



**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT  
COMPENSATION RESOURCE MANUAL 2021 – 2022**

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT  
COMPENSATION RESOURCE MANUAL

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# SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

## BOARD OF TRUSTEES

<b>Christina Martinez</b>	<b>District 6</b>	<b>President</b>
<b>Alicia Sebastian</b>	<b>District 2</b>	<b>Vice President</b>
<b>Arthur V. Valdez</b>	<b>District 4</b>	<b>Secretary</b>
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## SUPERINTENDENT

**Pedro Martinez**

# SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

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## COMPENSATION PROGRAM

The San Antonio Independent School District's mission is to transform the District into a national model urban school district where every child graduated is educated so that he or she is prepared to be a contributing member of the community. The Compensation Program is designed to support the attraction, motivation and retention of high performing employees that provide support to the district's mission.

The Compensation Department is a strategic partner in the planning, design, implementation, administration, and communication of all compensation programs which includes job architecture.

A combination of job architecture, job hierarchies and market intelligence lay the framework for the District's compensation program. Base Pay is the primary pay element; and on an as needed basis, other elements may be used to provide additional compensation in the form of stipends or supplemental pay for specific, defined bodies of work performed beyond the normal responsibilities of the job. When appropriate, allowances will be assigned as reimbursement for travel or phone expenses.

The objective of the 'Base Pay' is intended to facilitate the attainment of several objectives:

**Internal Equity** - the pay relationship among jobs or levels within the District. Comparison within an organization, tends to focus on four aspects of job content: Skill, Effort, Responsibility, and Working Conditions.

**External competitiveness** - the competitive market. The goal is to pay what is necessary to attract, retain and motivate qualified candidates.

**External Equity** - the market rate of comparable jobs. Equity extends to the total compensation package which factors such as employee benefits, job security, physical work environment, commuting distance, opportunity for advancement and employment practices.

**Compliance with Laws and Regulations** - Legislation, regulation, executive orders, and judicial decisions must be considered in the development and administration of the District's compensation plan; including compliance issues related to:

The Equal Pay Act

The Age Discrimination in Employment Act

Title VII of the Civil Rights Act of 1964

Fair Labor Standards Act, and

Title I of the Americans with Disabilities Act of 1990.

**Administrative efficiency** - The District has limited resources to administer the compensation plan, therefore administration time and cost to implement is taken into consideration.

# SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

## COMPENSATION STRUCTURE

The compensation structure is comprised of an array of pay ranges, each including a minimum or entry pay rate value, a midpoint value which is representative of the average market value and a maximum payrate value.

Job categories and pay levels are used to group positions that have similar relative internal value based on a multitude of elements such as the job's minimum education, experience, and credential requirements; job duties and responsibilities; market data; internal equity; and district impact. A job classification level will be assigned to a pay range by the Compensation Department, based on its functional area and derived value.

The pay range spread is targeted at 40%. The minimum is established at a compa-ratio between 80% and 85%; and the maximum value at a compa-ratio of 120%. Due to prior compensation practices, the current pay ranges may have a minimum value greater than an 85% compa-ratio. Over-time, the intention is for those minimum values to align with 85%. The midpoint of the range is not the true midpoint of the range; it is the value aligned with the market for the positions assigned to the range. The spread between midpoint values is targeted at 5.5% for lower pay ranges and 8.0% for higher pay ranges (*Note, 'compa-ratio' is the term used for the comparison ratio of the salary divided by the midpoint of the pay range.*)

## JOB CLASSIFICATIONS

Jobs will be grouped into job classification and pay ranges in the following categories:

- Teachers, Librarians and Nurses (RNs) (teacher pay schedules)
- Classified
- Clerical / Paraprofessional
- Instructional / Paraprofessional
- Police Service
- Technology
- Administrative Program
- Administrative Management

## TEACHER PAY SCHEDULES

Teacher Pay Schedules apply to CERTIFIED classroom teachers, librarians, and nurses. As required by law, the pay schedule will not be less than the minimum monthly salary on the state salary schedule based on years of experience. The maximum years of experience credited is 28, in 2020-2021 it will increase to 29, and in 2021-2022 it will cap at 30.

Teachers with a master's degree, who signed with the District on or after August 1, 2002, are on a payschedule with an annualized rate \$2,000 higher than the standard (bachelor's) teacher pay schedule.

Pay schedules are communicated in annualized pay rates, based on a 187 workday/10-month workcalendar.

### Initial Pay Rate - Teacher, Librarian and Nurse (RN)

All teachers excluding JROTC, CATE and Vocational Instructors, are required to hold a bachelor's degree, but are all required to hold a certification as required by the Texas Education Agency (TEA) and the State Board of Educator Certification (SBEC).

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The initial salary of a teacher, librarian or nurse is based upon the creditable years of (TEA) validated experience related to the position in which hired; and the level of degree achieved. Experience is credited for teachers and librarians according to the commissioner's rules on creditable service (19 TAC 153.1021). Registered nurses are assigned a daily rate associated with the number years of experience and related degree. Annualized pay rates may vary based on the number of workdays in the Workday Calendar assigned to the position.

The maximum number of creditable years of (TEA) validated experience shall be capped at 30 years of experience for newly hired Teachers, Librarians and Nurses.

All teachers, librarians and nurses will initially be assigned the entry rate on the Bachelor Degree Teacher Pay Schedule. The actual pay rate will be determined once the official service records and educational transcripts have been received by the District. New teachers should expect to receive credit for their first year of experience at the completion of the first school year in which they complete a minimum of 90 workdays. If they are received prior to the first payroll period cutoff of the start of the new school year, the actual pay rate will be assigned for the first paycheck. Otherwise, the employee will receive the entryrate on the Bachelor Degree Teacher Pay Schedule and pay will be retro-actively paid in the next payroll pay period once records are received.

### **Junior Reserve Officers Training Corps (JROTC) Instructors**

JROTC instructors will be paid JROTC personnel will be paid in compliance with active-duty Armed Forces pay requirements stated on his/her Military Instructor Pay (MIP) letter assignment. The Director, Compensation and the Director, Army Instruction together determine new hire pay rates. Both school experience and active-duty experience may be counted for local salary credit (Texas Admin Code §153.1021(d)(2). Should the JROTC instructor transfer into a full-time teaching position, military experience will not be credited unless it meets the TEA guidelines.

### **Career and Technology Education (CATE) Teachers**

In alignment to §153.CC, Commissioner's Rules on Creditable Years of Service, Career and Technology Education (CTE) teachers are eligible for up to two years of industry work experience for salary increment purposes, if:  
The work experience is required to obtain the teacher certification (Health Science, Trades and Industry, and Marketing);

Employed for at least 50% of the time in an approved career and technology teaching position;  
During the hiring process, include the work experience on the Experience Affidavit or Service Record from previous district, as well as the complete Statement of Qualifications (SOQ).

Enroll in an Educator Preparation Program or certified in SBEC as a CTE teacher;

Submit the Statement of Qualifications (SOQ) Form to the CTE Director; and

The work history is verifiable by the CTE Director. The CTE Director will submit the verified work history to Human Capital Management to process the incremental pay.

CTE Teachers on a school district teaching permit are not eligible for the salary increment until they are enrolled into an Educator Preparation Program. For salary increment purposes, the effective date will be effective date listed on the CTE SBEC certificate, or the beginning of the current school year (whichever is later).

CTE Teachers that taught for another Texas school district are only eligible for this increment, if the work history is listed on their service record from the previous Texas school district, and they are certified in SBEC as a CTE teacher (not on a permit). SAISD will not confirm work history for CTE teachers that have worked at a previous school district. This eligibility should have been completed by the previous school district.

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## Teachers moving from an Instructional Assistant position

Instructional Assistants who accept a position as a certified teacher will receive a maximum of two years' of directly related experience in determining their initial salary on the teacher pay schedule. Experience must be verified on the employee's Service Record (Amendment 19 Texas Admin Code §153.1021m).

## Master Teacher Initiative

This program is a home-grown initiative to support, recognize, retain, and reward excellent teaching. It includes multiple measures that reflect SAISD's values for teacher development and performance to accelerate student achievement.

The program will be expanded in 2023-2024 school year to include all teachers across all grade levels and subjects with the support from the Texas Legislature and the Texas Education Agency through the Teacher Incentive Allotment.

The Texas legislature differentiates Teacher Incentive Allotment (TIA) funding to school districts based on the designation levels of teachers and the school's socioeconomic need. The State's methodology for determining socioeconomic need is based on the SAISD Socioeconomic Block Methodology and considers median income, home ownership, adult education, and single-parent households. SAISD is proposing a funding model that divides campuses into four School Funding Categories (A, B, C, D) based on the State's Socioeconomic Status (SES) Multiplier. Schools are grouped to ensure that each Funding Category included a similar number of schools. Designated teachers in each category receive a stipend that is based on the median state allocation for the category and designation level. When TEA publishes the SES Multiplier values in Spring, SAISD will finalize the School Funding Categories and associated stipends. The State will recalculate the SES Multiplier for each school based on student enrollment each year, and SAISD will also update its School Funding Categories annually.

### Preliminary School Funding Categories and Stipends

School Funding Category	Year 1			Year 2+ *		
	Recognized	Exemplary	Master	Recognized	Exemplary	Master
A	\$5,000	\$10,000	\$18,500	\$15,000	\$20,000	\$28,500
B	\$6,000	\$12,500	\$22,500	\$16,000	\$22,500	\$32,500
C	\$6,500	\$13,500	\$24,500	\$16,500	\$23,500	\$34,500
D	\$7,000	\$14,500	\$26,500	\$17,000	\$24,500	\$36,500

*\* Includes a \$10K Additional Time Stipend*

*This table reflects the gross payout amount for each designation level. Standard employee deductions will apply.*

*SAISD's budget for TIA also accounts for standard employer benefit costs and taxes, not shown here.*

For more information, please visit the [MTI 2.0 and Beyond SharePoint Site](#).

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<b>2021-2022 New Teacher Pay Schedule</b>				
<b>Years of Experience</b>	<b>Bachelor's Degree Pay Schedule</b>		<b>Master's Degree Pay Schedule</b>	
	<b>Annualized Rate (187 Days)</b>	<b>Daily Rate</b>	<b>Annualized Rate (187 Days)</b>	<b>Daily Rate</b>
<b>00</b>	\$54,200	\$289.84	\$56,200	\$300.53
<b>01</b>	\$54,468	\$291.27	\$56,468	\$301.97
<b>02</b>	\$54,733	\$292.69	\$56,733	\$303.39
<b>03</b>	\$54,999	\$294.11	\$56,999	\$304.81
<b>04</b>	\$55,093	\$294.62	\$57,093	\$305.31
<b>05</b>	\$55,188	\$295.12	\$57,188	\$305.82
<b>06</b>	\$55,349	\$295.98	\$57,349	\$306.68
<b>07</b>	\$55,779	\$298.28	\$57,779	\$308.98
<b>08</b>	\$55,940	\$299.15	\$57,940	\$309.84
<b>09</b>	\$56,102	\$300.01	\$58,102	\$310.71
<b>10</b>	\$56,264	\$300.87	\$58,264	\$311.57
<b>11</b>	\$56,425	\$301.74	\$58,425	\$312.43
<b>12</b>	\$56,587	\$302.60	\$58,587	\$313.30
<b>13</b>	\$56,856	\$304.04	\$58,856	\$314.74
<b>14</b>	\$57,125	\$305.48	\$59,125	\$316.18
<b>15</b>	\$57,394	\$306.92	\$59,394	\$317.62
<b>16</b>	\$57,663	\$308.36	\$59,663	\$319.06
<b>17</b>	\$57,939	\$309.83	\$59,939	\$320.53
<b>18</b>	\$58,213	\$311.30	\$60,213	\$322.00
<b>19</b>	\$58,493	\$312.80	\$60,493	\$323.49
<b>20</b>	\$58,768	\$314.27	\$60,768	\$324.96
<b>21</b>	\$59,037	\$315.71	\$61,037	\$326.40
<b>22</b>	\$59,311	\$317.17	\$61,311	\$327.87
<b>23</b>	\$59,591	\$318.67	\$61,591	\$329.36
<b>24</b>	\$59,860	\$320.11	\$61,860	\$330.80
<b>25</b>	\$60,140	\$321.60	\$62,140	\$332.30
<b>26</b>	\$60,409	\$323.04	\$62,409	\$333.74
<b>27</b>	\$60,690	\$324.55	\$62,690	\$335.24
<b>28</b>	\$60,959	\$325.99	\$62,959	\$336.68
<b>29</b>	\$61,239	\$327.48	\$63,239	\$338.18
<b>30</b>	\$61,514	\$328.95	\$63,514	\$339.64

*Notes:*

Years of Experience represents Creditable Years of Service.

Neither past nor future salaries can be predicted or calculated from this schedule.



# SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

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## MID POINT PAY RANGES

Midpoint Pay Ranges apply to all positions not assigned to the teacher pay schedule. Employees are paid according to the pay range assigned to their position; and individual pay rates are based on years of related experience in comparison to the peer group. Employees' annual salary is based on the number of workdays and is paid over a 12-month period. Employees being promoted or hired into the Administrative Management Executive job classification must be approved by the Board of Trustees.

## New Hire or New Position Pay Rate

The pay rate for District positions is determined by aligning the new hire's related work experience to the pay rate of the internal peer group (incumbents in the same job and classification pay level) with the same years of experience.

A salary offer shall not exceed 100% of the midpoint of the pay range. Salary offers between 100% and 110% compa-ratio will require the approval of the Director, Compensation. The Superintendent's approval is required for any offers that exceed 110% compa-ratio.

## Returning Employees

Former San Antonio ISD employees who return to the district will be placed at the appropriate pay level for the position in which they are newly hired, which may be different from the job classification and pay level they previously occupied at the time of their departure from the district. Teachers will receive creditable years of services not to exceed the cap of 30 years of service.

## Years of Experience Verification and Documentation

Related years of experience for candidates must be documented prior to the final determination of salary credit. New employees are required to submit to Human Capital Management within 30 days of hire, a completed "Experience Affidavit" form specifying all information such as previous employers, positions held, dates of employment, hours worked and contact information of person that can verify employment (for each employer). *Please note, if this information is not received, the employee will only receive the entry rate for their position until which time the documentation is received. The employee is responsible for ensuring Human Capital Management receives this information; the District will not follow-up on the employee's behalf.*

In the event it is discovered that not all information was provided within 3 months of hire, a revised experience affidavit will be required. Human Capital Management will review revised information and will update the system of record to capture the additional years of experience; *there will not be an adjustment to pay.* However, future pay actions will consider the updated years of experience. To receive credit for prior work experience, years of experience must be verified. If the new hire was previously employed in education, documentation of service must be provided to the Human Capital Management Department on an official Texas Education Agency (TEA) approved record and must be validated by the appropriate institutional official. *[See TEA Chapter 153 subchapter CC]*

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The following are acceptable forms of documentation:

- Service records from previous school employment
- Contracts or letters of appointment
- First and last pay stub from employer (private employer only)
- Tax record or W2 from employer (private employer only)
- Verification of prior work experience from prior employer

Additional documentation may be necessary to complete the verification of prior experience before salary credit is assigned.

### **Degree Accreditation**

Three positions assigned to the Midpoint Pay Ranges are eligible for additional salary consideration for the employee's degree accreditation: Instructional Coach, Instructional Specialist, and Implementation Specialist. All other jobs assigned to the midpoint pay ranges are ineligible for this consideration.

### **School Administrator Performance Based Pay System**

Beginning in 2021, all School Administrators have been placed into a performance-based pay system. The pay for performance system includes four entry points based on campus level and four performance levels. Future pay earnings will be based on rigorous performance criteria that will be fully developed during the 2021-2022 school year.

### **Universal Pay Structure**

New in 2021, a new universal pay structure has been implemented. All previous pay ranges have been collapsed into two grading structures: (N) Non-Exempt and (E) Exempt. A crosswalk has been included in the structure table to help align the previous pay grade structure to the new universal pay grade structure.

## SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

### SCHOOL ADMINISTRATOR PERFORMANCE BASED PAY RANGES

Principal Title	Workdays	ANNUALIZED PAY STRUCTURE					DAILY RATE PAY STRUCTURE				
		GRADE	Level 1	Level 2	Level 3	Exemplary	GRADE	Level 1	Level 2	Level 3	Exemplary
<b>Principal I-A</b> (HS; Highest Grd Lvl Svcd = 12, Trad & Ext Grd)	230	<b>P04</b>	\$120,000	\$130,000	\$142,000	\$155,000	<b>P04</b>	\$521.740	\$565.217	\$617.391	\$673.910
<b>Principal I-B</b> (MS/AC/ALT; Highest Grd Lvl Svcd = 8, Alternative)	230	<b>P03</b>	\$111,500	\$116,000	\$124,200	\$135,400	<b>P03</b>	\$484.790	\$504.348	\$540.000	\$588.700
<b>Principal II-A</b> (ES; Highest Grd Lvl Svcd = 6)	230	<b>P02</b>	\$105,100	\$109,400	\$117,100	\$127,700	<b>P02</b>	\$456.960	\$475.652	\$509.130	\$555.210
<b>Principal II-B</b> (EED; Highest Grd Lvl Svd = 2, Early CH)	230	<b>P01</b>	\$102,000	\$106,100	\$113,600	\$123,900	<b>P01</b>	\$443.780	\$461.304	\$493.913	\$538.700

Network Assoc Principal Title	Workdays	ANNUALIZED PAY STRUCTURE					DAILY RATE PAY STRUCTURE				
		GRADE	Level 1	Level 2	Level 3	Exemplary	GRADE	Level 1	Level 2	Level 3	Exemplary
<b>Network Assoc Principal I-A</b> (HS; Highest Grd Lvl Svcd = 12, Trad & Ext Grd)	230	<b>NA04</b>	\$101,200	\$108,300	\$119,200	\$132,000	<b>NA04</b>	\$440.000	\$470.870	\$518.261	\$573.910
<b>Network Assoc Principal I-B</b> (MS/AC/ALT; Highest Grd Lvl Svcd = 8, Alternative)	230	<b>NA03</b>	\$97,200	\$102,100	\$110,300	\$121,400	<b>NA03</b>	\$422.610	\$443.913	\$479.565	\$527.820
<b>Network Assoc Principal II-A</b> (ES; Highest Grd Lvl Svcd = 6)	230	<b>NA02</b>	\$93,000	\$97,700	\$105,600	\$116,200	<b>NA02</b>	\$404.350	\$424.783	\$459.130	\$505.210
<b>Network Assoc Principal II-B</b> (EED; Highest Grd Lvl Svd = 2, Early CH)	230	<b>NA01</b>	\$90,200	\$94,800	\$102,400	\$112,700	<b>NA01</b>	\$392.170	\$412.174	\$445.217	\$490.000

Asst Principal Title	Workdays	ANNUALIZED PAY STRUCTURE					DAILY RATE PAY STRUCTURE				
		GRADE	Level 1	Level 2	Level 3	Exemplary	GRADE	Level 1	Level 2	Level 3	Exemplary
<b>Asst Principal I-A</b> (HS; Highest Grd Lvl Svcd = 12, Trad & Ext Grd)	230	<b>AP04</b>	\$92,000	\$98,500	\$108,400	\$120,000	<b>AP04</b>	\$400.000	\$428.261	\$471.304	\$521.740
<b>Asst Principal I-B</b> (MS/AC/ALT; Highest Grd Lvl Svcd = 8, Alternative)	230	<b>AP03</b>	\$88,400	\$92,900	\$100,400	\$110,500	<b>AP03</b>	\$384.350	\$403.913	\$436.522	\$480.430
<b>Asst Principal II-A</b> (ES; Highest Grd Lvl Svcd = 6)	230	<b>AP02</b>	\$84,500	\$88,800	\$96,000	\$105,600	<b>AP02</b>	\$367.400	\$386.087	\$417.391	\$459.130
<b>Asst Principal II-B</b> (EED; Highest Grd Lvl Svd = 2, Early CH)	230	<b>AP01</b>	\$82,000	\$86,100	\$93,000	\$102,300	<b>AP01</b>	\$356.520	\$374.348	\$404.348	\$444.780

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FLSA	UNIVERSAL GRADE	SALARY RANGE			CURRENT GRADES ENCOMPASSED							
		MIN	MID	MAX								
N	N01	\$16.00	\$16.50	\$18.60	D 1	E 1	M 1	F 1	S 1	P 1	X 1	
	N02	\$16.25	\$16.83	\$18.99	D 2	E 2	M 2	F 2	S 2	P 1.1		
	N03	\$16.50	\$17.70	\$20.03	D 2.1	E 3	M 3	F 3	S 3			
	N04	\$16.54	\$20.68	\$24.82	P 1.2							
	N05	\$16.75	\$18.61	\$21.14	D 3	E 4	M 4	F 4	S 4			
	N06	\$17.00	\$19.58	\$22.30	D 3.1	E 4.1	M 5	F 5	S 5			
	N07	\$17.25	\$20.60	\$23.53	D 4	E 4.2	M 6	F 6	S 6			
	N08	\$17.50	\$21.68	\$24.82	D 4.1	E 5	M 6.1					
	N09	\$18.00	\$21.82	\$26.18	D 5	E 5.1	P 2	T 1	T 3			
	N10	\$19.56	\$23.00	\$27.60	D 6	E 5.2	M 6.3	P 3	T 1.1			
	N11	\$20.20	\$24.29	\$29.14	D 6.1	E 5.3	M 7	F 7	P 3.1	T 2	X 2.2	
	N12	\$20.50	\$25.62	\$30.75	D 6.2	E 6	M 7.1	P 3.2	T 2.1			
	N13	\$21.63	\$27.03	\$32.44	D 7	E 6.1	M 8	P 3.3	T 3			
	N14	\$24.24	\$28.52	\$34.22	D 7.1	E 7	M 9	P 4	T 3.1			
	N15	\$25.57	\$30.09	\$36.10	D 8	E 8	M 9.1	T 3.2				
	N16	\$26.97	\$31.74	\$38.09	D 8.1	E 8.1	M 10	T 3.3				
	N17	\$28.46	\$33.49	\$40.18	E 9	T 3.4						
	N18	\$29.15	\$35.33	\$42.39	T 3.5							
	N19	\$29.63	\$37.27	\$44.73	T4B							
	N20	\$32.50	\$39.32	\$47.19	T5B							
	N21	\$36.10	\$42.47	\$50.96	T5C							
E	E01	\$128.00	\$154.83	\$185.80	x1							
	E02	\$131.76	\$164.70	\$197.64								
	E03	\$144.00	\$174.56	\$209.47	x2							
	E04	\$147.54	\$184.43	\$221.31								
	E05	\$161.60	\$194.29	\$233.15	T 2	X 2.2						
	E06	\$163.98	\$204.98	\$245.97	T 2.1							
	E07	\$173.00	\$216.25	\$259.50	T 3	W 1	X 3					
	E08	\$193.92	\$228.16	\$273.77	T 3.1	W 1.1	X 3.1					
	E09	\$204.56	\$240.69	\$288.83	T 3.2	W 1.2	X 3.2					
	E10	\$215.76	\$253.93	\$304.72	T 3.3	W 2	X 3.3					
	E11	\$227.68	\$267.90	\$321.48	T 3.4	W 2.1	X 4					
	E12	\$233.17	\$282.63	\$339.16	T 3.5	W 3	X 4.1					
	E13	\$237.04	\$298.18	\$357.81	T 4	W 3.1	X 4.2					
	E14	\$260.00	\$314.56	\$377.52	T 5	X 5						
	E15	\$268.12	\$327.89	\$393.46	W 4							
	E16	\$281.04	\$344.28	\$407.52	W 5	T 5.1	X 6					
	E17	\$302.00	\$366.92	\$440.31	T 6	W 6	X 6.1					
	E18	\$330.00	\$396.28	\$475.53	T 6.1	W 7	X 7					
	E19	\$345.00	\$427.98	\$513.57	T 7	W 8	X 8					
	E20	\$392.88	\$462.22	\$554.66	T 8	W 9	X 8.1					
	E21	\$401.15	\$499.19	\$599.03	T 9	W 9.1	X 9					
	E22	\$442.00	\$539.13	\$646.95	T 10	W 10	XX 1					
	E23	\$494.92	\$582.26	\$698.71	XX 2							
	E24	\$534.51	\$628.84	\$754.61	XX 3							
	E25	\$577.27	\$679.15	\$814.98	XX 4							
	E26	\$623.46	\$733.48	\$880.17	XX 4.1							
	E27	\$673.33	\$792.16	\$950.59	XX 4.2							
	E28	\$727.20	\$855.53	\$1,026.63	XX 4.3							
	E29	\$785.37	\$923.97	\$1,108.76	XX 4.4							
	E30	\$848.20	\$997.89	\$1,197.47	XX 4.5							
	E31	\$862.18	\$1,077.72	\$1,293.26	XX 5							

# SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

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## PAYMENT OF COMPENSATION

### Payroll Period

In order to provide employees with year-round income, employees' annualized income shall be prorated over twelve (12) months or twenty-six (26) bi-weekly pay periods with the exception of bus drivers, bus assistants and bus monitors who are on a 22 pay periods.

### Proration of Pay for Reduced Number of Workdays

If an employee works less workdays than the full workday calendar for the position, the employee's pay will be prorated. There are steps that need to be taken to determine the proration. *First*, calculate actual salary for the balance of the school year by determining the number of workdays remaining in the work-year calendar. *Second*, multiply the number of remaining days by the daily rate (or hourly rate x work hours). *Last*, divide the prorated salary by the number of paychecks remaining in the school year. *Note: the fiscal school year is July 1<sup>st</sup> through June 30<sup>th</sup>.*

### Paycheck Deductions

Paycheck deductions include but are not limited to:

all applicable income tax withholdings (based on personal exemption and income bracket)

social security coverage (FICA)

benefit deductions (paid one month in advance, 1<sup>st</sup> paycheck may include two months of benefit deductions)

other deductions as appropriate (such as additional elections, United Way, etc.)

### Release of Pay checks

Paychecks will not be released to any person other than the district employee named on the check without prior written authorization and verification of identification.

### Back Payments

A back payment occurs when an employee is paid less than the amount the employee should have been paid under the assigned pay grade and/or any relevant supplemental pay. If a request for back payment is presented in the current school year, the Compensation Department will rectify the issue by paying the difference back to the employee's start in the position for the current school year.

### Overpayment

An overpayment occurs when an employee is paid more than the amount the employee should have been paid under the assigned pay grade and/or any relevant supplemental pay. Pay corrections will be made and overpayments will be deducted from the employee's paycheck, as appropriate.

### Movement Between Pay Cycles

Movement between pay cycles, due to a change in position, may result in a lump sum payout of the current position prior to moving into the new position; this is more typical of movement between a monthly and biweekly pay schedule. Movement may also affect the number of paychecks the employee would receive. Employees paid on a monthly pay cycle typically receive 12 paychecks, biweekly 26.

## SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

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### **SALARY ADJUSTMENTS:**                      **General Pay Increase (GPI)**

Employee salaries and wages will be reviewed annually. General pay increases may be given to employees to reward continued service to the District.

The Superintendent of Schools may recommend an amount for employee salary adjustments as a part of the annual budget. Budget recommendations for general pay increases will be based on available revenue, changes in minimum pay laws, competitive job markets and district compensation objectives. The Superintendent of Schools or designee shall approve salary adjustments for employees within the Board approved budgeted amounts and in accordance with the Compensation Guidelines.

To receive a Board-approved annual pay adjustment, an employee must be in an active status or on an approved leave of absence at the time of the issuance of the first payroll reflecting the annual pay adjustment.

Employees that have a salary at or over the maximum of the respective pay grade, may receive the annual employee pay adjustment as part of their base pay rate.

### **SALARY ADJUSTMENTS:**                      **Job Movement via Job Posting & Selection**

#### **Promotion Adjustments**

A promotion occurs when an employee moves to a new assignment in a pay range with a midpoint value greater than their current position. This movement is associated with the employee being selected for the position in response to a job posting. The amount of the increase to the daily or hourly rate will be determined by the Compensation Department and shall not be less than the minimum rate of the new pay range. To determine the employee's new salary, his/her years of experience for pay is aligned with the pay rate of the peer group (incumbents in the same job and/or same classification pay level) with similar or the same years of experience.

#### **Demotion Adjustments**

A demotion occurs when an employee moves to a new assignment in a pay range with a midpoint of lesser value than their current position. This movement is associated with the employee being selected for the position in response to a job posting. The amount of the decrease to the daily or hourly rate will be determined by the Compensation Department. To determine the employee's new pay rate, his/her years of experience for pay will be aligned with the pay rate of the peer group (incumbents in the same job and classification pay level) with the same or similar years of experience.

# SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

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## Lateral Transfer and Adjustment

A lateral move occurs when the employee moves to a new assignment in a pay range with the same midpoint value as their current position. This movement is associated with the employee being selected for the position in response to a job posting. Typically, this type of move would not warrant a compensation adjustment other than number of workdays, if changed.

## Transfers Between Workday Calendars

An overlap in employee calendars may occur with transfers between campuses/department positions. Due to varied contract beginning and ending dates there may be a reduction or increase in compensable days for the remainder of the respective school year. When days are increased or reduced, the employee's pay may be adjusted accordingly.

## SALARY ADJUSTMENTS: Reassignment

An administrative decision to reassign and employee to a lower grade level position shall be accompanied by a letter of assignment and shall include the new job title, change in compensation, number of workdays and the effective date.

## SALARY ADJUSTMENTS: Reclassifications

Once an employee begins working in the new school year, their salary may not be adjusted. The only exception may be when there is a significant and sustained change in the job description in which the employee is assigned; or changes in the competitive job market. This type of change is described as a '**reclassification**' and can be an upward or downward movement in terms of potential pay. Adjustments made through the reclassification process will become effective in the following school year, unless otherwise approved by the Superintendent.

Executive job reclassifications must be approved by the Board, Exempt (non-executive) and Non-Exempt job reclassifications require Superintendent approval, and the Board must be informed. See the Reclassification section in this manual for more detailed information. **Administrative Procedure D20 addresses position reclassification.**

Vacant positions, if considered for reclassification, will use the midpoint of the range to determine approximately change in compensation. The position will be identified as 'vacant' on the reclassification documentation submitted to the Board for approval.

## Equity Adjustments

The Superintendent may make special adjustments to individual employee's compensation to correct identified pay equity issues. Equity adjustments may be made to retain incumbents in jobs at risk due to dramatic market shifts or remedy internal pay alignment based on relevant compensable factors. All equity adjustments will be classified as a '**reclassification**' and will require the same approvals. Any equity adjustments will be reported to the Board in accordance with the DEA (Local).

# SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

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## **COMPENSATION REVIEWS**

Salaries of employees typically do not change once the employees begin working in the new school year. Any request for a salary review must be submitted through the department/campus executive leadership prior to engaging the Compensation Department.

### **Request for Individual Compensation Review**

A manager may request a job reclassification review by following the administrative procedure for reclassification, D20. After a review has been conducted, if a change in pay grade assignment and/or compensation is warranted, the change shall be submitted to the Board for approval via the 'job reclassification' process. Reclassifications are typically presented to the Board.

If an individual employee believes their position has been improperly classified or if the content and scope of responsibilities has substantially changed at least by 30%, they should discuss their concerns with their supervisor or manager. The manager should be the initiator of the formal reclassification request after obtaining executive leadership approval.

### **Request for Department Compensation Review**

If a manager believes two or more positions are improperly classified, the content and scope of responsibilities have substantially changed, or that retention or recruitment issues exist, they may make a formal request for a re-evaluation. Department Reviews are performed once during the school year. After a review has been conducted, if a change in pay grade assignment and/or compensation is warranted, the change shall be submitted to the Board for approval via the 'job reclassification' process.



# SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

## OTHER PAY RATES

Other pay rates apply for situations based on the work being performed, the allocation, who is performing the work and the timing of the work to be performed. These rates include:

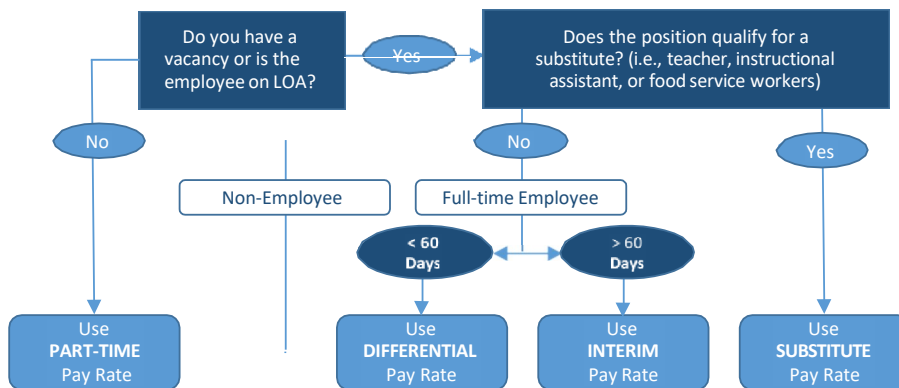
**Substitute Pay** – applies to existing positions (a unit has been allocated) that are vacant, or an employee is absent (planned or otherwise) for a single day, multiple days, or an extended period.

**Part-Time Pay** – applies to temporary employees. These positions are valid for one school year only, from July 1<sup>st</sup> through June 30<sup>th</sup>. Weekly hours for part-time should not exceed 25 hours per week; these positions are not able to accrue compensatory time.

**Differential Pay** – applies when a full-time employee is asked to assume the role and/or responsibilities of a higher-level position which may be in addition to retaining the responsibilities of his/her current assignment; for a period no less than 10 business days and not longer than 60 business days.

**Interim Pay** – applies to full-time employees or external retired principal hires. For full-time employees it applies when the employee is asked to assume the role and/or responsibilities of a higher-level position for an undetermined period. The employee’s title is changed to ‘Interim’. For external retired principal hires, it applies to positions providing guidance and assistance to campus administrators or administrative team. The roles include Principal, Master Principal, and Mentor Principal

*Illustration for determining the appropriate pay element to use:*



**Miscellaneous Pay Rates** – applies to extra duty work based on the type of work being performed. The rates apply to full-time employees which includes teachers, nurses, librarians, counselors, LSSPs, social workers, diagnosticians, instructional coaches, teacher specialists and assistant principals. The rates are consistent with the duties performed which fall outside the employee’s normal responsibilities and/or contract work year.

**Stipends** – applies to teaching positions. It is additional compensation to their salaries, through the assignment of additional supplemental duties. Types of stipends include athletics, fine arts, campus-based, campus-specific, academic-based, consulting/mentoring, position-based, special education and bilingual.

**Allowances**– applies to full-time employees who incur a regular expense in performing their responsibilities for the District. Allowances applies only to personal cell phone usage and travel within the district.

# SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

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## SUBSTITUTES

Substitutes positions are limited to positions in which an allocation exists, and the positions is either vacant or an employee is absent (planned or otherwise) for a single day, multiple days, or an extended period. If this situation does not exist, please refer to the Part-Time Rates section of the Compensation Resource Manual.

### Positions Eligible for Substitute Coverage:

Only the positions listed below are authorized to request a substitute through the district Absence Management System:

#### Teachers

**Instructional Assistants** (Head Start and Special Education only)

**Food Service Cooks** (via their Cafeteria Manager)

**Nurses and Health Assistants** secure coverage through Student Health Services.

### Positions Ineligible for Substitute Coverage:

Positions outside of the eligible list for substitutes (listed above) are not authorized to request a substitute without approval. These positions include the following:

#### Principals

**Assistant Principals\***

**Secretaries and Clerks**

**Counselors**

**Instructional Coaches**

**Digital Media Librarians**

**Library Instructional Assistants**

Note, campuses without Assistant Principal are eligible for substitutes

### Submission Requirement:

**Eligible positions:** the request MUST be entered into the Absence Management System; this will generate a confirmation number which MUST be provided to secure the substitute.

**Positions ineligible for substitutes:** Any position that is not authorized to receive a substitute (Principals, Assistant Principals, Clerks, etc.) may request a substitute for approval for extended absences (*5 or more consecutive days*). Such requests require prior written approval from the campus Assistant Superintendent and the Director of Recruitment & Human Capital Management. A substitute for positions outside of eligible employees may not be secured without prior written authorization. Requests for substitutes outside of eligible employees should NOT be submitted using the Absence Management System. Request for substitutes outside of eligible employees should be made to the Substitute Department in Human Capital Management and the respective Assistant Superintendent.

More information detailing the process for requesting a substitute can be found in [Administrative Procedures \(D6\)](#).

### Funding Requirement:

Substitutes will be paid through budget codes provided by Budget Services. A substitute for positions ineligible for substitute coverage may not be secured without prior written authorization. If the request

## SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

for substitutes outside of the eligible positions is denied, the campus may pay for the substitute out of their budget.

### Pay Rates for Substitute Eligible Positions:

Substitute rates apply to positions that are vacant or an employee is absent (planned or otherwise) for a single day, multiple days, or an extended period. The substitute rates are listed below by position. Any deviation from these rates must be pre-approved by the Compensation Department in Human Capital Management before the substitute is communicated a rate of pay.

#### Teacher Substitutes

Type of Substitute	Starting Pay	Beginning Day 11
Certified <i>Teachers, Librarians, Nurses</i>	\$ 130.00	\$ 140.00
Degreed <i>Teachers, Librarians, Nurses</i>	\$ 110.00	\$ 120.00
Non-Degreed <i>Teachers, Librarians, Nurses</i>	\$ 90.00	\$ 100.00
Instructional Assistant/Clerical	\$ 85.00	\$ 95.00
Special Education*	+ \$6	+ \$6

<sup>(1)</sup> Long term pay begins on the 11<sup>th</sup> consecutive day in the same assignment. Additional pay requires working in the same position for the same teacher or Instructional Assistant position without any absences. <sup>(2)</sup> Valid Current Teacher certification must be from the State of Texas (state Board for Educator Certification).

\*Substitutes for Special Education classrooms earn an additional \$6 per day after completion of Substitute Special Education Training

#### Instructional Assistant Substitutes

Type of Substitute	Starting Pay	Beginning Day 11	Beginning Day 16
All Levels	\$85 daily (\$10.62 per hour) <sup>(1)</sup>	\$95 daily (\$11.87 per hour) <sup>(1)</sup>	-

<sup>(1)</sup> Weekly hours not to exceed 40 hours in a work week.

#### Food Service Substitutes

Type of Substitute	Starting Pay	Beginning Day 6	Beginning Day 16
Food Service Worker	\$9.25 per hour	-	-

*Note: Pay rates for positions other than the above, which have been approved for substitute coverage, can be found in Appendix A of the Compensation Resource Manual.*

## SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

### PART-TIME PAY RATES

Part-time employees are temporary employees hired by Human Capital Management for campuses and departments. Part-time positions are valid for one school year only, from July 1<sup>st</sup> through June 30<sup>th</sup>; as a result, all part-time personnel must reapply each year. Any deviation from these rates must be pre-approved by Human Capital Management. Weekly hours for part-time positions should not exceed 25 hours per week. Part-timers may not accrue compensatory time.

<b>Part-Time Classified Positions</b> <i>(includes Manual Trades, Custodial Services and Food Services Classifications)</i>	<b>Hourly Rate</b>
Food Service, Field Service & Help Desk Technicians, & Bus Drivers	\$16.00
All other classifications and grades	\$9.25

<b>Part-Time Paraprofessional Positions</b> <i>(includes Clerical Paraprofessional and Instructional Assistant Paraprofessional Classifications)</i>	<b>Hourly Rate</b>
High School Student	\$7.25
Pay Grades N01 through 07	\$9.25
Pay Grades N8 and N12	\$12.00
Pay grade N13 and higher <i>must have prior approval from the Compensation Department in Human Capital Management</i>	\$18.00

<b>Part-Time Professional/Administrative / Administrative Support Positions</b> <i>(includes Administrative Programs, Administrative Management and Technology Classifications)</i>	<b>Hourly Rate</b>
College Student Tutor	\$12.00
Teacher degreed / non-certified <i>(includes Adult Education Teachers)</i>	\$20.00
Teacher degreed / certified <i>(includes Adult Education Teachers)</i>	\$30.00
Non-Administrative (Non-Management) exempt level positions in the Administrative Program Job Classification Administrative Management Job Classification Technology Job Classification	\$30.00
Administrator (Management) exempt level positions	\$35.00

<b>Part-Time Athletic Event Positions</b>	<b>Hourly Rate</b>
Athletic / Stadium Parking Attendant	\$10.00
Cleaners	
Ticket Takers	

## SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

### Part - Time Pay Rates – Special Education Services

Part-Time Position	Service Provided	Hourly Rate
Child Care Contracts	Provide childcare and supervision services to children during Parent Support Group Meetings	\$12
Counseling Services (Master Level)	Provide counseling to students as a related service Qualifications: LPC / LSW	\$52
In Home Training Teacher	Conduct training to parents of children with autism or pervasive developmental disorder	\$30
Education Diagnostician	Provide individual evaluations	\$35
LSSP	Provide individual evaluations	\$55
LSSP Intern	Provide evaluation, counseling, consultation with parents and staff under the supervision of an LSSP	\$122/day \$24,644/202 days
Administrative Personnel: Program Review Team (PRT)	Monitor program compliance to ensure special education services to students	\$35
Translators/Interpreter	Translate i.e., foreign language or sign language	\$25
Braillist	Provide braille service	\$17
Parent Support Group Facilitator	Co-facilitate parent support group and sign language classes for parents of special education students	\$25
Psychologist-PhD Level	Provide supervision of LSSP interns, consultation and evaluations as needed	\$85
Drug Counseling – LCDC	Substance abuse counseling @ AEP campus	\$25
Visual/Auditory Impaired Teacher	Provide adaptive visual skills instruction, conduct evaluations with VI or AI students and consultation services to parents / students / staff	\$55
Adaptive Equipment Tech	Makes or adjusts adaptive equipment for students	\$15
Clerical (grade 5 & 6)	Clerk to assist with RF Tracker data and other special education data reports	\$12
<b>Degreed Certified Personnel</b>		
Homebound Teacher	Provide homebound services	\$30
Teacher or Educational Specialist	Consult with private school staff; provide individual academic intervention services to non-public school students identified with disabilities or provide training on program development and coaching support to special education staff	\$30
Teacher SP ED Crisis Substitute	Provide teaching services for SP ED students for one or more students ( <i>pay aligns with substitute rates</i> )	Daily Rate = \$85 Beginning Day 11 = \$90
<b>Therapists</b>		
Music Therapist	Provide assessment and services for music therapy	\$30
Art Therapist	Provide assessment and services for art therapy as related services	\$55
Physical Therapist	Provide physical therapy to special education students	\$55
Occupational Therapist	Provide occupational therapy to special education students	\$55
Speech Therapist	Provide speech therapy services to special education students	\$55
Speech Assistant Therapist	Provide speech services	\$30

## SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

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### **DIFFERENTIAL PAY**

Occasionally a position becomes vacant through resignation, retirement, leave of absence, or an extended employee absence. During these situations, the supervisor may find it necessary to delegate the responsibilities of that position to another employee (in an equal exemption classification) for continued efficiency within the department or school. The employee delegated these responsibilities assumes these added responsibilities in addition to the employee's regular duties and responsibilities. In such situations, the employee's supervisor may request approval to award that employee "differential pay" for the period during which the employee performs these added responsibilities.

Differential pay is only available for assignments exceeding two weeks (10 business days). The length of the assignment may not exceed a period of sixty (60) working days except in unusual circumstances approved by the Compensation Department in Human Capital Management. If awarded, differential pay begins on the eleventh (11<sup>th</sup>) day of the assignment and the situation must result from an extended vacancy.

#### **Differential Pay Rate**

The rate of differential pay will be calculated by determining the pay rate had the employee been assigned to the position permanently and subtracting his/her current pay rate. The net amount is the differential pay rate. The calculation is aligned with the District's pay practices for determining pay rates for new hires, promotions, and internal movement.

#### **Approval Process for Differential Pay**

The following forms must be completed and submitted to the Compensation Department for review and approval:

Request for Differential Pay [FORM D24-A]; and

Memo of Understanding Regarding Differential Pay [FORM D24-B]

Authorization to approve 'differential pay' for an employee is limited to the Director, Compensation, Chief Human Capital Officer, or the Superintendent.

#### **Communication to Employees**

No commitment should be made to an employee by a supervisor, regarding 'differential pay', prior to receiving approval from the Director, Compensation.

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT  
COMPENSATION RESOURCE MANUAL**

**INTERIM ASSIGNMENT PAY RATES**

Interim assignments are determined by Compensation Department.

The interim assignment rates are listed below, any deviation from these rates must be pre-approved by the Compensation Department before the rate of pay is communicated.

**Paraprofessional & Classified Assignments**

Type of Interim Assignment	Beginning Day 11
All	apply differential rate

**Professional Administrative & Administrative Support Assignments**

Type of Interim Assignment	Beginning Day 11
All	apply differential rate

**Principal Interim - Assistant Principal Assumes Responsibilities**

Type of Interim Assignment	Beginning Day 11
All	apply differential rate

**RETIRED or FORMER EMPLOYEES HIRED FOR INTERIM ASSIGNMENTS:**

**Master / Mentor Principal Assignments (*Applies to Retired Principals*)**

Type of Interim Assignment	Elementary / Middle Schools	High Schools
Master Principal (Retired Principal) <i>Provides guidance and assists campus administrative team. Has decision-making authority.</i>	Entry Hourly Rate	Entry Hourly Rate
Mentor Principal (Retired Principal) <i>Advises and guides current principal. Provides insight and recommendations for the principal's consideration.</i>	Entry Hourly Rate	Entry Hourly Rate

**Professional Administrative & Administrative Support Assignments**

Type of Interim Assignment	Starting Rate
All	Entry Rate of position

## SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

### EXTRA DUTY PAY RATES *(applies before or after contract year)*

**Hourly employees** who are required to attend special program activities or training outside the normal work day to include any District holidays and summer breaks, **MUST BE COMPENSATED** for their time in accordance with their hourly rate for the assignment or a blended rate at time and one-half for hours that exceed 40 work hours in the work week.

**Salaried employees**, during the contract work year should not be paid for regular duties performed after normal work hours, including weekends and holidays.

Extra duty rates are dependent upon the duties performed.

The following rates apply to full-time permanent professional employees which includes **teachers, nurses, librarians, counselors, LSSPs, social workers, diagnosticians, instructional coaches, teacher specialists and assistant principals** **before the reporting date or after the end date of the contract year**. See workday calendar for specific dates, they are available on the Compensation webpage of the District website.

Duties Performed	Degreed <b>NON-CERTIFIED</b> Personnel	Degreed <b>CERTIFIED</b> Personnel
Tutoring Students or Curriculum Writing Professional Development <i>[attendance required only]</i> Preparation time for Professional Development <i>[during non-contract days]</i>	\$20 per hour	\$25 per hour
Professional Non-Administrative <i>[includes counselors, instructional coaches, campus instructional specialists, etc.]</i>	\$20 per hour	\$35 per hour
Teacher <i>[during non-contract days only, i.e., during the summer]</i>	\$30 per hour	
Facilitator Professional Development <i>[during non-contract days only]</i>	\$35 per hour	
Administrative Program Professional <i>[includes social workers, nurses etc.]</i> ○ Registration	\$25 per hour	

### Not Eligible for Extra Duty Pay

Professional Development – attendance not required

Administrative Program exempt positions performing the above duties during the contract year

Receiving a stipend for extra duty

Receiving a stipend for extended day

All organizational learning, professional learning or staff development presented during the contract period do not receive preparation time compensation

Work performed on contract workdays

The following rates apply to paraprofessionals working prior to their reporting date or after their end date.

Duties Performed	Hourly Rate	Conditions
Registration (paraprofessional)	Same as School Year	Cannot accrue compensatory time Hours may <u>not exceed 25 hours per week</u> Individuals working post-retirement need to be approved each school year
Clerical	Same as School Year	Non-exempt employees (paraprofessional and classified staff) may <b>NOT</b> volunteer their time for registration – they must be paid



**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT  
COMPENSATION RESOURCE MANUAL**

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**SUMMER SCHOOL PAY RATES**

Summer School pay rates apply to positions directly related to the administration of summer school.

<b>Summer School Position / Service</b>	<b>Rate</b>
Professional who provides before / after school supervision	\$10.00 per day
Student support provider	\$12.00 per hour
Cafeteria Manager	Hourly rate <sup>(2)</sup>
Cafeteria Cook	Hourly rate <sup>(2)</sup>
Summer Bailers	Hourly rate <sup>(1)</sup>
Deaf Interpreters	Hourly rate <sup>(1)</sup>
Summer School Teacher, degreed & certified <i>(Engaged in instruction)</i>	Daily Rate paid per hour
Professional Non-Administrative <i>[Engaged in instruction, includes counselors, instructional coaches, campus instructional specialists, etc.]</i>	Daily Rate paid per hour
Summer School Administrator / Principal <i>(Engaged in instruction)</i>	Daily Rate paid per hour
Professional Staff or Administrators <i>(Not Engaged in instruction)</i>	\$35.00 per hour

<sup>(1)</sup> See part-time rates for special education services

<sup>(2)</sup> Same hourly rate as experienced through school year

# SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

## STIPENDS

Employees may receive compensation, in addition to their salaries, through the assignment of additional supplemental duties. Stipends are assigned by the Principal, Department, or the Compensation Department. The additional compensation is typically prorated and paid in monthly increments throughout the school year. Otherwise, a stipend may be paid as supplemental pay annually or biannually.

Employees are responsible for communicating any missed stipend assignments to compensation during the school year in which the stipend should have been assigned. Stipend assignments are not retroactive to prior school years.

The assignment of duties aligned with a stipend is intended to compensate teachers for performance of those duties in the school year assigned; continuation of the assignment for the following year is subject to change and dependent on availability of funding. Assignment of a stipend to a non-teacher, if not already defined in this section, requires approval from both the department executive and the Director, Compensation.

### Athletic Stipends

DISCIPLINE	POSITION	ACADEMY	MIDDLE SCHOOL	HIGH SCHOOL	SPECIAL CAMPUS <sup>(1)</sup>
<b>TRAINER</b>	Trainer			10,100	
	Assistant Trainer			7,300	
<b>ATHLETIC COORDINATOR</b>	Athletic Coordinator	750	2,600	9,000	7,000
<b>BASEBALL</b>	Head Coach			7,000	
	Assistant Coach			4,000	
<b>BASKETBALL</b>	Head Coach	2,500	3,200	13,900	6,900
	Assistant Coach	1,300	1,300	5,000	4,000
<b>CROSS COUNTRY</b>	Head Coach	1,400	1,400	5,500	1,400
<b>DIVING</b>	Instructor			5,000	
<b>FOOTBALL</b>	Head Coach		3,200	21,600	
	1st Assistant Coach			10,500	
	Assistant Coach		1,600	7,500	
	Coach 7 on 7	2,500		2,500	
<b>GOLF</b>	Head Coach	1,400	1,400	6,400	
<b>SOCCER</b>	Head Coach	2,500	2,700	7,000	2,700
	Assistant Coach	1,000	1,300	4,500	1,300
<b>SOFTBALL</b>	Head Coach			7,000	
	Assistant Coach			4,000	
<b>SWIM/WATERPOLO <sup>(2)</sup></b>	Coach			6,000/2,000	
<b>TENNIS</b>	Head Coach	1,400	1,400	8,400	1,400
	Assistant Coach			6,000	
<b>TRACK</b>	Head Coach	2,500	2,700	7,000	5,500
	Assistant Coach	1,075	1,300	4,000	1,300
<b>VOLLEYBALL</b>	Head Coach	2,500	3,200	7,400	6,900
	Assistant Coach	1,600	1,600	5,500	1,600
<b>WRESTLING</b>	Head Coach			7,000	
	Assistant Coach			4,000	

<sup>1</sup>YWLA and YMLA

## SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

### Fine Arts Stipends

DISCIPLINE	POSITION	ELEM SCHOOL	ACADEMY	MIDDLE SCHOOL	HIGH SCHOOL
<b>BAND</b>	Director		3,000 <i>(non-UIL)</i>	7,000	15,000
	Director – No Marching Band				11,000
	Assistant Director			5,000	9,000
	Director - Twirler				4,700 <i>(Jefferson)</i>
<b>ORCHESTRA/ STRINGS</b>	Director	1,500 <i>(4 &amp; 5)</i>	1,500 <i>(non-UIL)</i>	3,500	6,000
	Assistant Director			2,000	3,500
<b>CHOIR</b>	Director		1,500 <i>(non-UIL)</i>	3,500	6,000
	Assistant Director			2,000	3,500
<b>DANCE/ SPIRIT</b>	Fine Arts Dance (No Spirit)		3,000	3,000	3,000
	Director – Dance Team/FA Dance				11,100
	Director – Dance Team/ FA Dance (004)				7,770
	Director - Cheer				7,000
	Assistant Dir Dance/ Pep Squad				7,000
	Assistant Dir Dance /Pep Squad (004) <i>(No Football Season)</i>				4,900
<b>THEATRE ARTS</b>	Director		1,500 <i>(6<sup>th</sup> Gradeonly)</i>	3,500	6,000
	Assistant Director			2,000	3,500
<b>MARIACHI</b>	Director		1,500 <i>(6<sup>th</sup> Gradeonly)</i>	5,700	7,100
	Assistant Director			2,000	3,500
	Lead Instructor				5,000

### Campus Based Stipends

DISCIPLINE	POSITION	ELEM SCHOOL	ACADEMY	MIDDLE SCHOOL	HIGH SCHOOL	SPECIAL CAMPUS
<b>CLASS SPONSOR</b>	Sponsor				1,200	800 <sup>(1)</sup>
<b>NEWSPAPER</b>	Sponsor		400	400	1,400	
<b>NATIONAL HONORS SOCIETY</b>	Sponsor		500	500	500	500 <sup>(1)</sup>
<b>SPEECH &amp; DEBATE</b>	Sponsor				2,700	
<b>STUDENT COUNSEL</b>	Sponsor		600	600	1,200	800 <sup>(1)</sup>
<b>YEARBOOK</b>	Sponsor		800	800	1,500	800 <sup>(3)</sup>
<b>MASTER SCHEDULER <sup>(2)</sup></b>				900	1,500	

<sup>(1)</sup> St Phillips ECHS, Travis ECHS, YWLA

<sup>(2)</sup> Recommended by Principal, approved by District Master Scheduler

<sup>(3)</sup> YWLA

## SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

### Academic Based Stipends

DISCIPLINE	POSITION	EHC & ELEM SCHOOL	ACADEMY	MIDDLE SCHOOL	HIGH SCHOOL
<b>AP-LEAD TEACHER</b> <sup>(1)</sup>	<i>ELA, Fine Arts, LOTE, Math, Science, Social Studies</i>				2000
<b>ACADEMIC COORDINATOR</b>	<i>Pre-K through 8th Grade, Elementary SP ED</i>	1000	1000		
	<i>Core Studies (English, Math, Science, Social Studies)</i>	1000	1600	1200	4000
	<i>Non-Core Studies (Fine Arts, Multi-Language, SP ED, Vocational)</i>	1000	1200	1200	1600
<b>SECONDARY SUPPLEMENT</b> <sup>(1)</sup>	<i>Math</i>			2000	2000
	<i>Science</i>			2000	2000

<sup>(1)</sup> Recommended by Principal, Approved by Department

### Consulting / Mentoring Stipends

DISCIPLINE	ELEM SCHOOL	MIDDLE SCHOOL	HIGH SCHOOL
<b>MENTORING ASPIRING PRINCIPAL</b>	7000	8000	10000
<b>MENTOR TEACHER 1<sup>ST</sup> YEAR</b>	500		
<b>MENTOR TEACHER 2<sup>ND</sup> YEAR</b>	250		
<b>CONSULTING TEACHER</b>	7500		

<sup>(1)</sup> Fox Tech Only

<sup>(2)</sup> Recommended by Principal, Approved by Department

### Campus Specific Stipends

DISCIPLINE	POSITION	AMOUNT
<b>ADVANCED LEARNING ACADEMY</b>	Campus Technology Facilitator	500
	Recruiting Coordinator / Chair	3500
	School Strategy <i>(AP Eligible Only)</i>	3500
<b>ESTRADA</b>	R4 Supplement <i>(Professional Extra Duty)</i>	1000
<b>DAVIS MIDDLE SCHOOL</b>	Extended Day	Up to 3500
<b>LAMAR ELEMENTARY SCHOOL</b>	Extended Day	Up to 3500
<b>OGDEN ELEMENTARY SCHOOL</b>	Extended Day	Up to 3500
<b>STORM ELEMENTARY SCHOOL</b>	Extended Day	Up to 3500
<b>(4 campuses assigned)</b>	Verizon Instructional Coach	7500

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**Special Education Stipends**

DISCIPLINE	AMOUNT
ESL	2000
Reading Specialist	2000
Special ED Supplement (ACE, BAC, PPCD, DSP, VI, BSC)	2000
Speech Pathologist CCC's (Cert of Clinical Competence) /Equivalent	2000
Speech Pathologist – Bilingual	2000
Special ED Assessment – Bilingual	2000

**Bilingual Stipends**

DISCIPLINE	AMOUNT
Bilingual Stipend (paid two times a year)	1000
Bilingual Lead	500

**Position Based Stipends**

DISCIPLINE	AMOUNT
<b>PRINCIPALS</b>	
PK/K-8 PRINCIPAL STIPEND	4000
TIF CAMPUS PRINCIPAL POSITION STIPEND	10000
TIF CAMPUS PRINCIPAL PERFORMANCE STIPEND	Up to 10000
<b>MASTER TEACHERS</b>	
MASTER TEACHER - ADDITIONAL DAYS      15 additional days (excluding Ogden/Storm)	5625
MASTER TEACHER - ADDITIONAL DAYS      15 additional days (Ogden/Storm Only)	5000
MASTER TEACHER - EXTENDED TIME      (additional time required of the program)	9375
<b>ROTC / LOTC TEACHERS</b>	
ROTC	3500
LOTC	1750
<b>NON-TEACHER POSITIONS</b>	
BEHAVIOR PROGRAM SPECIALIST	7000
IINSTRUCTIONAL SPECIALISTS/COACHES (formerly Implementation Specialists)	7500

# SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

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## ALLOWANCES

An allowance is not a compensation element but rather a reimbursement of an expense incurred by an employee in performing their work for the district. The reimbursement can be for the use of the employee's personal mobile phone or regular, routine travel within the district.

### Phone Allowance

A mobile phone can be a valuable resource for campus and department employees in the performance of their job duties by providing increased accessibility for District related matters. The issuance of a phone allowance is dependent on several variables which includes job scope and responsibilities, level of access required, primary work is performed outside the office and executive level approval is obtained. Recipients of the allowance are required to provide their own mobile phone and service contract.

The standard reimbursement amount is \$50 per month for the months the employee is actively working during the school year (e.g., 10, 11 or 12 months).

Due to the nature of the work, the following jobs are automatically assigned a phone allowance:

Assistant Superintendents  
Principals  
Social Workers

Employees who have access to a work phone and whose position does not require extensive time out of the office would not be consider eligible for a phone allowance.

### Travel Allowance

A travel allowance is intended to reimburse an employee for their 'daily/weekly routine' travel within the District to fulfill their regular job responsibilities. Any routine travel and parking expenses would be covered by the allowance.

The issuance of a travel allowance is dependent on a number of variables which includes that the job responsibilities require travel within the District, the travel required on a daily or weekly basis is extensive and executive level approval is obtained.

Not covered by the allowance are 'non-routine' travel or parking expenses; such as one-time expenses for attendance at association meeting, etc. Non-routine travel or parking expenses may be submitted for reimbursement via the travel expense reimbursement process.

# SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

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## **EMPLOYMENT CONTRACTS**

District Professional level employees typically work under an employment contract.

Certified positions are covered by a Chapter 21 contract assigned by position; this includes Probationary/Term Administrator, Probationary/Term Other Professional and Probationary/Term Educators.

Non-certified professional positions are covered by a Non-Chapter 21 contract.

### **Continuing Contract Changes**

The Board of Trustees approved revisions to the Board Policy DCA (Local). The revision specified that no employee hired on or after September 1, 2019 (including rehires or internal changes) shall be offered or would be eligible to receive a Continuing Contract. Upon completion of the probationary period, Term Contracts would be issued to SBEC certified employee are statutorily required to receive them, i.e., principals, assistant principals, teacher, school counselors, diagnosticians, librarians, nurses, and athletic directors. Term contracts will also be issued to full-time professional employees in other positions for which the District requires SBEC certification.

Teachers, nurses, and librarians hired prior to September 1, 2019 and currently on a probationary contract will be eligible to receive a Continuing Contract after completion of their probationary period.

Employees on a Continuing Contract as of September 1, 2019 shall remain on a Continuing Contract.

### **Deadline Changes**

The Board of Trustees approved a change to the resignation deadline. The resignation deadline is now 70 days before the first day of instruction of the following school year. The resignation requires no further action by the District and is accepted upon receipt. The resignation deadline is stricter than the statutory penalty-free resignation date. The District's purpose for a stricter resignation deadline is for the benefit of District students, as it allows the District to determine vacancies earlier and fill them with quality candidates.

# SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

## JOB ANALYSIS REVIEW

Determining the appropriate pay range involves a job analysis review. A job analysis is the systematic process of collecting and evaluating relevant information about jobs. The data collected should clarify the nature of work being performed (including primary tasks, duties, and responsibilities) as well as the level of work being performed. Conducting a job review for a single job or job hierarchy involves a series of steps:

job analysis discovery / explore existing job catalog

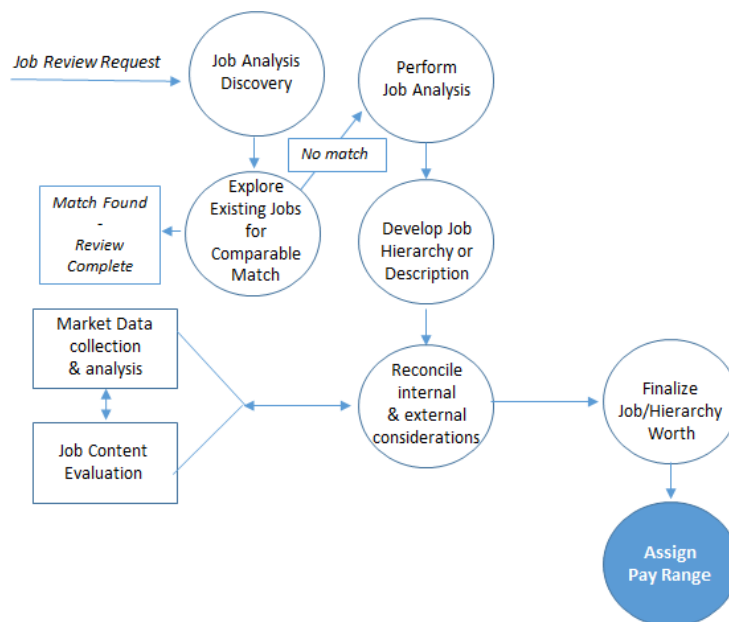
job hierarchy / description

Job worth hierarchy (competitive market approach / job content approach)

competitive market data collection and analysis

establishment of job value and appropriate pay range assignment

### *Job Review Process*



The determination of a pay range assignment is based on external competitiveness (the market rates for comparable jobs); and internal equity (management's judgement as to the relative internal worth of a job's content.) The two values are blended to derive the final pay range assigned.



## SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

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### OVERTIME EXEMPTION STATUS

The Wage and Hour Division of the Department of Labor administers and enforces the Fair Labor Standards Act, known as FLSA. The FLSA establishes the federal minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local government. Executive, administrative, teachers, professional, and certain computer-related occupations are exempt from overtime pay. The exemption is defined and enforced by the Department of Labor. The Compensation Department is responsible for applying, determining, and reviewing all positions within the School District to comply with the Department of Labor's exemption regulation. The Fair Labor Standards Act (FLSA) Exemption test is applied to each position.

### Non - Exempt Positions

Non-exempt positions are those positions that failed the FLSA exemption tests. This means that employees in these positions must be paid overtime according to the Department of Labor requirements; the position are classified as non-exempt or hourly.

### Basis of Pay for Non - Exempt Employees

Non-Exempt employees are paid on an hourly wage basis for all hours worked each week. Employees who are non-exempt will receive compensation for additional hours worked in the form of compensation time or pay. Non-exempt employees who work more than 40 hours within the defined District's workweek are subject to overtime regulations in accordance with the Fair Labor Standards Act.

The *District's workweek* begins at 12:00 a.m. on Saturday and ends at 11:59 p.m. Friday. Overtime must be paid or accrued as compensatory time; it cannot be waived by voluntary agreement between the District and the employee, nor can it be 'donated' or paid at a reduced rate.

Supervisors must ensure employees understand how they will be compensated for overtime (compensatory time or pay) prior to the employee working overtime hours. A supervisor must approve ALL overtime in advance of work being performed. Supervisors are responsible for preventing unauthorized overtime. Employees who work unauthorized overtime may be subject to disciplinary action.

Overtime is one and a half (1 ½) times the employee's regular rate of pay and is paid for hours worked beyond 40 worked hours in a workweek; anything less than 40 worked hours in a workweek is paid at the regular rate of pay.

Employees who have accrued compensation time must use that time before using other accrued leave, unless approved by the Department Head prior to the absence. Compensatory time earned by nonexempt employee may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours, the employee will be required to use compensatory time or, at the District's option, receive overtime pay.

The District does not permit non-exempt employees to be assigned coaching or other extra-curricular activities, especially those that are paid in the form of a stipend.

## SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

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For specific information regarding the computation of overtime at a premium or standard rate, or compensatory time in lieu of monies, refer to Administrative Procedure C3.

### **Exempt Positions**

Exempt positions are those positions that passed an FLSA exemption test. For a position to qualify as exempt, it means that the position met certain tests regarding the nature of work in the course of daily business operations, scope of decision making and impact on the business and on the salary basis per week. This means that employees in these positions are exempt from the Department of Labor overtime regulations.

### **Basis of Pay - Exempt Employees**

Exempt employees are paid on a salary basis for the contract period/school year which is their annual employment period. The salaries of the employees are intended to cover all hours worked and the District shall not make deductions that are prohibited under the FLSA.

Salaried employees are not eligible for additional pay during the contracted employment period. Provided the District approves in advance, a salaried employee may receive compensation for additional days worked after the end of the contract year or prior to the start of the new reporting date; the compensation amount is typically not the employee's prior daily rate, but a reduced amount established in the compensation manual.

Exempt employees do not receive overtime compensation; paying an exempt employee overtime compensation could jeopardize the exemption status of the position and unintentionally convert the position to non-exempt and all incumbents would then be subject to overtime laws regulated by the Department of Labor.

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**APPENDIX A:  
ADDITIONAL SUBSTITUTE RATES FOR SPECIAL REQUESTS**

The following positions are not authorized to receive a substitute, but one may be requested for approval for extended absences (*5 or more consecutive days*). Such requests require prior written approval from the campus Assistant Superintendent and the Director of Recruitment & Human Capital Management. A substitute for positions outside of eligible employees may not be secured without prior written authorization.

Requests for substitutes outside of eligible employees should NOT be submitted using the Absence Management System. Request for substitutes outside of eligible employees should be made to the Substitute Department in Human Capital Management and the respective Assistant Superintendent.

More information detailing the process for requesting a substitute can be found in [Administrative Procedures \(D6\)](#).

**Funding Requirement:**

Substitutes will be paid through budget codes provided by Budget Services. A substitute for positions ineligible for substitute coverage may not be secured without prior written authorization. If the request for substitutes outside of the eligible positions is denied, the campus may pay for the substitute out of their budget.

**Substitute Pay Rates:**

Substitute rates apply to positions that are vacant or an employee is absent (planned or otherwise) for a single day, multiple days, or an extended period. The substitute rates are listed below by position. Any deviation from these rates must be pre-approved by the Compensation Department in Human Capital Management before the substitute is communicated a rate of pay.

**Paraprofessional Substitutes**

*(Applies to Clerks, Secretaries, Instructional Assistants, Health Assistants, etc.)*

Type of Substitute	Starting Pay	Beginning Day 11	Beginning Day 16
All Levels	\$85 daily rate <sup>(2)</sup>	\$95 daily rate <sup>(1,2)</sup>	-

<sup>(1)</sup> Does not apply to department clerical substitutes regardless of the number of days in assignment

<sup>(2)</sup> Weekly hours not to exceed 40 hours in a work week.

**LVN Substitutes**

Type of Substitute	Starting Pay	Beginning Day 11	Beginning Day 16
Licensed <sup>(2)</sup>	\$77.00	\$87.00	-

<sup>(1)</sup> Long term pay beginnings on the 6<sup>th</sup> consecutive day in the same assignment. It discontinues if the substitute is out for all or part of one scheduled workday, resulting in a break in service of continuous days worked.

<sup>(2)</sup> License must be from the State of Texas.

**Food Service Substitutes**

Type of Substitute	Starting Pay	Beginning Day 11	Beginning Day 16
Food Service Manager	\$18.25 per hour	-	-

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT  
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**Professional Administrative & Administrative Support Substitutes**

Type of Substitute	Starting Pay	Beginning Day 16
All	Entry Rate of position	
TRS Retirees who are working part-time in a full-time vacant position <sup>(1)</sup>	Entry Rate of position	
Retired from higher position	Entry Rate of position	Rate at Retirement <sup>(2)</sup>

<sup>(1)</sup> Must be pre-approved through the Compensation Department.

<sup>(2)</sup> The pay rate increase to midpoint daily rate or rate at retirement whichever is lower.

**Principal Substitutes**

Type of Substitute	Starting Pay	Beginning Day 16
Retired Principal	Entry Rate of position	Rate at Retirement <sup>(4)</sup>

<sup>(4)</sup> The pay rate increases to the daily rate at retirement unless the entry rate is higher.

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**APPENDIX B: JOB LISTING**

JOB TITLE	PAY GRADE	FLSA EXEMPT
A/C Control Monitor	N14	N
Academic Dean	E15	Y
Access Ctrl/Elec Tch	N07	N
Accountant, Senior	E16	Y
Accounting Spec	N10	N
Acct, Facilities Srv	E11	Y
Acct, SR-HD Start	E16	Y
Adm & Int Audit Asst	N10	N
Admin Asst, TX ACE	N07	N
Admin on Assignment	E17	Y
Administrative Assistant, I	N09	N
Administrative Assistant, II	N07	N
Administrative Assistant, III	N05	N
Administrative Assistant, Lead	N15	N
Administrative Assistant, Senior	N10	N
Adult Ed Specialist	E15	Y
Air Condition Tech	N06	N
Analyst, Budget	E11	Y
Analyst, Budget II	E10	Y
Analyst, Database	E13	Y
Analyst, Educ Systms	E17	Y
Analyst, Network I	E18	Y
Analyst, Network I DC	E18	Y
Analyst, Network II	E16	Y
Analyst, Network Sr	E19	Y
Analyst, Res Data II	E14	Y
Analyst, Research II	E11	Y
Analyst, Sr Budget	E14	Y
Analyst, Sr Progrmr	E19	Y
Analyst, Stdnt Grdbk	E14	Y
Anlyst, Acntblty Sys	E14	Y
Anlyst, DQ-PEIMS	E14	Y
Anlyst, Graphic Info	E13	Y
Anlyst, Inf Tech Sec	E17	Y
Anlyst,Sr Sp Prj/Adm	E14	Y
Asbestos Abatmt Tech	N11	N
Assistant Principal I A	AP04	Y
Assoc Prin, Ntwrk I-A1	NA04	Y
Assoc Prin, Ntwrk I-B1	NA03	Y
Assoc Prin, Ntwrk II-A1	NA02	Y

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<b>JOB TITLE</b>	<b>PAY GRADE</b>	<b>FLSA EXEMPT</b>
Assoc Prin, Ntwrk II-B1	NA01	Y
Assoc Supt, Constr	E25	Y
Assoc Supt, Fin/Bus	E25	Y
Assoc Supt, Human Res	E25	Y
Assoc, Mental Health	N09	N
Asst Band Repair	N11	N
Asst Dir, Asset Mgmt	E18	Y
Asst Dir, Athletics	E18	Y
Asst Dir, Bus Dvrsty	E16	Y
Asst Dir, Child Care	E07	Y
Asst Dir, Communctns	E16	Y
Asst Dir, Contr Mgmt	E16	Y
Asst Dir, Cust Grnds	E16	Y
Asst Dir, Disbursmnt	E18	Y
Asst Dir, Env Hlth	E16	Y
Asst Dir, Facility Mnt	E16	Y
Asst Dir, Funds Mgt	E18	Y
Asst Dir, IB	E17	Y
Asst Dir, Plan/Const	E16	Y
Asst Dir, Procuremnt	E16	Y
Asst Dir, Proj Cntrl	E18	Y
Asst Dir, Sp Proj	E18	Y
Asst Dir, Supprt Sev	E16	Y
Asst Director, Data Center & Cybersecurity	E20	Y
Asst Fm Heavy Constr	N07	N
Asst Foreman, Plumb	N13	N
Asst Frmn, Millshop	N08	N
Asst Frmn, Pntr/Glizr	N11	N
Asst Ldr, Grnd Crew	N05	N
Asst Plumber	N06	N
Asst Principal I-A1	AP04	Y
Asst Principal I-B	E17	Y
Asst Principal I-B1	AP03	Y
Asst Principal II-A1	AP02	Y
Asst Principal II-B1	AP01	Y
Asst Staffing	N07	N
Asst Supt, All Level	E24	Y
Asst Supt, Bil,ESI,M	E24	Y
Asst Supt, College Career & Military Readiness	E24	Y
Asst Supt, ES	E24	Y

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<b>JOB TITLE</b>	<b>PAY GRADE</b>	<b>FLSA EXEMPT</b>
Asst Supt, Innov Sch	E24	Y
Asst Supt,Beh&Dis Sv	E24	Y
Asst, Administrative	N09	N
Asst, Staffing	N07	N
Athl Facilities Spec	E14	Y
Athletic Trainer	E17	Y
Athletic Trnr, Asst	E15	Y
Auditor, Sr Const Bond	E16	Y
Band Repair, Chief	E07	Y
Behavior Analyst	E16	Y
Behavior Specialist	E15	Y
Bilingual Educ Spec	E15	Y
Bookkeeper	N07	N
Burglar Alarm Tech	N11	N
Bus Anlyst, Fin/HR	E17	Y
Bus Anlyst, Fin/Tech	E17	Y
Bus Anlyst, Technlgy	E17	Y
Bus Driver	N05	N
Bus Driver Trainer	N06	N
Bus Monitor	N01	N
Chief Info Tech Offi	E24	Y
Chief Internal Audtr	E23	Y
Chief of Human Capital Mgmt	E24	Y
Chief of Police	E21	Y
Chief Oper Officer	E25	Y
Child Nutrtn Spec	N10	N
Clerk, Accts Payable	N09	N
Clerk, Admin	N07	N
Clerk, Admin Emp Bnf	N07	N
Clerk, Appl Analyst	N09	N
Clerk, Attendance	N02	N
Clerk, Bilingual	N07	N
Clerk, Campus	N01	N
Clerk, Data Analyst	N09	N
Clerk, Data Entry	N05	N
Clerk, Department	N05	N
Clerk, Dept SERS	N05	N
Clerk, Fixed Assets	N07	N
Clerk, High School	N02	N
Clerk, Mailroom	N01	N

## SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

JOB TITLE	PAY GRADE	FLSA EXEMPT
Clerk, Maintenance	N05	N
Clerk, NCLB Sch Impv	N05	N
Clerk, Office	N01	N
Clerk, Oper Supp Flx	N07	N
Clerk, Payroll Dept	N07	N
Clerk, Research	N05	N
Clerk, Sp Ed MS/RS	N01	N
Clerk, Sr Payroll	N13	N
Clerk, Sr Payroll/HR	N13	N
Clerk, Textbook	N01	N
Clinical Tchng Intern2	W0	Y
Clk, Disptch Transp	N05	N
Clk, Spt Svc Cust Sv	N05	N
CN, Operations	E16	Y
Cof & Dvrsty Officer	E24	Y
College Alumni Advsr	E16	Y
College Bound Advisr	E15	Y
Comp Analyst I	E14	Y
Compliance Monitor	E11	Y
Construction Helper	N03	N
Cont Adm, Mat/Pur/Wt	E14	Y
Coor, Curr & Instr	E17	Y
Coor, Digit/Web Svcs	E15	Y
Coor, Operations Flx	E15	Y
Coor, Postsecondary	E15	Y
Coor, Program Spt	E15	Y
Coor, Stdnt Beh&Disp	E15	Y
Coor, Stem/Steam	E17	Y
Coord I, Enrollment	E14	Y
Coord II, IPM	N09	N
Coord, Admissns&Enr	E12	Y
Coord, Ath Flds/Grnd	N11	N
Coord, Avid Col Rdns	E17	Y
Coord, Bilingual	E17	Y
Coord, Board Sp Projects	E17	Y
Coord, C & T Educ	E15	Y
Coord, Compl/Sp Prj	E14	Y
Coord, Compliance	E14	Y
Coord, Custodian Trn	N13	N
Coord, Dyslexia	E17	Y



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<b>JOB TITLE</b>	<b>PAY GRADE</b>	<b>FLSA EXEMPT</b>
Coord, Ed Tech&Dsgn	E17	Y
Coord, Ersea	E11	Y
Coord, Facilities Sv	N11	N
Coord, Fine Arts	E17	Y
Coord, FS Nutrition	E14	Y
Coord, Haz/Mat & laq	N13	N
Coord, Hd Start Dis	E17	Y
Coord, Hd Start Fam	E16	Y
Coord, Hd Start Hlth	E14	Y
Coord, Hd Start Nutr	E14	Y
Coord, Hd Start Prgm	E16	Y
Coord, Instr Support	E16	Y
Coord, Ldrshp Instrl	E17	Y
Coord, Library & Digital Commons	E17	Y
COORD, LRNG&COMPL SS	E17	Y
Coord, Magnet	E15	Y
Coord, Mentor	E16	Y
Coord, Nursing	E16	Y
Coord, Pd Mgmt Sys	E17	Y
Coord, Prgm SEAD	E17	Y
Coord, Prof Devlpmnt	E17	Y
Coord, Program	E15	Y
Coord, Proj Ctrls Sr	E11	Y
Coord, Proj Ctrls I	E13	Y
Coord, P-Tech	E18	Y
Coord, P-Tech/Echs	E16	Y
Coord, Rdspd	E17	Y
Coord, Restorative & Responsive Practices	E17	Y
Coord, Sch Imprvmt	E17	Y
Coord, Science	E16	Y
Coord, SEAD	E16	Y
Coord, Sp Proj - IB	E17	Y
Coord, Spec Prgms	E15	Y
Coord, Spec Projects	E17	Y
Coord, Special Ed	E17	Y
Coord, St Comp Educ	E17	Y
Coord, Tech & Instr Material	E17	Y
Coord, Tech Support	E13	Y
Coord, Testing	E15	Y
Coord, TIF Grant	E16	Y

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<b>JOB TITLE</b>	<b>PAY GRADE</b>	<b>FLSA EXEMPT</b>
Coord, World Lang	E17	Y
Coord,Dist Clin Medi	E16	Y
Coord,Medicaid Reimb	E16	Y
Coordinator, Construction	E13	Y
Counselor	E16	Y
Counselor, Eng Lrn	E16	Y
Counselor, Lead	E16	Y
Courier	N05	N
Crew Leader	N03	N
Culinary Specialist	E14	Y
Cust, Hd- Lrg Campus	N07	N
Cust, Hd- Sm Campus	N05	N
Cust, Hd-Floater	N07	N
Cust, Hd-Mid Sz Camp	N06	N
Custodian	N01	N
Custodian, Asst Head	N05	N
Data Prgm Specialist	N09	N
Data Spec, Inventory	N09	N
Data Spec, PEIMS	N11	N
Data Spec, SEMS/SERS	N11	N
Deaf Interp-Certif	N12	N
Dean of Students	E15	Y
Deputy Supt, A&S Ldr	E25	Y
Deputy, CFO	E23	Y
Deputy, COO	E24	Y
Dietitian	E11	Y
Dir, Acad Support	E19	Y
Dir, Acctblty&Compl	E20	Y
Dir, Adult Comnty Ed	E19	Y
Dir, Advanced Academics	E19	Y
Dir, Army Instr	E16	Y
Dir, Bilingual Compl	E19	Y
Dir, Capital Imprvmt	E21	Y
Dir, Chld Nutr Compl	E18	Y
Dir, CN Finance	E18	Y
Dir, CN Support Svr	E18	Y
Dir, Communications	E21	Y
Dir, Community Relations	E19	Y
Dir, Compensation	E21	Y
Dir, CTE	E19	Y

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<b>JOB TITLE</b>	<b>PAY GRADE</b>	<b>FLSA EXEMPT</b>
Dir, Dual Language	E19	Y
Dir, Dyslexia/504	E19	Y
Dir, Earlychild/HS	E20	Y
Dir, Employee Relations	E21	Y
Dir, Employee Svcs	E21	Y
Dir, Energy & Sustnb	E21	Y
Dir, Engineering	E21	Y
Dir, Enterprise, Applications, & Data Warehouse	E21	Y
Dir, Ext Learning	E19	Y
DIR, FACIL PLANNING	E21	Y
Dir, Facility Maint	E21	Y
Dir, Fam&Std Spt Svc	E18	Y
Dir, Family Engmnt	E21	Y
Dir, Financial Acct	E21	Y
Dir, Fleet Maint	E18	Y
Dir, Funds Mgmt & SR	E21	Y
Dir, Gift&Talent Prg	E19	Y
Dir, Guid & Couns	E18	Y
Dir, Health Services	E21	Y
Dir, Human Cap Systems & Strategy	E21	Y
Dir, Human Resources	E21	Y
Dir, Infr & Security	E21	Y
Dir, Instit& Com Res	E20	Y
Dir, IT Svc Delivery	E21	Y
Dir, Legislatve&Strat	E21	Y
Dir, Marketing	E19	Y
Dir, Office of Academics	E21	Y
Dir, Oper Bus Serv	E21	Y
Dir, Operations	E17	Y
Dir, Org Lrng & Supp	E22	Y
Dir, Performance Mgt	E19	Y
Dir, Policies&Proced	E21	Y
Dir, PR/Accts Payabl	E21	Y
Dir, Printing Servs	E18	Y
Dir, P-S Aware & Acs	E19	Y
Dir, Rec & Staffing	E21	Y
Dir, Research Oper	E19	Y
Dir, Restorative & Responsive Practices	E19	Y
Dir, Ret/New Tchr	E19	Y
Dir, Science	E20	Y

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Dir, Sead	E19	Y
Dir, Social Studies	E20	Y
Dir, Stdnt Support	E18	Y
Dir, Tech Acq & Proj Mgmt	E20	Y
Dir, TIF MT Program	E20	Y
Dir, Transp - Local	E18	Y
Dir, Transp - Sp Ed	E18	Y
Dir,Cash/Trsury Mgt	E21	Y
Dir,Stdnt Behv&Discp	E19	Y
Director, Athletics	E20	Y
Director, Child Care	E10	Y
Director, EBRMS	E21	Y
Director, ELAR	E20	Y
Director, Fine Arts	E20	Y
Director, Grants	E19	Y
Director, Math	E20	Y
Director, Mep Maint	E21	Y
Director, Operations	E21	Y
Director, PEIMS & Data Services	E21	Y
Director, Plan/Budgt	E21	Y
Director, Professional Development	E20	Y
Director, Sp Ed	E19	Y
Director, Testing	E21	Y
Dist Mgr, Med Reim	E18	Y
ECE Educ Spec	E15	Y
Educ Spec- HD Start	E15	Y
Educational Diag	E16	Y
Electrical Engineer	E18	Y
Electrician Asst	N06	N
Emply Benefits Spec	N10	N
Ex Asst, Food&Child	N09	N
Ex Dir, App&Edu Qual	E22	Y
Ex Dir, Beh & Disab	E22	Y
EX DIR, BIL/ESL/MIG	E22	Y
Ex Dir, Rec/Staffing	E22	Y
Exec Asst-Cntrl Rec	N09	N
Exec Asst- ITCCS	N09	N
Exec Dir, College Rdness & Post Sec Initiatives	E22	Y
Exec Dir, ECE	E22	Y
Exec Dir, Empl Svcs	E22	Y

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<b>JOB TITLE</b>	<b>PAY GRADE</b>	<b>FLSA EXEMPT</b>
Exec Dir, Enrollment	E22	Y
Exec Dir, Std Aca SS	E22	Y
Exec Prog Evaluator	E17	Y
Facil, Acad SEL	E15	Y
Facilitator, Program	E15	Y
Fam & Comm Engmnt	E07	Y
Farm Manager	N11	N
Field Serv Techn I	N14	N
Field Serv Techn II	N13	N
Field Serv Techn III	N11	N
Field Services Sup	E14	Y
Field Supervisor	N15	N
Foreman, Electrician	N16	N
Foreman, HVAC	N16	N
Foreman, Paintr/GlZR	N14	N
Foreman, Plumbing	N16	N
Foreman, Printshop	N14	N
Foreman, Roofing	N14	N
Foreman, Warehouse	N14	N
Front Desk Assistant	N05	N
FS Asst Mgr	N03	N
FS Compliance Spec	E14	Y
FS Cook 5.0hrs	N02	N
FS Cook 6.0hrs	N02	N
FS Cook 6.5hrs	N02	N
FS Cook 7.0hrs	N02	N
FS Driver/Whsmn	N05	N
FS Maint Technician	N07	N
FS Manager, Hs	N11	N
FS Mgr Intern	N05	N
FS Mgr, ES/Acad/MS	N07	N
Grant Specialist III	N09	N
Grants Specialist	E11	Y
Graphic Design Spec	E07	Y
Groundskeeper I	N02	N
Groundskeeper II	N03	N
HCM Systems Specialist	N13	N
Health Asst	N02	N
Hearing Officer	E20	Y
Heavy Equip Operator	N06	N

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JOB TITLE	PAY GRADE	FLSA EXEMPT
Her/Chem Applicator	N07	N
HR Manager	E11	Y
HVAC Technician	N06	N
HVAC Technician II	N07	N
I/A, Child Care Prov	N02	N
I/A, Deaf Supp Spec	N08	N
I/A, Hall Monitor	N02	N
I/A, Occup Thrp Asst	N17	N
I/A, Sp Ed - Ace	N06	N
IA PPCD Inclusion	N03	N
Info Sys Data Spe II	N10	N
Info Sys Data Spec I	N13	N
Inst Asst, PK Ed Sup	N01	N
Inst Coach, Steam	E15	Y
Instr Asst, Braille	N12	N
Instr Asst, Comp Lab	N05	N
Instr Asst, DAEP	N02	N
Instr Asst, ECSE	N03	N
Instr Asst, General	N01	N
Instr Asst, HD Start	N01	N
Instr Asst, Library	N03	N
Instr Asst, Mntl Hlt	N05	N
Instr Asst, PE	N01	N
Instr Asst, Pre-K	N01	N
Instr Asst, SpEd-BAC	N03	N
Instr Asst, SpEd-GEC	N03	N
Instr Asst, SpEd-JC	N03	N
Instr Asst, Title I	N01	N
Instr Coach, IB	E15	Y
Instr Coach, TIF	E15	Y
Instr Spec, Behavior	E15	Y
Instr Spec, Bilngual	E15	Y
Instr Spec, Educational Technology	E15	Y
Instr Spec, New Tchr Induction & Support	E15	Y
Instr Spec, SEAD	E15	Y
Instr Tech Spec, Sped	E07	Y
Instrl Spec, AP	E15	Y
Instrl Spec, GT	E15	Y
Instructional Assistant, Sp Ed - ACE	N06	N
Instructional Coach	E15	Y

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JOB TITLE	PAY GRADE	FLSA EXEMPT
Instructional Spec	E15	Y
Internal Auditor I	E14	Y
Internal Auditor II	E11	Y
Journeyman, Appl Rep	N11	N
Journeyman, Elctrons	N12	N
Journeyman, Electrcn	N12	N
Journeyman, Glazier	N06	N
Journeyman, HVAC	N12	N
Journeyman, Mason	N06	N
Journeyman, Mechanics	N07	N
Journeyman, Millman	N07	N
Journeyman, Painter	N06	N
Journeyman, Plumber	N12	N
Journeyman, Roofer	N06	N
Journeyman, Shde/Stg	N06	N
Journeyman, W/T Spec	N11	N
Journymn, Welder	N06	N
Journymn,Carpentr I	N07	N
Journymn,Carpentr II	N11	N
Jrny Elect/Appl Repr	N12	N
Lc Spec Sch Psy Intn2	W0	Y
Ldr I, Ground Crew	N06	N
Lead Mariachi Instcr	E07	Y
Lead Press Operator	N11	N
Lead Social Worker	E15	Y
Lead Warehouseman	N06	N
Liaison, Court & Fam	E16	Y
Lic Chem Depnt Coun	E12	Y
Lic Spec Sch Psy	E16	Y
LVN	N08	N
Manager, Employment Doc	E18	Y
Manager, Energy	E16	Y
Manager, Risk Mgmt	E19	Y
Mariachi Instructor	E07	Y
Marketing Manager	E16	Y
Mechanical Engineer	E18	Y
Media&Digit Designer	E11	Y
Mgr, Building Info Modeling	E18	Y
Mgr, Campus Support	E17	Y
Mgr, Communications	E14	Y

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JOB TITLE	PAY GRADE	FLSA EXEMPT
Mgr, Compensation	E18	Y
Mgr, Custodial	E07	Y
Mgr, Empl Relations	E11	Y
Mgr, Grounds	E07	Y
Mgr, Human Capital Systems	E11	Y
Mgr, Internal Audit	E19	Y
Mgr, Intl Welcme Ctr	E15	Y
Mgr, IT Svc Delivery	E18	Y
Mgr, Ntwk & Telecom	E19	Y
Mgr, Real Estate	E16	Y
Mgr, Technology Acquisitions	E17	Y
Military Prop Spec	E14	Y
Network Assoc Principal I A	E19	Y
Network Tech III	N15	N
Network Techn II	N18	N
Network Techn, I	N20	N
Occupational Therap	E16	Y
Orient&Mobility Spec	E16	Y
Parent Liaison,Sp Ed	N02	N
Parnt Facil-HD Start	N02	N
Payroll Supervisor	N15	N
Pesticide Applicator	N07	N
Physical Therapist	E16	Y
Plumbing Designer	E14	Y
Police Dispatcher	N01	N
Police, Lieutenant	E16	Y
Police, Officer	N10	N
Police, Sergeant	N14	N
Porter	N01	N
Press Operator	N06	N
Prgm Mgr, Apprais&Eq	E18	Y
Prgm Spec, Dyslexia	E15	Y
Principal I A	E22	Y
Principal I-A1	P04	Y
Principal I-B1	P03	Y
Principal II-A1	P02	Y
Principal II-B1	P01	Y
Pro Mgr, Univ&Career	E18	Y
Production Artist	N10	N
Program Spec, Sp Ed	E15	Y



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JOB TITLE	PAY GRADE	FLSA EXEMPT
Project Mgr, I	E14	Y
Project Mgr, II	E13	Y
Project Mgr, Senior	E16	Y
Project Mgr, Tech	E17	Y
Public Rltns Mktg Sp	E14	Y
Registrar	N07	N
Route Coordinator	N07	N
Safety Specialist	E07	Y
Senior Coord	E18	Y
Service Ctr Disptchr	N06	N
Sewing Technician	N06	N
Sharepoint Developer	E14	Y
Social Worker	E15	Y
Social Worker, Hwc	E15	Y
Social Worker, LCSW	E15	Y
Social Worker, Trans	E15	Y
Spec, Aca&Sch Ldrshp	N10	N
Spec, Const&Cust Exp	E15	Y
Spec, CTE Spcl Pops	E15	Y
Spec, Leave/Comp/Ret	E11	Y
Spec, Procurement	N09	N
Spec, Quality Assrnce	N10	N
Spec, Retention	E16	Y
Spec, Work Base Lrng	E15	Y
Spec, Warehse Parts	N05	N
Specialist - Payroll	E07	Y
Specialist, Accntg	N10	N
Specialist, Contract	N10	N
Specialist, Fed Prgm	N10	N
Specialist, Finance	N10	N
Specialist, Payroll	N10	N
Specialist, Tires	N05	N
Specialst, Funds Mgt	N13	N
Speech Pathologist	E16	Y
Sr Budget Specialist	N13	N
Sr Co, Fisc Acad Prg	E16	Y
Sr Co, Vol&Part Svcs	E15	Y
Sr Compl Officer	E18	Y
Sr Compliance Officer	E18	Y
Sr Coor, Bilingual	E18	Y

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<b>JOB TITLE</b>	<b>PAY GRADE</b>	<b>FLSA EXEMPT</b>
Sr Coor, Health & PE	E18	Y
Sr Coor, Ldrshp Inst	E18	Y
Sr Coord, Operations	E16	Y
Sr Ex Dir, Athletics	E23	Y
Sr Ex Dir, Chld Nutr	E23	Y
Sr Ex Dir, Info Tech	E23	Y
Sr Ex Dir, Rch,Evl&T	E23	Y
Sr Ex Dir, Sch Im/FP	E23	Y
Sr Exec Dir, Curriculum, Inst & Assmnt	E23	Y
Sr Exec Dir, Educational Tech & External Learning	E23	Y
Sr Exec Dir, Fine Arts	E23	Y
Sr Exec Dir, Sp Ed	E23	Y
Sr Exec Dir, Transp	E23	Y
Sr Exec Dir,Facilits	E23	Y
Sr Exec Director, Innovation	E23	Y
Sr IT Project Mgr	E20	Y
Sr Journeyman, HVAC	N13	N
Sr Publications Editor	E16	Y
Sr, Ex, Dir Programs	E23	Y
Staffing Mgmt Spec	N13	N
Supervisor, Routing	N15	N
Supv, Access Control	N14	N
Supv, Area Chld Nutr	E11	Y
Supv, Cn Warehouse	E11	Y
Supv, Hardware Suppt	E11	Y
Supv, Help Desk	E14	Y
Supv, Police Disptch	N09	N
System Adm, Finance	E17	Y
Systems Admin	E17	Y
Systems Admin II	E14	Y
Systems Admin III	E11	Y
Systms Adm,Stdnt App	E17	Y
Systms Sp, Bus/Tech	E13	Y
Systms Spec, Testing	E13	Y
T/Sp, Adap Phy Ed	E15	Y
Talent Partner	E19	Y
Techn, Acquisitions	N09	N
Techn, Hardware III	N11	N
Techn, Help Desk I	N11	N
Techn, Help Desk II	N10	N

JOB TITLE	PAY GRADE	FLSA EXEMPT
Techn, Help Desk III	N09	N
Technician, Acctng	N09	N
Testing Specialist	E14	Y
TInt Acquisition Mgr	E11	Y
Trainer, Campus Spt	E10	Y
Trainer/Supv Trans	E11	Y
Translator	E07	Y
Vehicle Maint Supv	N14	N
Videographer	E11	Y
Vm Mechanic I	N10	N
Vm Mechanic III	N06	N
Warehouseman	N05	N
Web Administrator	E14	Y

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.

Es norma del distrito de San Antonio no discriminar por motivos de raza, color, religión, origen nacional, sexo, identidad de género, expresión de género, orientación sexual o discapacidad, en sus programas, servicios o actividades vocacionales, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda, y las pólizas DIA, FFH, y FFI de la mesa directiva de SAISD.

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