Arlington
INDEPENDENT SCHOOL DISTRICT

2019-2020 SALARY SCHEDULE

Contents

COMPENSATION

Compensation Roles and Responsibilities

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

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

COMPENSATION STRUCTURE

Compensation Policy
Board Policy <u>DEA Local</u>

The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives.

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

Pay Administration
Board Policy <u>DEA Local</u>

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

Compensation Framework

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

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

Annualized Earnings vs. Annualized Salary

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

<u>Annualized Salary</u> – An annualized salary is useful for employees who do not work a full year, such as

teachers, and for employees who work part of each year on a salaried basis. Annualization is the process of spreading the payments to the employee out over the entire year, though the salary is only earned for part of the year. This gives the employee a steady paycheck when they are not working.

Compensatory Pay (Comp Time)
Board Policy DEAB Local

Non-exempt (hourly) employees may receive compensatory time off, at a rate of no less than one and one-half hours for each overtime hour worked, instead of overtime pay. Supervisors of nonexempt (hourly) employees shall ensure there is an agreement or an understanding with the employees working approved overtime regarding the form of compensation (pay or compensatory time) prior to the performance of the work occasioning the overtime duty.

Compensatory time earned by nonexempt (hourly) employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of compensatory time, the District shall require the employee to use the compensatory time, or at the District's option, the District shall pay the employee for the compensatory time.

An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of the duty year, the time shall be carried over until the following December and must be scheduled, or, at the District's option, the employee shall receive overtime pay. Compensatory time must be used in accordance with the District's leave policies if such use does not unduly disrupt the operations of the District. The District may require an employee to use compensatory time when in the best interest of the District.

Classroom Assistants Hired After January 1 of Current Year

Classroom Assistants hired after January 1 have an option, at the time of hire, to have their pay end at the end of June rather than have their assignment pay end in August. This option is also applicable to elect benefit coverage at the time of hire or the beginning of the next school year.

Pay Increases
Board Policy DEA Local

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

Compensation Philosophy and Objectives

Arlington ISD pay systems shall be designed and managed for the following purposes:
- Provide competitive pay to attract and retain highly qualified personnel
- Provide internal pay equity for job responsibilities
- Reward continued service to the district
- Manage payroll expenses effectively

Pay Systems

Employee pay systems are designed and administered for the purpose of attracting and retaining qualified employees to achieve goals of the district. Human Resources is responsible for the development, maintenance, and administration of employee pay systems in accordance with board policies, governmental laws, and regulations.

All district jobs will be assigned to a pay grade that establishes the minimum to maximum pay range for the position. Jobs are assigned to pay grades on the basis of the following factors:
- Job qualifications and required skills
- Job duties and responsibilities defined by the district
- Competitive job market prices

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

Job Descriptions

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

Exemption Status

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

Job Classification

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

Determining Factors in Classifying Jobs

1. Freedom to Act
   a. Authority, autonomy, independence of action, the degree to which job tasks are dictated by policy, procedures, manuals, supervisor or department head.
      i. Are your tasks routine and repetitive or are they performed under broad guidelines?
      ii. Do you independently determine work methods or tasks or is your work performed under established guidelines?
      iii. Are you closely supervised or are your tasks more general involving established guidelines and work is reviewed less frequently?
      iv. Do you take or recommend action under a general supervisor and established policies or take and recommend action under direct, or generally defined objectives?

2. Complexity
   a. The difficulty of problems encountered in the course of work and the types of knowledge needed to solve them. Measures problem-solving skills along tow scales; one, the types of problems encountered from routine to most difficult and two, the knowledge required to solve them from simple recognition and referral to the devising solutions based on interpretation of policy and understanding of departmental objectives.
      i. Does your job require special or unique skills?
      ii. What types of problems do you have to solve?
      iii. How difficult are the problems you have to solve?
      iv. Does your job require a certain depth of knowledge or expertise?

3. Consequences of Error
   a. Measures the impact of errors made in the course of work and the consequence of error according to magnitude from those easily rectified to those that cause major until disruption.
      i. How do your errors impact those around you?
      ii. Are your errors easily rectifiable or do they require involvement from others?
      iii. What degree of impact is there if mistakes are made: Little or no impact on errors?
      iv. Who is impacted by mistakes? Is it your department, campus, external agencies, or the entire school district?
      v. Are mistakes reversible?

4. Scope
   a. The variety of work assigned, the degree of district skills required to complete the work, the knowledge of district units inside or outside the district and the diversity of deadlines and priorities governing the work.
      i. What is the variety of functions assigned?
      ii. Is your scope limited and highly specific to the objectives of the department or is your scope broad requiring complete responsibility for a complex department?
      iii. Is the coordination of activities diverse in nature?
      iv. Do your functions have a significant effect on the department/ campus operations?

5. Supervisory Responsibilities
   a. Number, types, and level of positions supervised, functions supervised, the degree of

supervisory authority, e.g. work leader or full supervisor, complexity and diversity of work supervised.
i. Difficulty of supervision
ii. Number and levels supervised
iii. Variety of function supervised
iv. Full supervisor or a work leader
v. The diversity of work supervised

6. Responsibility for Resources
   a. The extent of the resources for which the employee has responsibility including, but not limited to, human, financial, facilities, material, and information systems.
   i. Number of employees supervised
   ii. Variety of functions supervised
   iii. Levels supervised (e.g. professional, technical, administrative, service)
   iv. Space managed (e.g. square footage)
   v. Type of space managed (e.g. office, labs, classrooms)
   vi. Budget size
   vii. Budget sources and amounts (e.g. state, gifts, extramural, contracts & grants, regulations fees, income, recharges, etc.)
   viii. The complexity of the budget – Amount, kind, discretion on spending, and complexity as determined by number and types of accounts, where and who the money comes from.

7. Communications
   a. Types of verbal and written communications, who you typically communicate with, what information you typically are responsible for communicating and method of delivery.
   i. Who do you typically communicate with (e.g. administrative staff, major division heads, and department managers, the Superintendent or Senior Staff)?
   ii. What are you communicating (e.g. routine procedures, diversified procedures, operational policy, long-term planning)?
   iii. How often do you communicate with the various constituencies (yearly, quarterly, monthly, weekly, daily)?

8. "Majority Rule"
   a. Classification title and level are dependent primarily on where the majority (50% or more) of a job duties lie.

Classification of New Positions

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

Common Misconceptions about Job Classification

The employee on the line was cordial, clear and direct: "I just got my degree, so when do I get reclassified?" This call represents one of the common misconceptions about the District's classification system. Classification is based solely upon the duties assigned to a position, not the qualifications of the incumbent. Put simply, we classify the JOB, not the person. We receive daily inquiries about classification,

with the most common misconception revolving around this person-position distinction. Besides educational attainment, other person-related factors that we do not take into consideration when classifying a position's job level include:

Longevity – The length of time a person has worked at the District may positively affect a person's performance on the job, however, it is not a factor we use in determining the level of a position.

Speed – How fast a person can work or how much they can produce compared to others is a factor in performance. Job reclassifications do not take into account an employee's performance.

Retention – "She's been offered a promotion", more than one supervisor has commented. "If I can't match it, I'll lose my best employee." While we understand your dilemma, the fear of losing an employee cannot be considered in classification decisions for job level. The Equity Guidelines may be of interest to you and can be discussed with the Compensation Department.

Financial Need – "I just bought a new home, my daughter's a sophomore at UT, I need a new car and my dog is sick." Most of us have financial need, and some occasionally have a dire need, but classification cannot take personal financial conditions into consideration.

Dedication – We often hear about employees who, "Always arrive early, leave late, never take breaks, work weekends, etc." Again this is a performance issue and should be addressed during reviews.

Personality – An employee's unique personality to work in unusual conditions and with difficult co-workers is not a factor that can be considered when classifying a position. Unique skill and/or ability required for a position, however, can be considered and should be spelled out in the job description.

Future Projects – We only classify duties being currently performed, not those that might be added to a job down the line. As such, we suggest that reclassification request is delayed until new projects or assignments have begun.

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

Job Reclassification

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

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

Pay Increase Budget

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

The pay increase budget recommended by the Superintendent may include adjustments to remedy correct internal or external pay equity problems, to correct an internal pay inequity (e.g. pay compression between supervisor and assigned staff), or to compensate an employee for a significant change in job responsibilities.

General Pay Increases and Eligibility

Employee salaries and wages will be reviewed annually for adjustment. General pay increase (GPI) are based upon the annual budget approved by the Board and given to employees to compensate for continued service to the district.

To receive a general pay increase, an employee must be in a paid status or on an approved leave of absence for at least 9 days by July 1 of the current year. Exceptions require authorization by Superintendent or designee.

Salary Placement of New Hires

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

The starting salary is determined individually based on each person's job-related experience and salaries paid to peer employees in the same position with similar experience. No employee will be placed below the minimum of the pay range. Salary recommendations for new hires may be adjusted by Human Resources for hard-to-fill positions or to recognize knowledge and skills, qualifications, or technical certifications.

Salary Adjustment Qualifications

It is the responsibility of the employee to submit original service records and official transcripts at the time of hire.

Employees who provide service records with verifiable, creditable experience may receive a review for a potential salary adjustment if the service records are submitted to Human Resources *no later than 6 months following the date of hire*. Service records received after this date will not be eligible for a review for salary adjustment.

Promotion Defined

A promotion occurs when an employee is assigned to a different job in a higher pay grade and range. Pay adjustments for promotions will begin with the effective date of the new assignment. For promotions that take effect at the beginning of the school year, the standard promotion increase is applied in addition to any general pay increase granted by the school board.

A promotion increase for employees is based on the person's current base salary less any stipends paid for supplemental duties.

Demotion Defined

A demotion occurs when an employee is reassigned to a different job with less responsibility at a lower pay grade level. Demotions may be voluntary or involuntary. Position reclassification or general salary structure changes are not considered demotions.

A reduction in pay as a result of a demotion will be made effective with the new assignment. When a pay reduction is made for a demotion, pay adjustments may also be made for a longer or shorter work year associated with the change in assignment. Reductions in pay made as a result of a demotion take into consideration the new salary range as well as comparative equity with other employees currently in that job level.

Lateral Transfer (Placements)

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

Supplemental Pay

Supplemental pay (stipends and extra duty pay) represents a remuneration in addition to, but separate from, regular base salary. Supplemental pay is authorized on a year to year basis. Supplemental pay will be discontinued upon cessation of assignment, or upon the occurrence of an event which otherwise causes the employee to be ineligible to receive the supplemental pay. Discontinuation of the employee's performance of supplemental duties.

Procedures for Requesting a Salary Review

Review of compensation must be initiated by the job supervisor or Human Resources. Jobs previously submitted within the last 12 months and new jobs (1 year or less) are not eligible for review. Requests should be submitted to the Compensation Department in January of each year to allow adequate time for budget considerations.
- The supervisor may request a salary review during the annual budgeting process, typically

beginning in January of each year. The appropriate division/department head must approve the submission of the request.

- The supervisor's request must include a proposed job description and written explanation of changes in job duties and responsibilities along with the Job Analysis Questionnaire completed by the incumbent and supervisor. The request must be approved by the appropriate division head, assistant superintendent or superintendent.
- Human Resources will review the request, obtaining additional job information if needed. Additional information may be obtained by a written questionnaire, by interviewing the supervisor and/or employee (s), or by analyzing external job market information.
- Human Resources will evaluate the job placement in the pay structure and prepare a written recommendation for pay grade assignment for the Superintendent's review.

Back Payment of Supplemental Earnings

A back payment will occur if the employee is paid less than the amount that the employee should have been paid for any relevant supplemental pay. If it is determined the back pay is due to an employee for duties performed then the Compensation Department will rectify the issue by paying the difference for the current fiscal year.

Overpayment

It is each employee's responsibility to regularly review the accuracy of their pay stub. An overpayment occurs if an employee is paid more than the amount that the employee should have been paid under the assigned pay grade and/ or any relevant supplemental pay. If discovered and/or reported in the current fiscal year, the Compensation Department will rectify the issue by requesting repayment for the current year.

Payroll Deduction

Policy CFEA (LEGAL)

Required Deductions:
- *Federal Withholding* – Figured automatically by the income tax withholding percentage method according to the marital status and number of exemptions claimed on the W-4 Form.
- *Medicare* – 1.45% of the gross salary will be deducted each pay period for any person hired after March 31, 1986
- *Teacher Retirement* – 7.7% of total gross salary deducted each pay period. Deductions are on a pre-tax basis
- *TRS Retirement Insurance* – 0.65% of gross salary deducted each pay period
- *FICA Alternative Plan* – Substitute/Temporary Staff Only – Effective 8/14/2004, 7.5% of total gross salary deducted each pay period on a pre-tax basis. Applicable only to those staff members who are not eligible for Teacher Retirement System (TRS) membership. The staff member will contribute to their own personal retirement saving account.

Other payroll deductions staff members may elect include deductions for the staff members' share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans.

Staff members also may request payroll deduction for payment of membership dues for District recognized organizations and specific charitable groups. Salary deductions are automatically made for unauthorized or unpaid leave.

Pay Information

Employees have the responsibility of ensuring their pay is accurate by reviewing their pay stub online in the Employee Service Center each time they get paid. It is important to ensure all information on each pay stub is accurate. Reviewing items like name, social security number, pay rates, paid time off balance, and other information.

2019-2020 ACADEMIC CALENDAR AND PAY DATES

Arlington
INDEPENDENT SCHOOL DISTRICT
More Than a Remarkable Education

2019-2020 Calendar

AUGUST 2019
S	M	T	W	T	F	S
				1•	2	3
4	5#	6	7	8^	9^	10
11	12^	13^	14^	15^	16^	17
18	{(19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2019
S	M	T	W	T	F	S
1	②	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27)	28
29	(30					

OCTOBER 2019
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11◆	12
13	⑭	15	16	17	18>	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2019
S	M	T	W	T	F	S
					1)	2
3	(4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	㉕	㉖	㉗)	㉘	㉙	30

DECEMBER 2019
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18@	19@)}	⑳	21
22	㉓	㉔	㉕	㉖	㉗	28
29	㉚	㉛				

JANUARY 2020
S	M	T	W	T	F	S
			①	②	③	4
5	6^	{(7	8	9	10	11
12	13	14	15	16	17	18
19	⑳	21	22	23	24	25
26	27	28	29	30	31	

Legend
Student/Staff Holiday .... ◯
First/Last Day of School.. ▬
Semester Start/End.. {}
Exams/Early Dismissal (secondary students)....... @
Begin/End Grading Period .... ( )
Teachers New to Profession Report....................... •
Teachers New to AISD Report .... #
Staff Development/Student Holiday.................. ◆
Teacher Prep./Student Holiday.............................. ^
Staff Exchange Days.. ..
Inclement Weather Makeup for Staff.................. *
Early Dismissal (elementary students) .... >

Important Dates
August 1 .... Teachers New to Profession Report
August 5 .... Teachers New to AISD Report
August 8 ....All Teachers Report
August 8 – 16......................... Teacher Prep./Staff Dev.
August 19..First Day of Classes
September 2... Holiday
October 11 ....Staff Development
October 14.. Holiday
November 25 – 29...Holidays
December 18 – 19..........Exam Days – Jr. & Sr. highs
December 19 ....End of First Semester
December 20 – January 3......................Winter Break
January 6...Teacher Prep. Day
January 7.................................Second Semester Begins
January 20... Holiday
February 17 .... Holiday
March 9 – 13...Spring Break
April 10... Holiday
April 13...Staff Development
May 25... Holiday
May 27 – 28 ....Exam Days – Jr. & Sr. highs
May 28...Last Day of Classes
May 29..Teacher Work Day
June 1 – 2..............Staff Exchange/Weather Makeup
*If school cancellations aren't needed, **students'** last day will be May 26.*

School Hours
Prekindergarten .... 8:10 a.m. – 11:16 a.m. or
  12:29 p.m. – 3:35 p.m.
Elementary (K–6)........................8:10 a.m. – 3:35 p.m.
Junior High (7–8)..........................8:45 a.m. – 4:10 p.m.
High School (9–12)........................... 7:35 a.m. – 3 p.m.

Early Release Hours
Prekindergarten .... 8:10 a.m. – 10:10 a.m. or
  10:10 a.m. – 12:10 p.m.
Elementary (K–6)....................8:10 a.m. – 12:10 p.m.
Junior High (7–8).....................8:45 a.m. – 12:45 p.m.
High School (9–12)...................7:35 a.m. – 11:35 a.m.

First Semester Instructional Days... 81
Second Semester Instructional Days............................... 93
Total Instructional Days.. 174

Approved 11/15/18

FEBRUARY 2020
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14)	15
16	⑰	(18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020
S	M	T	W	T	F	S
1	2>	3	4	5	6	7
8	⑨	⑩	⑪	⑫	⑬	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2020
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9)	⑩	11
12	13◆	(14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2020
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	㉕	26	27@	28@)}	29^	30
31						

JUNE 2020
S	M	T	W	T	F	S
	1..	2..	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2020
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

18

2019-2020 PAYROLL DATES

Para-Professional Payroll - 12 Pay

Pay Period Begins	Pay Period Ends	Pay Date
7/29/2019	8/25/2019	9/30/2019
8/26/2019	9/29/2019	10/31/2019
9/30/2019	10/27/2019	11/22/2019
10/28/2019	11/24/2019	12/19/2019
11/25/2019	12/29/2019	1/24/2020
12/30/2019	1/26/2020	2/28/2020
1/27/2020	2/23/2020	3/31/2020
2/24/2020	3/29/2020	4/30/2020
3/30/2020	4/26/2020	5/29/2020
4/27/2020	5/31/2020	6/30/2020
6/1/2020	6/28/2020	7/31/2020
6/29/2020	7/26/2020	8/31/2020

Teacher Payroll -12 Pay

Pay Period Begins	Pay Period Ends	Pay Date
9/1/2019	9/30/2019	9/30/2019
10/1/2019	10/31/2019	10/31/2019
11/1/2019	11/30/2019	11/22/2019
12/1/2019	12/31/2019	12/19/2019
1/1/2020	1/31/2020	1/24/2020
2/1/2020	2/29/2020	2/28/2020
3/1/2020	3/31/2020	3/31/2019
4/1/2020	4/30/2020	4/30/2020
5/1/2020	5/31/2020	5/29/2020
6/1/2020	6/30/2020	6/30/2020
7/1/2020	7/31/2020	7/31/2020
8/1/2020	8/31/2020	8/31/2020

Maintenance Payroll - 26 Pay

Pay Period Begins	Pay Period Ends	Pay Date
8/19/2019	9/1/2019	9/13/2019
9/2/2019	9/15/2019	9/27/2019
9/16/2019	9/29/2019	10/11/2019
9/30/2019	10/13/2019	10/25/2019
10/14/2019	10/27/2019	11/8/2019
10/28/2019	11/10/2019	11/22/2019
11/11/2019	11/24/2019	12/6/2019
11/25/2019	12/8/2019	12/19/2019
12/9/2019	12/22/2019	1/3/2019
12/23/2019	1/5/2020	1/17/2020
1/6/2020	1/19/2020	1/31/2020
1/20/2020	2/2/2020	2/14/2020
2/3/2020	2/16/2020	2/28/2020
2/17/2020	3/1/2020	3/11/2020
3/2/2020	3/15/2020	3/27/2020
3/16/2020	3/29/2020	4/9/2020
3/30/2020	4/12/2020	4/24/2020
4/13/2020	4/26/2020	5/8/2020
4/27/2020	5/10/2020	5/22/2020
5/11/2020	5/24/2020	6/5/2020
5/25/2020	6/7/2020	6/19/2020
6/8/2020	6/21/2020	7/3/2020
6/22/2020	7/5/2020	7/17/2020
7/6/2020	7/19/2020	7/31/2020
7/20/2020	8/2/2020	8/14/2020
8/3/2020	8/16/2020	8/28/2020

Transportation/Food Service Payroll

Pay Period Begins	Pay Period Ends	Pay Date
8/12/2019	8/25/2019	9/6/2019
8/26/2019	9/8/2019	9/20/2019
9/9/2019	9/22/2019	10/4/2019
9/23/2019	10/6/2019	10/18/2019
10/7/2019	10/20/2019	11/1/2019
10/21/2019	11/3/2019	11/15/2019
11/4/2019	11/17/2019	11/29/2019
11/18/2019	12/1/2019	12/13/2019
12/2/2019	12/15/2019	12/27/2019
12/16/2019	12/29/2019	1/10/2020
12/30/2019	1/12/2020	1/24/2020
1/13/2020	1/26/2020	2/7/2020
1/27/2020	2/9/2020	2/21/2020
2/10/2020	2/23/2020	3/6/2020
2/24/2020	3/8/2020	3/20/2020
3/9/2020	3/22/2020	4/3/2020
3/23/2020	4/5/2020	4/17/2020
4/6/2020	4/19/2020	5/1/2020
4/20/2020	5/3/2020	5/15/2020
5/4/2020	5/17/2020	5/29/2020
5/18/2020	5/31/2020	6/12/2020

2019-2020 PAY GRADES AND RANGES

TEACHERS and LIBRARIANS

Teacher/Librarian Minimum Pay Schedule
2019-20

Years of Experience	Minimum Salary
0	$54,550
1	$54,838
2	$55,024
3	$55,064
4	$55,193
5	$55,727
6	$56,170
7	$56,571
8	$57,121
9	$57,615
10	$57,754
11	$57,954
12	$58,070
13	$58,401
14	$58,604
15	$59,127
16	$59,324
17	$59,526
18	$60,116
19	$60,302
20	$60,665
21	$60,889
22	$61,186
23	$62,725
24	$63,700
25	$64,341
26	$65,239
27	$65,613
28	$66,100
29	$67,912
30	$68,826

The Teacher/Librarian Pay Schedule represents the minimum rate of base pay for AISD teachers by year of creditable teaching experience. Rates are provided in annual equivalents. Stipends and extra duty pay (if applicable) are not included in these amounts. These are current rates and not a guarantee of future earnings. The Teacher/Librarian Pay Scale will be reviewed and updated on an annual basis. New offers of employment are based on comparable experience, as well as market competitive pay.

ADMINISTRATIVE PROFESSIONALS

2019-2020 Administrative Professional Pay Plan
Arlington ISD

Pay Grade	Current Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
1				**Daily**	**$213.74**	**$255.98**	**$298.22**
	1	Accountant I	243	212 Days	45,313	54,268	63,223
	1	Administrative Asst - Superintendent	243	243 Days	51,939	62,203	72,467
	1	Manager/Foreman - PDC Facility Services	212, 243	260 Days	55,572	66,555	77,537
	1	Security - Lieutenant	260				
	1	Senior Specialist - Purchasing	260				
	1	Specialist - Bond Communications	260				
	1	Specialist - Energy Management	243				
	1	Specialist - Internal Communications	260				
	1	Supervisor - Building Maintenance	243				
	1	Supervisor - Custodian	260				
	1	Supervisor - Catering Chef	260				
	1	Supervisor - Food and Nutrition	212,243				
	1	Supervisor - Grounds	260				
	1	Supervisor - HVAC/Refrigeration	260				
2				**Daily**	**$267.18**	**$319.98**	**$372.78**
	2	Accountant II	243	187 Days	49,963	59,836	69,710
	2	Asst Manager - Payroll	243	193 Days	51,566	61,756	71,947
	2	Asst Speech Pathologist	187	198 Days	52,902	63,356	73,810
	2	Attendance Navigator	198	202 Days	53,970	64,636	75,302
	2	Campus Testing Facilitator - Elem	198	212 Days	56,642	67,836	79,029
	2	Campus Testing Facilitator - High School	212	243 Days	64,925	77,755	90,586
	2	Campus Testing Facilitator - Junior High	202	260 Days	69,467	83,195	96,923
	2	Coordinator - Communications	243				
	2	Coordinator - Food Service Compliance	243				
	2	Coordinator - Food Service Maintenance	260				
	2	Coordinator - Food Service Personnel	243				
	2	Coordinator - Food Service Warehouse	260				
	2	Coordinator - HR Substitute Services and Temporary Workforce	243				
	2	Coordinator - Nutrition Education	243				
	2	Coordinator - Purchasing Food Service	243				
	2	Coordinator - School Age Parent	243				
	2	District Attendance Officer - At Risk	202				
	2	District Attendance Officer - Student	202				
	2	Field Observer	260				
	2	Liaison - Transition	212				
	2	Manager - Social Media Marketing	243				
	2	Nurse	187				
	2	Senior Graphic Designer	243				
	2	Social Worker	193, 198				
	2	Social Worker - Families in Transition	202				
	2	Specialist - Budget Control	260				
	2	Staff Auditor	243				
	2	Technician - Media Production	243				
	2	Title I Parent Facilitator - Parent Outreach	212				
	2	Transportation - Systems and Technical Analyst	243				
3				**Daily**	**$301.92**	**$361.58**	**$421.24**
	3	Coordinator - The Primary Years Programme IB	202	193 Days	58,271	69,785	81,299
	3	Counselor - Arlington College and Career HS	243	202 Days	60,988	73,039	85,090
	3	Counselor - Arlington Collegiate HS	243	207 Days	62,497	74,847	87,197
	3	Counselor - Career and Technical Center	243	212 Days	64,007	76,655	89,303
	3	Counselor - Elem	202	217 Days	65,517	78,463	91,409
	3	Counselor - High School	212, 226, 243	226 Days	68,234	81,717	95,200
	3	Counselor - Itinerant Secondary	207	243 Days	73,367	87,864	102,361
	3	Counselor - Junior High	207	260 Days	78,499	94,011	109,522
	3	Counselor - PEP/FIT	202				
	3	Counselor - PRS	202				
	3	Counselor - Special Education	202				
	3	Counselor - Special Education ES SEAS	202				
	3	Diagnostician	202				
	3	Diagnostician - Dyslexia	202				
	3	District Best Practices Coach	202				
	3	Facilitator - Pathways To Success	193, 202				
	3	Instructional Specialist - Advanced Academics	212				
	3	Instructional Specialist - Bilingual/ESL	212				
	3	Instructional Specialist - Dyslexia	212				
	3	Instructional Specialist - In Home and Parent Training	212				
	3	Instructional Specialist - Kindergarten Behavior Support	212				
	3	Instructional Specialist - Language Arts	212				
	3	Instructional Specialist - LOTE	212				
	3	Instructional Specialist - Mathematics	212				
	3	Instructional Specialist - Science	212				
	3	Instructional Specialist - Science (Secondary)	212				
	3	Instructional Specialist - Social Studies	212				

2019-2020 Administrative Professional Pay Plan
Arlington ISD

Pay Grade	Current Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
	3	Instructional Specialist- Special Education	212				
	3	Instructional Specialist - Special Education -Autism	212				
	3	Instructional Specialist - Special Education - Speech	212				
	3	Instructional Specialist - World Languages	212				
	3	Instructional Specialist - Writing - Language Arts	212				
	3	Intervention Specialist - Drug Free Schools Programs	217				
	3	LSSP	202				
	3	Manager - Adult Education and Literacy Liaison	243				
	3	Manager- Marketing	243				
	3	Music Therapist	193				
	3	Program Liaison Student Outreach Services	202				
	3	Project Manager	260				
	3	SCE Support Interventionist	193				
	3	SDSS Facilitator - Elementary	202				
	3	SDSS Facilitator - Secondary	202				
	3	Senior Internal Auditor	243				
	3	Specialist - Advanced Academics	212				
	3	Specialist - AVID	212				
	3	Specialist - Bilingual Dyslexia	212				
	3	Specialist - Budget	243				
	3	Specialist - Career & Tech Center Practicum	202				
	3	Specialist - Career & Tech Ed Dual Credit/ HS Academy	243				
	3	Specialist - Career & Tech Education	243				
	3	Specialist - Dropout Prevention	243				
	3	Specialist - Environmental and Safety	260				
	3	Specialist - Guidance and Counseling	212				
	3	Specialist - Immigrant and Secondary Native Speakers	212				
	3	Specialist - Immigrant Family/School Outreach	212				
	3	Specialist - Media Production	243				
	3	Specialist - Orientation and Mobility	193				
	3	Specialist - Professional Learning	212				
	3	Specialist - Program Controls	260				
	3	Specialist - Safety & Security	260				
	3	Specialist - State and Federal Programs	212				
	3	Specialist - Student Behavioral Support Systems	243				
	3	Specialist - Student Outreach Services	243				
	3	Specialist - Student Discipline	243				
	3	Specialist - Title I Family Involvement	212				
	3	Specialist - Title I Family Engagement	212				
	3	Specialist - Title I Family Literacy	212				
	3	Specialist - Title I Program Compliance	212				
	3	Title III ELL Support Interventionist	212				

4					**Daily**	**$323.05**	**$386.89**	**$450.73**
	4	Asst Director- Food Service Finance and Compliance	243		187 Days	60,410	72,348	84,287
	4	Asst Principal - Dual Languages/Fine Arts	222		193 Days	62,349	74,670	86,991
	4	Asst Principal - Elementary	202		202 Days	65,256	78,152	91,047
	4	Asst Principal - Itinerant Elem	202		212 Days	68,487	82,021	95,555
	4	Audiologist	212		222 Days	71,717	85,890	100,062
	4	Coordinator - Fine Arts	243		243 Days	78,501	94,014	109,527
	4	Coordinator - Fund Development	243		260 Days	83,993	100,591	117,190
	4	Coordinator - Health Services	243					
	4	Coordinator - Library Media Services	243					
	4	Coordinator - School Leadership	226					
	4	Coordinator - State and Federal Programs	243					
	4	Coordinator - World Languages	243					
	4	HR Specialist - Benefits and Wellness Services	243					
	4	Human Resources Generalist	243					
	4	Manager - Energy	260					
	4	Manager - Image Processing	260					
	4	Manager - Warehouse	260					
	4	Occupational Therapist	193					
	4	Physical Therapist	193					
	4	Specialist - Restorative Services	202					
	4	Specialist - Transportation	243					
	4	Speech Pathologist	187					
	4	Supervisor - Electrical/Plumbing	260					
	4	Title I School Support Dean - Elementary	202					
	4	Treasurer	243					

5					**Daily**	**$345.66**	**$413.97**	**$482.28**
	5	Asst Director - Food Service Operations	260		217 Days	75,008	89,831	104,655
	5	Asst Director - Purchasing	243		243 Days	83,995	100,595	117,194
	5	Asst Principal - Junior High	217		260 Days	89,872	107,632	125,393
	5	Coordinator - 504/Dyslexia/RTI Services	243					
	5	Coordinator - Accountability	243					
	5	Coordinator - Accounts Payable	243					

2019-2020 Administrative Professional Pay Plan
Arlington ISD

Pay Grade	Current Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
	5	Coordinator - Advanced Academics	243				
	5	Coordinator - Career and Technical Education	243				
	5	Coordinator - Instructional Design Support	243				
	5	Coordinator - Language Arts and Reading	243				
	5	Coordinator - PBIS	243				
	5	Coordinator - Professional Learning	243				
	5	Coordinator - Safety	260				
	5	Coordinator - Secondary Educational Operations					
	5	Curriculum Coordinator - Language Arts and Reading	243				
	5	Curriculum Coordinator - Math	243				
	5	Curriculum Coordinator - Science and Health	243				
	5	Curriculum Coordinator - Social Studies	243				
	5	Curriculum Coordinator - Special Education	243				
	5	Manager - Fleet Services	260				
	5	Manager - HR Customer Service	243				
	5	Manager - Staffing	243				
	5	Manager - Transportation	243				
	5	Research Analyst	243				
	5	Staff Architect	260				
	5	Title 1 School Support Dean - Junior High	217				
6				**Daily**	**$369.86**	**$442.95**	**$516.04**
	6	Asst Director - Fine Arts	243	217 Days	80,260	96,120	111,981
	6	Asst Principal - Alternative	222	222 Days	82,109	98,335	114,561
	6	Asst Principal - Career and Technical Center	243	243 Days	89,876	107,637	125,398
	6	Asst Principal - High School	222	260 Days	96,164	115,167	134,170
	6	Coordinator - Student Outreach Services	243				
	6	Coordinator - Fine Arts	243				
	6	Coordinator - High School Athletics	222				
	6	Coordinator - Student Behavioral Support Systems	243				
	6	Dean of Instruction - High School	243				
	6	Head Football Coach	217				
	6	Manager - Payroll	243				
	6	Senior Manager - Building Maintenance	260				
	6	Senior Manager - Plant Operations	260				
	6	Senior Project Manager	260				
7				**Daily**	**$395.76**	**$473.96**	**$552.16**
	7	Asst Director - Boys Athletics	243	220 Days	87,067	104,271	121,475
	7	Asst Director - Girls Athletics	243	243 Days	96,170	115,172	134,175
	7	Director - Assessment and Accountability	243				
	7	Director - Research and Analysis	243				
	7	Principal - Elementary	220				
	7	Principal - Elementary Dual/Fine Arts	243				
	7	Principal - World Language Academy	243				
8				**Daily**	**$431.07**	**$507.14**	**$583.21**
	8	Associate Principal - High School	243	243 Days	104,750	123,235	141,720
	8	Chief Internal Auditor	243	260 Days	112,078	131,856	151,635
	8	Director - Accounting	243				
	8	Director - Advanced Academics	243				
	8	Director - World Languages	243				
	8	Director - Budget/Cash Management	243				
	8	Director - Career & Technical Education	243				
	8	Director - Drop Out Prevention	243				
	8	Director - Facility Planning and Construction	260				
	8	Director - Finance	243				
	8	Director - Guidance and Counseling	243				
	8	Director - Human Resources Compensation and Benefits	243				
	8	Director - Human Resources Customer Service	243				
	8	Director - Human Resources Development & Emp Relations	243				
	8	Director - Human Resources Recruiting & Sourcing	243				
	8	Director - Innovation and Operations	243				
	8	Director - Parent and Community Engagement	243				
	8	Director - Professional Learning	243				
	8	Director - Purchasing	243				
	8	Director - Security	260				
	8	Director - State and Federal Programs	243				
	8	Director - Transportation	260				
	8	Principal - Alternative School	243				
	8	Principal - Junior High	243				
9				**Daily**	**$461.24**	**$542.64**	**$624.04**
	9	Director - Athletics	243	243 Days	112,081	131,862	151,642
	9	Director - Curriculum & Instruction	243				
	9	Director - Fine Arts	243				
	9	Director - Food Service	243				
	9	Director - Special Education	243				
	9	Senior Director - Social Emotional Learning	243				

2019-2020 Administrative Professional Pay Plan
Arlington ISD

Pay Grade	Current Grade	Job Title	Calendars			Minimum	Midpoint	Maximum
10					**Daily**	**$493.53**	**$580.62**	**$667.71**
	10	Executive Director - Communications and Marketing	243		243 Days	119,928	141,091	162,254
	10	Executive Director - Educational Support Services	243		260 Days	128,318	150,961	173,605
	10	Executive Director - Finance	243					
	10	Executive Director - Plant Services	260					
	10	Executive Director - Teaching and Learning	243					
	10	Executive Director - Transformational Learning	243					
	10	Principal - Career and Technical Center	243					
	10	Principal - Arlington Collegiate High School	243					
	10	Principal - High School	243					
	10	Principal - Arlington Career and College High Schoo	243					
11					**Daily**	**$552.75**	**$650.29**	**$747.83**
	11	Area Superintendent	243		243 Days	134,318	158,020	181,723
12					**Daily**	**$573.20**	**$672.37**	**$771.54**
	12	Assistant Superintendent - Administration	243		243 Days	139,288	163,386	187,484
	12	Assistant Superintendent - Human Resources	243					
	12	Assistant Superintendent - Research & Accountability	243					
	12	Assistant Superintendent - School Leadership	243					
	12	Assistant Superintendent - Technology & Telecommunications	243					
13					**Daily**	**$635.66**	**$747.83**	**$860.00**
	13	Chief Academic Officer	243		243 Days	154,465	181,723	208,980
	13	Chief Financial Officer	243					

ADMINISTRATIVE SUPPORT

2019-20 Administrative Support Pay Plan
Arlington ISD

Pay Grade	Current Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
1				Hourly	$12.20	$15.25	$18.30
	1	Attendance Clerk - Elementary	198				
	1	Attendance Clerk - High School	193				
	1	Attendance Clerk - Junior High	198				
	1	Clerk - Mailroom/ Receptionist	243				
	1	Copy Clerk	193				
	1	Clerk - Language Placement Center	212				
	1	Clerk - Pregnancy Related Services	243				
	1	Clerk - Special Education - High School	193				
	1	Clerk - Translator	193				
	1	Data Clerk - Adult Education & Literacy	217				
2				Hourly	$14.40	$18.00	$21.60
	2	Clerk - Adult Education and Literacy	243				
	2	Clerk - Attendance Officers	202				
	2	Clerk - Audiology Support	198				
	2	Clerk - Career and Technical Education	243				
	2	Clerk - Drop off Prevention	243				
	2	Clerk - Families In Transition	243				
	2	Clerk - Family Literacy	198				
	2	Clerk - Food Service	243				
	2	Clerk - Food Service Maintenance	243				
	2	Clerk - High School Counselor	202				
	2	Clerk - Library Services	243				
	2	Clerk - Library Services - Technical Services	243				
	1	Clerk - Media Materials	217				
	2	Clerk - PEIMS - High School	222				
	2	Clerk - Records Management	243				
	2	Clerk - Special Education ARD Support	187				
	2	Clerk - Special Education - District	193, 243				
	2	Clerk - Special Education Preschool Testing	193				
	2	Clerk - Special Education SHARS	217				
	2	Data Clerk - High School	202, 222				
	2	Data Clerk - Junior High	202				
	2	Receptionist / Pbx	243				
	2	Registrar - High School	217				
3				Hourly	$16.13	$20.16	$24.19
	3	Clerk - Bilingual/ESL	243				
	3	Clerk - Bilingual/ESL Testing	202				
	3	Clerk- Food and Nutrition Compliance	243				
	3	Clerk - Health Services	243				
	3	Clerk - Lunch Programs	212				
	3	Clerk - Public Information	243				
	3	Clerk - Special Trips	260				
	3	Clerk - Title I Compliance	243				
	3	Clerk - Title I Family Engagement	212				
	3	Clerk - Title III Compliance	243				
	3	Clerk - Office of Student Behavior Support System	243				
	3	Family Engagement Liaison	183				
	3	Guidance Technician - Elementary	198				
	3	Guidance Technician - High School	198				
	3	Guidance Technician - Junior High	198				
	3	Parent Instructor - Title I	212				
	3	Secretary - Curriculum and Instruction	243				
	3	Secretary - Curriculum Coordinator	243				
	3	Secretary - Secondary and Elementary Coordinator	243				
	3	Secretary - Special Education Curriculum Coordinators	243				
	3	Secretary - Special Education Support Services	243				
	3	Secretary - Special Populations	243				
	3	Secretary - Student Outreach Services	243				
	3	Title III Family Engagement Liaison	212				
4				Hourly	$17.25	$21.57	$25.89
	4	Bookkeeper - High School	217				
	4	Clerk - Athletics/PE	243				
	4	Clerk - Data Community Engagement Programs	243				
	4	Clerk - Energy Management	260				
	4	Clerk - Fine Arts	243				
	4	Clerk - Food Service Operations	243				
	4	Clerk - HR Customer Services and Employee Records	243				
	4	Clerk - Maintenance	260				
	4	Clerk - Operations	260				
	4	Clerk - Room Reservations & Course Management	243				
	4	Clerk - State & Federal Programs Accounting	243				
	4	Clerk - Transportation Payroll/Certification	260				
	4	Clerk - Transportation Routing	243				
	4	Secretary - Director of State & Federal Programs	243				
	4	Secretary - Director Career & Technical Education	243				
	4	Secretary - Director Facility Planning & Construction	260				
	4	Secretary - Director Instructional Technology	243				
	4	Secretary - Director Information & Instructional Systems	243				
	4	Secretary Director Innovation & Operations	243				
	4	Secretary - Director of Drop Out Prevention	243				

2019-20 Administrative Support Pay Plan
Arlington ISD

Pay Grade	Current Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
	4	Secretary - Director of World Languages	243				
	4	Secretary - Elementary	243				
	4	Secretary - Junior High	243				
	4	Secretary - Security	260				
	4	Secretary - Transportation	260				
	4	Secretary - Warehouse	260				
	4	Specialist - HR Customer Service/Employee Records	243				
	4	Specialist - Special Education Accounting	243				
5				Hourly	$18.46	$23.08	$27.70
	5	Bookkeeper - Payroll	243				
	5	Clerk - Accounts Payable	243				
	5	Clerk - Administration	243				
	5	Clerk - Administrative Food Service	202, 243				
	5	Clerk - Food Service	202				
	5	Clerk - Instructional Materials	243				
	5	Clerk - Purchasing	243				
	5	Intern - LSSP	183				
	5	Secretary - Student Services	243				
	5	Secretary - Career and Technical Center	243				
	5	Secretary - Director of Accounting	243				
	5	Secretary - Director of Athletics/PE	243				
	5	Secretary - Director of Budget/Cash Management	243				
	5	Secretary - Director of Curriculum and Instruction	243				
	5	Secretary - Director of Fine Arts	243				
	5	Secretary - Director of Guidance/Counseling	243				
	5	Secretary - Director of Parent and Community Engagement	243				
	5	Secretary - Director of Special Education	243				
	5	Secretary - High School	243				
	5	Secretary - Professional Learning	243				
	5	Secretary - Purchasing	243				
	5	Specialist - Records Management	243				
	5	Specialist - Food Service Lunch Office	202				
	5	Specialist - HR SR Customer Service/Employee Records	243				
	5	Specialist - HR Staffing Support	243				
	5	Specialist - Library Srv Cataloger/Supervisor	243				
6				Hourly	$19.76	$24.70	$29.64
	6	Records Management Senior Specialist	243				
	6	Secretary - Senior Director of Technology Support and Integration	243				
	6	Specialist - Purchasing	243				
	6	Specialist - Accounts Payable	243				
	6	Specialist - Risk Management	260				
7				Hourly	$21.15	$26.43	$31.71
	7	Secretary - Executive Director Specialized Learning Services	243				
	7	Secretary - Executive Director of Finance	243				
	7	Secretary - Executive Director of Plant Services	260				
	7	Secretary - Executive Director of Teaching and Learning	243				
	7	Secretary - Executive Director of Transformational Learning	243				
	7	Specialist - Food Nutrition Services/Admin Support	243				
8				Hourly	$22.63	$28.28	$33.93
	8	Secretary - Area Superintendent	243				
	8	Secretary - Assistant Superintendent of Administration	243				
	8	Secretary - Assistant Superintendent of Human Resources	243				
	8	Secretary - Assistant Superintendent of Research and Accountability	243				
	8	Secretary - Legal	243				
	8	Specialist - Grants Facilitator	243				
	8	Specialist - HR Administrative Projects	243				
9				Hourly	$24.88	$31.11	$37.34
	9	Secretary - Assistant Superintendent of Technology and Telecom	243				
	9	Secretary - Chief Academic Officer	243				
	9	Secretary - Chief Financial Officer	243				
	9	Specialist - SNE Payroll	243				
	9	Specialist - Teacher/Monthly Payroll	243				
			243				
10				Hourly	$27.38	$34.23	$41.08
	10	Specialist - Assessment	243				
	10	Specialist - HR Leaves and Retirement	243				
	10	Specialist - HR Staffing	243				
	10	Specialist - HR Substitute Services	243				

AUXILIARY

2019-20 Auxiliary Pay Plan
Arlington ISD

Pay Grade	Current Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
1				**Hourly**	**$11.05**	**$13.48**	**$15.91**
	1	Bus Attendant	182				
	1	Cafeteria Monitor	178				
	1	Cafeteria Monitor Substitute, TRS Eligible	178				
	1	Cafeteria Monitor Substitute	178				
	1	Custodian	260				
	1	Food Service Specialist	182				
	1	Laundry Helper	260				
	1	Student Worker, Internal Auditor	243				
2				**Hourly**	**$12.36**	**$15.08**	**$17.80**
	2	Groundskeeper	260				
	2	Helper - Building Maintenance	260				
	2	Helper - Warehouse Furniture and Salvage	260				
	2	Operator - Laundry	260				
3				**Hourly**	**$14.23**	**$17.34**	**$20.45**
	3	Assistant Head Custodian	260				
	3	Campus Security Officer	260				
	3	Floor Technician	260				
	3	Food Service Lead	185				
	3	Grounds Equipment Operator	260				
	3	Mechanic - HVAC/Refrigerator and Air Filtration	260				
	3	Non-CDL Driver	182				
	3	Technician - Irrigation	260				
	3	Technician - Sewer	260				
	3	Warehouse Worker	260				
4				**Hourly**	**$15.21**	**$18.55**	**$21.89**
	4	Bus Driver	182				
	4	Crew Lead - Grounds Maintenance	260				
	4	Dispatcher - Security	260				
	4	Driver - Instructional Materials Warehouse	260				
	4	Driver - Laundry	260				
	4	Driver - Paid Busing/Driver	260				
	4	Driver - Warehouse	260				
	4	Food Service Manager IV	185				
	4	Head Custodian	260				
	4	Image Processing Associate I	260				
	4	Parts Person	260				
	4	Security - Corporal	260				
	4	Technician - Preventive Maintenance Vehicle	260				
	4	Technician - Transportation Fleet	260				
	4	Technician - Warehouse Furniture and Salvage	260				
	4	Warehouse Driver - Food and Nutrition Services	260				
5				**Hourly**	**$17.51**	**$21.33**	**$25.15**
	5	Dispatcher - Transportation	260				
	5	Food Service Manager V	185				
	5	Manager - Catering	243				
	5	Router - Transportation	260				
	5	Security - Sergeant	260				
	5	Technician - Building Maintenance	260				
	5	Technician - Custodial Equipment Repair	260				
6				**Hourly**	**$19.24**	**$23.46**	**$27.68**
	6	Building Maintenance - Skilled Maintenance General Painter	260				
	6	Building Maintenance - Skilled Maintenance General	260				
	6	Food Service Manager VI	185				
	6	Foreman - Laundry	260				
	6	Image Processing Associate II	260				
	6	IPM Certified Applicator	260				
	6	Lead - Floor Technician	260				
	6	Lead - Food Service Warehouse	260				
	6	Leads - Parts Clerk	260				
7				**Hourly**	**$21.54**	**$26.27**	**$31.00**
	7	Crew Lead - General Maintenance	260				
	7	Crew Lead - Paint	260				
	7	Foreman - Custodian	260				
	7	Foreman - Grounds	260				
	7	Foreman - Parts	260				
	7	Foreman - Regular Ed Router	260				
	7	Foreman - Special Education Router	260				
	7	Foreman - Trips	260				
	7	Foreman - Warehouse	260				
	7	Heating and Air Conditioning Zone Lead	260				
	7	IPM Coordinator	260				

Pay Grade	Current Grade	Job Title	Calendars			Minimum	Midpoint	Maximum
	7	Journeyman Electrician	260					
	7	Journeyman Plumber	260					
	7	Lead - Equipment Technician	260					
	7	Lead - Locksmith	260					
	7	Mechanic - Grounds	260					
	7	Mechanic - HVAC/Refrigeration	260					
	7	Mechanic - Vehicle	260					
	7	Technician - Audio/Visual	260					
	7	Technician - Fire Alarm	260					
	7	Technician - HVAC EMS	260					
	7	Technician - Safety Transportation	260					
	7	Technician - Transportation, Preventative Maintenance/Video	260					
8					Hourly	$26.94	$32.84	$38.74
	8	Food Service Manager VIII	185					
	8	Foreman - Building Maintenance	260					
	8	Foreman - Energy Management Systems	260					
	8	Foreman - Fire Systems	260					
	8	Foreman - Food Service Maintenance	260					
	8	Foreman - Telecommunications	260					
	8	Foreman - Vehicle Maintenance	260					
	8	Lead Electrician	260					
	8	Lead Plumber	260					
	8	Lead Vehicle Mechanic	260					
	8	Specialist - Chiller	260					
	8	Vehicle Maintenance Technical Advisor/Trainer	260					

EDUCATIONAL AIDES

2019-20 Educational Aides Pay Plan
Arlington ISD

Pay Grade	Current Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
1				Hourly	$12.23	$14.93	$17.63
	1	Classroom Asst - Elementary	183				
	1	Classroom Asst - Elem - Athletics/PE	183				
	1	Classroom Asst - Elem - Bilingual	183				
	1	Classroom Asst - Elem - Bilingual Kindergarten	183				
	1	Classroom Asst - Elem - Bilingual Pre-K	183				
	1	Classroom Asst - Elem - Dual Language	183				
	1	Classroom Asst - Elem - Fresh Start	183				
	1	Classroom Asst - Elem - Kindergarten	183				
	1	Classroom Asst - Elem - Pre K	183				
	1	Classroom Asst - Elem - Title I	183				
	1	Classroom Asst - Elem - Turning Point	183				
	1	Classroom Asst - Family Literacy	183				
	1	Classroom Asst - High School	183				
	1	Classroom Asst - High School ESL	183				
	1	Classroom Asst - Junior High	183				
	1	Classroom Asst - Junior High - At Risk	183				
	1	Classroom Asst - SCE	183				
2				Hourly	$13.10	$15.97	$18.84
	2	Classroom Asst - ADA	183				
	2	Classroom Asst - Community Based Transition	183				
	2	Classroom Asst - Elem SPED - ABLE	183				
	2	Classroom Asst - Elem SPED - Alt Curriculum/ ISPD	183				
	2	Classroom Asst - Elem SPED - Deaf Education	183				
	2	Classroom Asst - Elem SPED - Gap Inclusion	183				
	2	Classroom Asst - Elem SPED - Inclusion	183				
	2	Classroom Asst - Elem SPED - PPCD	183				
	2	Classroom Asst - Elem SPED - SEAS	183				
	2	Classroom Asst - Elem SPED - Speech	183				
	2	Classroom Asst - High School SPED - ABLE	183				
	2	Classroom Asst - High School SPED - Alt Curriculum/ ISPD	183				
	2	Classroom Asst - High School SPED - Deaf Education	183				
	2	Classroom Asst - High School SPED - Inclusion	183				
	2	Classroom Asst - High School SPED - SEAS	183				
	2	Classroom Asst - High School SPED - VAC	183				
	2	Classroom Asst - Junior High SPED - ABLE	183				
	2	Classroom Asst - Junior High SPED - Alt Curriculum/ISPD	183				
	2	Classroom Asst - Junior High SPED - Deaf Education	183				
	2	Classroom Asst - Junior High SPED - Inclusion	183				
	2	Classroom Asst - Junior High SPED - PREVOC	183				
	2	Classroom Asst - Junior High SPED - SEAS	183				
	2	Classroom Asst - Special Education Vision	183				
	2	Clinic Asst	183				
	2	Health Asst - Elementary	183				
	2	Health Asst - Elementary - Skills	183				
	2	Health Asst - High School	183				
	2	Health Asst - Junior High - Skills	183				
	2	Library Asst - High School	183				
3				Hourly	$14.16	$17.26	$20.36
	3	Campus Technology Manager - Elementary	202				
	3	Campus Technology Manager - Junior High	202				
	3	Computer Lab Manager - High School	183				
	3	Stem Lab Manager - Elementary	183				
4				Hourly	$16.71	$20.37	$24.03
	4	Brailist	193				
5				Hourly	$20.87	$25.46	$30.05
	5	Deaf Interpreter - Elementary	183				
	5	Deaf Interpreter - High School	183				
	5	Deaf Interpreter - Junior High	183				

TECHNOLOGY

2019-2020 Technology Pay Plan
Arlington ISD

Pay Grade	Current Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
1				**Hourly**	**$21.86**	**$26.66**	**$31.46**
	1	LAN Technician	217				
	1	Security - Technician	260				
	1	Specialist - Building Technology	217				
	1	Specialist - PEIMS Attendance	243				
	1	Specialist - Transfer	243				
	1	Technician - Research and Accountability	243				
2				**Hourly**	**$26.67**	**$32.53**	**$38.39**
	2	Specialist - Help Desk	243				
	2	Specialist - Information Systems	243				
	2	Specialist - Lead PEIMS	243				
	2	Specialist - Professional Learning Technology Support	243				
	2	Specialist - Software Support	243				
	2	Specialist - Technology Support	243				
	2	Specialist - Website	243				
3				**Daily**	**$266.75**	**$325.30**	**$383.85**
	3	Applications and Systems Administrator	243	243 Days	64,820	79,048	93,276
	3	Coordinator - Structured Cabling	243	260 Days	69,355	84,578	99,801
	3	Manager - Software and Systems Support	243				
	3	Manager - Software Support - Food Services	243				
	3	Manager - Teams Support	243				
	3	Manager - Technology Asset	243				
	3	Network Specialist	243				
	3	Network Specialist - Server	243				
	3	Production Manager	243				
	3	Specialist - Blended Learning	243				
	3	Specialist - Database	260				
	3	Specialist - Instructional Technology	243				
	3	Specialist - Library Media Services	243				
	3	Specialist - Technology Integration	243				
	3	Specialist - Telecommunications	243				
4				**Daily**	**$314.76**	**$383.85**	**$452.94**
	4	Analyst - Network Security	243	243 Days	76,487	93,276	110,064
	4	Coordinator - Instructional Materials	243	260 Days	81,838	99,801	117,764
	4	Coordinator - Web Services	260				
	4	Data Warehouse Senior Programmer	243				
	4	Manager - Technology Support	243				
	4	Research and Project Programmer	243				
	4	Senior Programmer Analyst	243				
	4	Senior Programmer Analyst - Food Services	243				
	4	Specialist - Systems Integration	243				
5				**Daily**	**$336.79**	**$410.72**	**$484.65**
	5	Coordinator - Blended Learning	243	243 Days	81,840	99,805	117,770
	5	Coordinator - Project Management	243				
	5	Database Administrator - Research and Accountability	243				
	5	Manager - PEIMS	243				
	5	Network Administrator	243				
	5	Network Manager - Communications	243				
	5	Network Manager - Systems	243				
	5	Network Server Manager	243				
	5	TEAMS Technical Manager	243				
6				**Daily**	**$437.83**	**$533.94**	**$630.05**
	6	Director - Information and Instructional Systems	243	243 Days	106,393	129,747	153,102
	6	Director - Network Services	243				
	6	Director - Technoloty Integration and Innovation					
7				**Daily**	**$437.83**	**$553.94**	**$630.05**
	7	Senior Director - Technology Operations	243	243 Days	106,393	129,747	153,102

Frequently Asked Questions about Compensation

1. **What are the responsibilities of the Compensation Department?**
   a. Among other responsibilities, the compensation department staff classifies positions in Arlington Independent School District by performing job and salary surveys, salary analyses, job analyses, job classifications, and writing job descriptions.

2. **How are salary schedules determined?**
   a. Salary schedules are determined by working in conjunction with the Texas Association of School Boards compensation group. TASB utilizes compensation data from large number of school districts both specific to the Dallas-Fort Worth area and from throughout the state. TASB recommends jobs of similar levels of responsibility are grouped together resulting in what we know as salary grades. The average market pay for each job in the salary grade contributes to the range midpoint. Minimums and maximums of each range are typically agreed upon the tolerance of the same percentage.

3. **Will someone be hired below the minimum of the range?**
   a. We do not hire employees below the minimum of our pay ranges.

4. **How do I get to the midpoint of my salary range?**
   a. There is not a formula or methodology to achieve midpoint of the range. Upward movement in the salary range is generally dependent upon the value of the across-the-board salary adjustment compared to the movement of the range midpoint (based on the market in the same year). We reassess the market compatibility of our ranges on an annual bases. The District's commitment is to compensate all employees within their respective salary range.

5. **What market data is used to develop salary ranges?**
   a. TASB uses comparative data from other school districts for similar positions. An emphasis may be applied to school districts of similar size and in proximity to Arlington ISD.

6. **Does the teacher salary schedule allow me to understand my future pay rate based on additional experience?**
   a. The teacher salary schedule posted on the Arlington ISD website is not a guarantee of future years minimum pay rate per year of service. It applies only to

the current contract year. Future increases and or adjustments to the teacher pay schedule are dependent upon board approval.

7.   **What is a salary analysis?**
     a.   An analysis conducted by the Compensation Division of the Human Resources Department to determine an employee/applicant's salary range based on the individual's qualifications (education, experience, etc.), during hiring, promotion, demotion, or other job movements. The actual salary is determined by the Compensation Department or Recruiting Department.

8.   **What is the difference between an exempt and nonexempt employee?**
     a.   The Fair Labor Standards Act (FLSA) categorizes employees as either exempt or nonexempt based on "tests" contained within the FLSA Guidelines. FLSA exemption status is determined by the compensation department and based on actual job duties and responsibilities performed. Those duties and responsibilities are then compared to the tests in the FLSA guidelines to make a determination.
     b.   Nonexempt employees are eligible to receive overtime (or compensatory time) compensation for all hours worked over 40 in a workweek.
     c.   Exempt employees are exempt from the overtime provisions of the FLSA and are not entitled to be paid overtime when they work more than 40 hours in a workweek.

9.   **What is my pay grade and how do I find out what it is?**
     a.   Find your pay grade and range in the current year's salary schedule found on the HR Compensation page.

10. **I'm not eligible for overtime. Why?**
     a.   Whether or not you are eligible for overtime depends on your duties and responsibilities. HR compares the duties and responsibilities outlined in your job description to tests contained in the Fair Labor Standards Act to determine if a position is nonexempt (eligible for overtime pay) or exempt (not eligible for overtime pay).

11. **I believe my position is not graded correctly – how do I get it reviewed?**
     a.   If you believe that your position is not graded properly, please contact your supervisor. If the supervisor agrees, the department or campus head may submit an email to the compensation department at hrcompensation@aisd.net for review.

12. How do I get a position reclassified based on new responsibilities?

   a. The addition of more duties does not necessarily mean a position should be reclassified. A position may be reclassified because the position becomes more complicated: greater responsibility, greater knowledge or training to perform the position, etc. If you believe this is the case, your supervisor can submit a request to review.

13. What is the process of a reclassification?

   a. The process of a reclassification is listed in the compensation structure section of the salary handbook.

14. What happens to me after a position is reclassified?

   a. Employees who occupy a position at the time of a reclassification will be subject to meeting the minimum qualifications of the position whether the job grade is increased or decreased. When a reclassification has resulted in a salary grade change (increase or decrease) a salary analysis will be performed to determine the employee's new salary based on the change in salary grade. The salary grade change may not result in a change of pay.

15. How can I get a copy of my job description?

   a. Please send an email with your request to the compensation department at hrcompensation@aisd.net.

16. How are job grades assigned?

   a. See 'Job Classification' section of the salary schedule.

17. Who should I speak to regarding compensation related questions or concerns?

   a. Speak to your manager or immediate supervisor. He or she will obtain the necessary information to answer your questions or concerns. If you are not able to answer your questions through this process, contact the Compensation Department.

18. What if my pay is below the minimum of my pay range?

   a. If your pay is below the minimum rate of pay for your pay range you will receive an additional adjustment to increase your pay to the minimum of your corresponding range.