical Analyst	243				

3			Daily	\$291.62	\$349.24	\$406.86
	Counselor - Arlington Collegiate High School	226	193 Days	56,283	67,403	78,524
	Counselor - Career and Technical Center	243	202 Days	58,907	70,546	82,186
	Counselor - Elementary	202	207 Days	60,365	72,293	84,220

Counselor - High School	202, 212, 226	212 Days	61,823	74,039	86,254
Counselor - Itinerant Secondary	207	217 Days	63,282	75,785	88,289
Counselor - Junior High	207	226 Days	65,906	78,928	91,950
Counselor - Pregnancy, Education, and Parenting	202	243 Days	70,864	84,865	98,867
Counselor - PRS	202	261 Days	76,113	91,152	106,190
Counselor - Special Education	202				
Counselor - Special Education - Elementary SEAS	202				
Diagnostician	202				
Diagnostician - Dyslexia	202				
Facilitator - Crossroads	202				
Facilitator - Pathways to Success	193, 202				
Instructional Specialist - Advanced Academics	212				
Instructional Specialist - Bilingual/ESL	212				
Instructional Specialist - Dyslexia	212				
Instructional Specialist - In Home and Parent Training	212				
Instructional Specialist - Kindergarten Behavior Support	212				
Instructional Specialist - Language Arts	212				
Instructional Specialist - LOTE	212				
Instructional Specialist - Mathematics	212				
Instructional Specialist - Science	212				
Instructional Specialist - Science (Secondary)	212				
Instructional Specialist - Social Studies	212				
Instructional Specialist - Social Studies (Secondary)	212				
Instructional Specialist - Special Education	212				
Instructional Specialist - Special Education - Autism	212				
Instructional Specialist - Special Education - Speech	212				
Instructional Specialist - World Languages	212				
Instructional Specialist - Secondary Alt Curriculum	212				
Instructional Specialist - Writing/Language Arts	212				
Intervention Specialist - Drug Free Schools Programs	217				
LSSP	202				
Manager - Adult Education and Literacy Liaison	243				
Media Production Specialist	243				
Music Therapist	193				
Project Manager	261				
SCE Support Interventionist	193				
SDSS Facilitator - Elementary	202				
SDSS Facilitator - Secondary	202				
Senior Internal Auditor	243				
Specialist - Budget/Cash Management	243				
Specialist - Career & Tech Education (Dual Credit)	243				
Specialist - Career & Technical Education	243				
Specialist - Career & Technical Center Practicum	202				
Specialist - Digital Learning	243				
Specialist - Dropout Prevention	243				
Specialist - Environmental and Safety	261				
Specialist - Family Programs	212				
Specialist - Fine Arts Elem and Transformational	212				
Specialist - Guidance & Counseling	212				
Specialist - Immigrant Family/School Outreach	212				
Specialist - Language Placement Center Testing	212				
Specialist - Orientation and Mobility	193				

Specialist - Professional Learning	212
Specialist - Safety & Security	261
Specialist - State & Federal Programs	212
Specialist - Student Behavioral Support System	243
Specialist - Student Development & Support Services	243
Specialist - Student Discipline	243
Specialist - Title 1 Family Involvement	212
Specialist - Title 1 Family Engagement	212
Specialist - Title 1 Program Compliance	212

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Asst Principal - Elementary	202
Asst Principal - Dual Language/Fine Arts	222
Audiologist	212
Coordinator - 504 Leadership	243
Coordinator - Advanced Academics	243
Coordinator - Career & Technical Education	243
Coordinator - Fine Arts	243
Coordinator - Funds Development	243
Coordinator - Health Services	243
Coordinator - Library Media Services	243
Coordinator - State & Federal Programs	243
HR Specialist - Benefits and Wellness Services	243
Human Resources Generalist	243
Manager - Energy	261
Manager - Image Processing	261
Manager - Warehouse	261
Occupational Therapist	193
Physical Therapist	193
Specialist - Transportation	243
Speech Pathologist	187
Supervisor - Electrical/Plumbing	261
Title 1 School Support Dean - Elementary	202
Treasurer	243

Daily	\$312.03	\$373.69	\$435.35
187 Days	58,350	69,880	81,410
193 Days	60,222	72,122	84,023
202 Days	63,030	75,485	87,941
212 Days	66,150	79,222	92,294
222 Days	69,271	82,959	96,648
243 Days	75,823	90,807	105,790
261 Days	81,440	97,533	113,626

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Assistant Director - Food & Nutrition Services	243
Asst Principal - Junior High	217
Coordinator - Accounts Payable	243
Coordinator - Early Childhood & Elementary Educ.	243
Coordinator - Professional Learning	243
Coordinator - Research and Evaluation	243
Coordinator - Safety	261
Coordinator - Secondary Education Operations	243
Curriculum Coordinator - Language Arts/Library Science	243
Curriculum Coordinator - Math	243
Curriculum Coordinator - Science and Health	243
Curriculum Coordinator - Social Studies	243
Coordinator - Special Education	243
Manager - Fleet Services	261
Manager - HR Compensation, Benefits, and Culture	243
Manager - Security	261
Manager - Staffing	261

Daily	\$333.87	\$399.85	\$465.83
217 Days	72,450	86,767	101,085
243 Days	81,130	97,164	113,197
261 Days	87,140	104,361	121,582

Manager - Transportation	243
Senior Program Evaluator	243
Senior Program Evaluator - Title 1	243
Staff Architect	261
Title 1 School Support Dean - Junior High	217

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Asst Director - Special Education	243
Asst Principal - Alternative	222
Asst Principal - Career and Technical Center	243
Asst Principal - High School	222
Coordinator - Adolescent Pregnancy	243
Coordinator - High School Athletics	222
Coordinator - Student Services	243
Curriculum Coordinator - Art	243
Dean of Instruction	243
Head Football Coach	243
Manager - Payroll	243
Senior Manager - Building Maintenance	261
Senior Manager - Plant Operations	261
Senior Project Manager	261

Daily	\$357.25	\$427.84	\$498.43
217 Days	77,523	92,841	108,159
222 Days	79,310	94,980	110,651
243 Days	86,812	103,965	121,118
261 Days	93,242	111,666	130,090

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Asst Director - Boys Athletics	243
Asst Director - Girls Athletics	243
Director - Assessment	243
Director - School Improvement	243
Principal - Elementary	220
Principal - Elementary Dual Language/Fine Arts	243

Daily	\$382.25	\$457.79	\$533.33
220 Days	84,095	100,714	117,333
243 Days	92,887	111,243	129,599

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Associate Principal	243
Chief Internal Auditor	243
Director - Accounting	243
Director - Bilingual/ESL	243
Director - Budget/Cash Management	243
Director - Career & Technical Education	243
Director - Communications	243
Director - Drop Out Prevention	243
Director - Facilities Planning and Construction	261
Director - Food Service	243
Director - Guidance & Counseling	243
Director - HR Customer Service	243
Director - HR Development & Employee Relations	243
Director - HR Recruiting & Sourcing	243
Director - Parent & Community Engagement	243
Director - Professional Learning	243
Director - Purchasing	243
Director - State & Federal Programs	243
Director - Transportation	261
Principal - Alternative	243
Principal - Junior High	243

Daily	\$416.36	\$489.84	\$563.32
243 Days	101,175	119,031	136,887
261 Days	108,670	127,848	147,027

Principal - Turning Point Secondary School 243

9		
Director - Athletics/PE	243	
Director - Curriculum & Instruction	243	
Director - Fine Arts	243	
Director - Special Education	243	

Daily	\$445.51	\$524.13	\$602.75
243 Days	108,259	127,364	146,468

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Executive Director - Educational Support Services	243	
Executive Director - Finance	243	
Executive Director - Plant Services	261	
Executive Director - Research & Accountability	243	
Executive Director - Teaching & Learning	243	
Executive Director - Transformational Learning	243	
Principal - Career and Technical Center	243	
Principal - Early College High School	243	
Principal - High School	243	

Daily	\$476.70	\$560.82	\$644.94
243 Days	115,838	136,279	156,720
261 Days	124,419	146,374	168,329

11		
Area Superintendent - Elementary	243	
Area Superintendent - Secondary	243	
Asst Superintendent - Administration	243	
Asst Superintendent - Human Resources	243	
Asst Superintendent - Technology & Telecommunications	243	

Daily	\$533.90	\$628.12	\$722.34
243 Days	129,738	152,633	175,529

12		
Chief Academic Officer	243	
Chief Financial Officer	243	
Superintendent	243	

Daily	\$613.99	\$722.34	\$830.69
243 Days	149,200	175,529	201,858

ADMINISTRATIVE SUPPORT

2017-18 Administrative Support Pay Plan

Arlington ISD

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	
1			Hourly	\$11.74	\$14.68	\$17.62
	Attendance Clerk - Elementary	198				
	Attendance Clerk - High School	193				
	Attendance Clerk - Junior High	198				
	Clerk - Central Mail	243				
	Clerk - Media Materials	217				
	Clerk - Pregnancy Related Services	243				
	Clerk - Special Education - High School	193				
	Clerk - Translator	193				
	Copy Clerk	193				
2			Hourly	\$13.51	\$16.89	\$20.27
	Clerk - Adult Education & Literacy	217				
	Clerk - Attendance Officers	202				
	Clerk - Audiology Support	198				
	Clerk - Career and Technical Education	243				
	Clerk - Drop Out Prevention	243				
	Clerk - Families in Transition	243				
	Clerk - Family Involvement Title 1	212				
	Clerk - Family Literacy	198				
	Clerk - Food Service Operations	243				
	Clerk - High School Counselor	202				
	Clerk - Library Services	243				
	Clerk - Library Services - Technical Services	243				
	Clerk - PEIMS High School	222				
	Clerk - Records Management	243				
	Clerk - Special Education	193, 243				
	Clerk - Special Education ARD Support	187				
	Clerk - Special Education SHARS	217				
	Data Clerk - High School	202, 221				
	Data Clerk - Junior High	202				
	PEIMS Clerk - High School	221				
	Receptionist	243				
	Registrar - High School	217				
3			Hourly	\$14.59	\$18.24	\$21.89
	Clerk - Athletics/PE	243				
	Clerk - Bilingual/ESL	243				
	Clerk - Bilingual/ESL Testing	202				
	Clerk - Health Services	243				
	Clerk - Lunch Program	212				
	Clerk - Public Information	243				
	Clerk - Special Trips	261				
	Clerk - Student Services	243				
	Clerk - Title I Compliance	243				
	Clerk - Title III Compliance	212				
	Family Engagement Liaison	183				
	Guidance Technician - Elementary	198				
	Guidance Technician - High School	198				
	Guidance Technician - Junior High	198				
	Parent Instructor Title 1	212				
	Secretary - Curriculum Coordinator	243				
	Secretary - Special Education Support Services	243				
	Secretary - Special Populations	243				
	Secretary - Student Development and Support Services	243				

Secretary - Special Education Curriculum Coordinators 243
 Technician - PDC Facilities 243

4		Hourly	\$15.76	\$19.70	\$23.64
Bookkeeper - High School	217				
Clerk - Data Community Engagement Programs	243				
Clerk - Energy Management	261				
Clerk - Fine Arts	243				
Clerk - Food Service Operations	243				
Clerk - Maintenance	261				
Clerk - Operations	260				
Clerk - Room Reservations & Course Management	243				
Clerk - State & Federal Programs Accounting	243				
Clerk - Transportation Payroll/Certification	261				
Clerk - Transportation Routing	261				
Secretary - Director Career & Technology Education	243				
Secretary - Director Drop Out Prevention	243				
Secretary - Director Facilities Planning & Construction	243				
Secretary - Director Instructional Technology	243				
Secretary - Director World Languages	243				
Secretary - Director State & Federal Programs	243				
Secretary - Elementary	212				
Secretary - Junior High	243				
Secretary - Security	261				
Secretary - Transportation	261				
Secretary - Warehouse	261				
Specialist - HR Customer Service/Employee Records	243				
Specialist - Special Education Accounting	243				

5		Hourly	\$17.02	\$21.27	\$25.53
Bookkeeper - Payroll	243				
Clerk - Accounts Payable	243				
Clerk - Administration	243				
Clerk - Administration Food Service	202, 243				
Clerk - Food Service	202				
Clerk - Purchasing	243				
Clerk - Textbook Inventory Control	243				
Secretary - Career and Technical Center	243				
Secretary - Director Accounting	243				
Secretary - Director Athletics/PE	243				
Secretary - Director Budget/Cash Management	243				
Secretary - Director Curriculum & Instruction	243				
Secretary - Director Fine Arts	243				
Secretary - Director Human Resources	243				
Secretary - Director of Guidance and Counseling	243				
Secretary - Director Parent & Community Engagement	243				
Secretary - Director Special Education	243				
Secretary - High School	243				
Secretary - Professional Learning	243				
Secretary - Purchasing	243				
Secretary - Senior Director Transformational Learning	243				
Secretary - Student Services	243				
Specialist - Food Service Lunch Office	202				
Specialist - Grants Facilitator	243				
Specialist - HR Senior Customer Service/Employee Records	243				
Specialist - HR Staffing Support	243				
Specialist - Library Server Cataloger/Supervisor	243				
Specialist - Records Management	243				

6		Hourly	\$18.21	\$22.77	\$27.32
Records Management Officer	243				

Specialist - Accounts Payable	243
Specialist - Purchasing	243
Specialist - Risk Management	261

7	Hourly	\$19.49	\$24.36	\$29.23
Secretary - Administration	243			
Secretary - Executive Director Educational Support Services	243			
Secretary - Executive Director Research and Accountability	243			
Secretary - Executive Director Plant Services	261			
Secretary - Executive Director Teaching and Learning	243			
Specialist - FNS/Admin Support	243			

8	Hourly	\$20.85	\$26.07	\$31.28
Secretary - Area Superintendent - Elementary	243			
Secretary - Area Superintendent - Secondary	243			
Secretary - Assistant Superintendent - Administration	243			
Secretary - Assistant Superintendent - Human Resources	243			
Secretary - Legal	243			

9	Hourly	\$22.31	\$27.89	\$33.47
Secretary - Asst Superintendent of Technology & Telecommunications	243			
Secretary - Chief Academic Officer	243			
Secretary - Chief Financial Officer	243			
Specialist - SNE Payroll	243			
Specialist - Teacher/Monthly Payroll	243			

10	Hourly	\$24.55	\$30.68	\$36.82
HR Specialist - Leaves & Retirement	243			
HR Specialist - Recruitment & Sourcing	243			
Specialist - State Assessment	243			

AUXILIARY

2017-18 Auxiliary Pay Plan

Arlington ISD

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	
1			Hourly	\$10.68	\$13.02	\$15.36
	Bus Attendant	182				
	Cafeteria Monitor	178				
	Cafeteria Monitor Substitute	178				
	Custodian	261				
	Food Service Specialist	182				
	Laundry Helper	261				
	Student Worker - Internal Auditor	243				
2			Hourly	\$11.94	\$14.57	\$17.20
	Building Maintenance - Temporary Helper	261				
	Groundskeeper	261				
	Laundry - Operator	261				
	Summer - Textbooks	261				
3			Hourly	\$13.75	\$16.76	\$19.77
	Asst Head Custodian	261				
	Campus Security Officer	261				
	Food Service Lead Person	185				
	Grounds - Irrigation/Sewer Technician	261				
	Grounds Equipment Operator	261				
	HVAC/Refrigeration - Air Filtration Mechanic	261				
	Plumbing - Irrigation/Sewer Technician	261				
	Sewer Technician	261				
	Warehouse Worker	261				
4			Hourly	\$14.70	\$17.93	\$21.16
	Bus Driver	182				
	Crew Lead - Grounds Maintenance	261				
	Custodian - Head Custodian - Elementary	261				
	Custodian - Head Custodian - Junior High	261				
	Dispatcher - Security	261				
	Finishing Operator	261				
	Food Service - Warehouse Driver	261				
	Food Service - Manager IV	261				
	Head Custodian	261				
	Image Processing Associate I	261				
	Laundry - Driver	261				
	Busing/Driver	261				
	Parts Person	261				
	Preventative Maintenance Vehicle Technician	261				
	Security - Corporal	261				
	Textbook Warehouse Truck Driver	261				
	Transportation - Fleet Technician	261				

Warehouse Truck Driver 261

5		Hourly	\$16.92	\$20.62	\$24.32
Building Maintenance Technician	261				
Food Service Manager V	261				
Security - Sergeant	261				
Technician - Custodial Equipment Repair	261				
Transportation - Dispatcher	261				
Transportation - Router	261				

6		Hourly	\$18.60	\$22.68	\$26.76
Building Maintenance - Skilled Maintenance General	261				
Food Service Liaison Manager	261				
Food Service Manager VI	261				
Food Service Warehouse Lead	261				
Foreman - Laundry	261				
Lead Parts Clerk	261				

7		Hourly	\$20.83	\$25.40	\$29.97
Crew Lead - General Maintenance	261				
Custodian - Foreman	261				
EMS/HVAC Technician	261				
Fire Alarm Technician	261				
Foreman - Grounds	261				
Foreman - Parts	261				
Foreman - Regular Ed Router	261				
Foreman - Special Education Router	261				
Foreman - Trips	261				
Foreman - Warehouse	261				
Grounds Mechanic	261				
Heating and Air Conditioning Zone Lead	261				
HVAC/Refrigeration - Mechanic	261				
Image Processing Associate III	261				
IPM Coordinator	261				
Journeyman Electrician	261				
Journeyman Plumber	261				
Security - Technician	261				
Technician - Audio/Visual	261				
Transportation - Preventative Maintenance Vehicle	261				
Transportation - Safety Technician	261				
Vehicle Mechanic	261				

8		Hourly	\$26.05	\$31.75	\$37.45
Food Service Manager VIII	185				
Foreman - Building Maintenance	261				
Foreman - Electrical	261				
Foreman - Energy Management Systems	261				
Foreman - Fire Systems	261				
Foreman - Plumbing	261				
Foreman - Telecommunications	261				

Foreman - Vehicle Maintenance	261
Foreman/Food Service Maintenance	261
Supervisor - Security Technician	261
Vehicle Maintenance Technical Advisor/Trainer	261

EDUCATIONAL AIDES

2017-18 Educational Aides Pay Plan

Arlington ISD

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	
1			Hourly	\$11.81	\$14.42	\$17.03
	Classroom Assistant - Elementary	183				
	Classroom Assistant - Bilingual Kindergarten	183				
	Classroom Assistant - Bilingual Pre-K	183				
	Classroom Assistant - Elementary Athletics/PE	183				
	Classroom Assistant - Elementary Bilingual	183				
	Classroom Assistant - Elementary Fresh Start	183				
	Classroom Assistant - Elementary Kindergarten	183				
	Classroom Assistant - Elementary Pre-K	183				
	Classroom Assistant - Elementary Title 1	183				
	Classroom Assistant - Elementary Turning Point	183				
	Classroom Assistant - Family Literacy	183				
	Classroom Assistant - High School	183				
	Classroom Assistant - High School ESL	183				
	Classroom Assistant - High School/Copy Clerk	183				
	Classroom Assistant - Junior High	183				
	Classroom Assistant - Junior High At Risk	183				
	Classroom Assistant - Music/Art	183				
	SCE Classroom Assistant	183				
2			Hourly	\$12.66	\$15.43	\$18.20
	Classroom Assistant - ADA	183				
	Classroom Assistant - Community Based Transistion	183				
	Classroom Assistant - District	183				
	Classroom Assistant - Special Ed. - ABLE	183				
	Classroom Assistant - Special Ed. - Alt Curriculum	183				
	Classroom Assistant - Special Ed. - Deaf Education	183				
	Classroom Assistant - Special Ed. - Gap Inclusion	183				
	Classroom Assistant - Special Ed. - Inclusion	183				
	Classroom Assistant - Special Ed. - ISPD	183				
	Classroom Assistant - Special Ed. - PPCD	183				
	Classroom Assistant - Special Ed. - SEAS	183				
	Classroom Assistant - Special Ed. - Speech	183				
	Classroom Assistant - Elementary Title 1	183				
	Classroom Assistant - ELL Intervention	183				
	Classroom Assistant - Special Ed. - VAC	183				
	Classroom Assistant - Special Ed. - PREVOC	183				
	Classroom Assistant - Special Ed. - Vision	183				
	Clinic Assistant - Elementary	183				
	Clinic Assistant - High School	183				
	Clinic Assistant - Junior High	183				
	Health Assistant - Elementary	183				
	Health Assistant - Elementary SKILLS	183				
	Library Assistant - High School	183				
3			Hourly	\$13.68	\$16.67	\$19.66
	Campus Technology Manager - Elementary	202				

Campus Technology Manager - Junior High	202
Computer Lab Manager - High School	202
STEM Lab Manager - Elementary	202

4	
Brailist	193

Hourly	\$16.13	\$19.67	\$23.21
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5	
Deaf Interpreter - Elementary	183
Deaf Interpreter - High School	183
Deaf Interpreter - Junior High	183

Hourly	\$20.16	\$24.59	\$29.02
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TECHNOLOGY

2017-18 Technology Pay Plan

Arlington ISD

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	
T1			Hourly	\$21.54	\$26.27	\$31.00
	LAN Technician	217				
	Specialist - PEIMS Attendance	243				
	Specialist - Transfer	243				
	Technician - Research and Accountability	243				
T2			Hourly	\$26.28	\$32.05	\$37.82
	Lead Specialist - PEIMS	243				
	Specialist - Help Desk	243				
	Specialist - Information Systems	243				
	Specialist - Software Support	243				
	Specialist - Technology Support	243				
	Specialist - Website	243				
	Trainer - Technology	243				
T3			Daily	\$262.81	\$320.50	\$378.19
	Coordinator - Structured Cabling	243				
	Manager - Software Support	243				
	Manager - Software Support - Food Services	243				
	Manager - TEAMS Support	261				
	Network Specialist - Server	243				
	Speicalist - Database	261				
	Specialist - Instructional Technology	243				
	Specialist - Network Services	243				
	Specialist - Telecommunications	243				
	Production Manager	243				
	Webmaster	243				
			243 Days	63,863	77,882	91,900
			261 Days	68,593	83,651	98,708
T4			Daily	\$310.12	\$378.19	\$446.26
	Coordinator - PEIMS	243				
	Data Warehouse Senior Programmer	243				
	Manager - Help Desk	243				
	Research and Project Programmer	243				
	Senior Programmer/Analyst	243				
	Senior Programmer/Analyst - Food Services	243				
	Systems Integration Analyst	243				
			243 Days	75,359	91,900	108,441
T5			Daily	\$331.82	\$404.66	\$477.50
	Coordinator - Blended Learning	243				
	Database Administrator - Research and Accountability	243				
	Network Administrator	243				
	Network Manager - Communications	243				
	Network Manager - Systems	243				
	Network Server Manager	243				
	TEAMS Technical Manager	243				
			Daily	\$431.37	\$526.06	\$620.75

T6

Director - Technical Services & Systems Integration	243
Director - Network Services	243

T7

Senior Director, Technology Support and Integration	243
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243 Days	104,823	127,833	150,842
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Daily	\$452.94	\$552.36	\$651.78
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243 Days	110,064	134,223	158,383
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SUPPLEMENTAL PAY

The following provides the framework for Arlington ISD Supplemental Earnings:

1. Supplemental earnings are not guaranteed wages and may be amended or eliminated at any time.
2. Supplemental earnings are not included in individual base salaries quoted by the Compensation Department.
3. Authorization to pay approved supplemental compensation requires permission from the campus principal or department head, or designee, prior to actual work being performed.
4. It is the responsibility of the campus/department to notify the Compensation Department when all extra duties have been performed or if there is a change in duties which would make the employee ineligible/eligible to receive supplemental earnings. (I.E. termination, assignment change, transfer, etc.)
5. It is the responsibility of the employee to check their pay statement to ensure they are being adequately compensated for supplemental duties. Back payments owed will be retroactively paid at a maximum of two paychecks.
6. An employee who has separated from the district (or is no longer active) is not eligible to accrue additional earnings past their effective separation date. A new employee is not eligible to earn supplemental pay prior to their effective start date.
7. All supplemental earnings are subject to the employee and employer's statutory deductions.
8. 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.
9. If an employee fails to meet all criteria stipulated for the supplemental earnings 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.

Stipends or supplemental pay not described in this section of the handbook must be verified and approved by Compensation before submitting to Payroll for processing. All unapproved rates submitted will be deleted or adjusted by Payroll and/or Compensation. Exceptions will require the approval of the Superintendent or designee.

Employees paid from grant funds will be paid in accordance with the approved rates in this handbook.

Supplemental pay (stipends) 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.

Extra duty or Additional Pay – Working beyond Normal Number of Annual Days

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. Extra duty pay requires the approval of the Superintendent or designee.

If the employee performs duties of a different nature, the summer school, part-time, or tutorial rates will apply.

Part-Time and Other Hourly Rates (Professional Assignments)

Hourly rates are designed to compensate individuals performing non-exempt 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 position that is most closely related to the assignment.

Additional Job Responsibilities

Employee job responsibilities are subject to change at any time to meet the needs of the District. Such changes do not necessarily warrant a change in salary. Exceptions to this rule require the approval of the Superintendent or designee with the amounts being recommended by the Compensation Department.

Stipend Payments

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

Athletic Stipends

Athletic Stipend (Other)	Annual Amount
Athletic Coordinator – HS	\$5000
Athletic Coordinator - JH	\$1050
Athletic Trainer	\$8331
Network PE Coordinator	\$1500

Head Coach – High School	Annual Amount
Archery	\$4959
Baseball	\$4959
Basketball, Girls	\$4959
Basketball, Boys	\$4959
Cheerleading	\$4959
Cross Country, Boys	\$4959
Cross Country, Girls	\$4959
First Assistant	\$4959
Football	\$4959
Golf	\$4959
Golf, Girls	\$4959
Gymnastics, Girls	\$4959
Soccer, Boys	\$4959
Soccer, Girls	\$4959
Softball	\$4959
Swimming	\$4959
Tennis	\$4959
Track, Boys	\$4959
Track, Girls	\$4959
Volleyball	\$4959
Wrestling, Boys	\$4959
Wrestling, Girls	\$4959

Assistant Coach – High School	Annual Amount
Archery	\$3474
Baseball	\$3474
Basketball, Girls	\$3474

Basketball, Boys	\$3474
Cheerleading	\$3474
Cross Country, Boys	\$3474
Cross Country, Girls	\$3474
Football	\$3474
Golf	\$3474
Golf, Girls	\$3474
Gymnastics, Girls	\$3474
Soccer, Boys	\$3474
Soccer, Girls	\$3474
Softball	\$3474
Swimming	\$3474
Tennis	\$3474
Track, Boys	\$3474
Track, Girls	\$3474
Volleyball	\$3474
Wrestling, Boys	\$3474
Wrestling, Girls	\$3474

Head Coach – Junior High School	Annual Amount
Basketball, Boys	\$3207
Basketball, Girls	\$3207
Boys Junior High Sports	\$3207
Girls' Junior High Sports	\$3207
Cross Country, Boys	\$3207
Cross Country, Girls	\$3207
Football	\$3207
Soccer, Boys	\$3207
Soccer, Girls	\$3207
Track, Boys	\$3207
Track, Girls	\$3207
Volleyball	\$3207

Bilingual Stipends

Bilingual stipends are designed to compensate employees who provide bilingual services to students and/or departments as defined by the district.

Bilingual Position	Annual Amount
Bilingual Diagnostician	\$3000
Bilingual SPED	\$3000
Bilingual Teacher	\$3000

Campus Stipends

Campus Stipend	Annual Amount
Behavior Interventionist	\$1717
Credit Recovery Leader	\$1500
Department Leader – Diagnostician	\$1800
Department Leader – High School	\$1717
Department Leader – Junior High	\$1091
Department Leader – Other	\$1717
Department Leader – Workforce Pathway	\$1717
Family Engagement Stipend	\$750
Lead Teacher – Elementary	\$1000
Level Leader – High School	\$355
Level Leader – Junior High	\$355
PBIS	\$750
Post-Secondary Facilitator	\$1717
SOAR HS Coordinator	\$1000
SOAR JH Coordinator	\$600
SOAR Sponsor	\$500

Departmental Stipends

Departmental 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. The authorized department leader/manager partners with the Human Resources Compensation Department

for the implementation of the stipend including duties and locations of stipends. The department reserves the right to change the supplemental duties for a stipend at any time.

Departmental Stipends	Owner	Annual Amount
Behavior Interventionist	Special Education	\$1717
Campus Communicator	Information Tech.	\$600
Campus Webmaster	Information Tech.	\$600
Department Leader – SPED	Special Education	\$1000
Destination Imagination	Advanced Academics	\$355
Diagnostician – Dyslexia	Special Education	\$3000
Entrepreneurship Contest Coord.	Curriculum	\$5000
Instructional Coach	Curriculum	\$1500
Lead Counselor	Counseling	\$1717
Lead Nurse	Nursing	\$1717
Lone Star Challenge	Advanced Academics	\$355
Mandt System Trainer	Special Education	\$2000
Post-Secondary Facilitator	Special Education	\$1717
Special Olympics Coach	Special Education	\$1250
SPED – Specialized Programs	Special Education	\$1350
STEM Academy Coordinator	Curriculum Leaders	\$10000
Wellness Coordinator	Human Resources	\$750

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.

Education/Certification	Annual Amount
Doctoral Degree	\$1500
Master’s Degree	\$1500

Fine Arts Stipends

These stipends are designed to compensate employees providing services to the fine arts department. These stipends are contingent upon fulfillment of department requirements.

Band Position	Annual Amount
Band Assistant Director – High School	\$7046
Band Assistant Director – Junior High School	\$2324
Band Director – High School	\$11967
Band Director – Junior High	\$6675

Orchestra Position	Annual Amount
Orchestra Assistant Director – High School	\$5500
Orchestra Assistant Director – Junior High School	\$2440
Orchestra Director – High School	\$6000
Orchestra Director – Junior High School	\$3625

Vocal	Annual Amount
Elementary Choir	\$500
Vocal Music Director – High School	\$6000
Vocal Music Director – Junior High School	\$3000
Vocal Music Assistant Director – High School	\$3500
Vocal Music Assistant Director – Junior High School	\$2080

Drill Team	Annual Amount
Drill Team Assistant Director – High School	\$1146
Drill Team Sponsor – High School	\$4930

Junior ROTC

Supplemental earning is designed to compensate ROTC Instructors for extracurricular activities that are required by the demands of the job. Demands includes developing competitive teams, participation in team competition, chaperone field trips and other activities that contribute to the academic and

mental growth of the cadets and that require the instructor's presence after a normal duty day.

ROTC Instructor	Annual Amount
ROTC Instructor	\$2500

Student Activities

Student Activity	Annual Amount
Academic Decathlon – High School	\$4152
Academic Decathlon Assistant – High School	\$1263
Debate – High School	\$2464
Destination Imagination	\$355
Key Club Sponsor	\$1000
Lone Star Challenge	\$355
Mock Trial Assistant – High School	\$871
Mock Trial Lead – High School	\$435
National Honor Society – High School	\$1250
National Honor Society – Junior High	\$537
Newspaper Sponsor – High School	\$2202
Newspaper Sponsor – Junior High	\$355
Oral Interpretation – High School	\$2254
Quiz League Coordinator	\$500
Quiz League Sponsor	\$871
Special Olympics – Coach	\$1250
Step Team Assistant – High School	\$1146
Step Team - Elementary	\$750
Step Team – High School	\$4930
Step Team – Junior High	\$1500
Student Council Sponsor – High School	\$1760
Student Council Sponsor – Junior High	\$750
U.I.L A+ Academics	\$355
U.I.L. Campus Coordinator	\$603
U.I.L Coach – High School	\$871
U.I.L. Coach – Junior High	\$450

Yearbook Sponsor – High School	\$2050
Yearbook Sponsor – Junior High	\$1010

Technology Stipends

Technology Stipend	Annual Amount
Info Systems Certification (One)	\$600
Info Systems Certification (Two)	\$1500
Project Leader	\$2000