

Compensation Guidelines 2017-2018



MARSHALL INDEPENDENT SCHOOL DISTRICT

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The Marshall Independent School District prohibits discrimination, including: harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law.

Any questions regarding the Compensation Plan may be referred to the Assistant Superintendent of Human Resources and Student Services (903)927-8704.

MARSHALL INDEPENDENT SCHOOL DISTRICT

MISSION STATEMENT

The mission of the Marshall Independent School District is to improve outcomes for all students by providing leadership, guidance, and support to schools.

BOARD POLICY - SALARIES, WAGES, AND STIPENDS

AUTHORITY FOR COMPENSATION PLAN

Board Policy DEA (LOCAL) states, "The Superintendent shall recommend an annual compensation plan for all district employees." Pay structures shall be designed and administered for the purpose of attracting and retaining qualified employees to achieve District goals. The Superintendent shall administer and maintain pay systems in accordance with board policies and administrative procedures.

DESCRIPTION

Certified classroom teachers, librarians, ARD facilitators, instructional coaches, interventionists, speech interns and counselor will be paid no less than the minimum monthly salary on the state salary schedule based on years of experience as required by law. For other employees, the Superintendent shall assign positions to pay ranges that define the minimum and maximum base pay for the position. Jobs will be classified on the basis of qualifications and duties as defined by the District. All employees will be paid within the assigned pay range unless exceptions are granted by the Board. The Superintendent shall review pay structures annually and make periodic adjustments to pay ranges.

PAY PLAN ADMINISTRATION PROCEDURES

Minimum Pay Requirements

Certified classroom teachers, librarians, registered nurses, and counselors will be paid no less than the state minimum salary schedule based on total years of creditable experience. Experience will be credited according to the commissioner's rules on creditable service (19 TAC 153.1021). Salaries for these employees will be determined annually after board approval of the budget. Nonexempt employees will be paid no less than the current minimum wage in accordance with the federal Fair Labor Standards Act (FLSA).

Local Pay Plans

The District will maintain position classification and pay range structures for all jobs. Jobs will be grouped into position classification and pay ranges in the following categories: (1) teachers, (2) clerical/paraprofessional, (3) manual trades, and (4) administrative salary scales.

Each job will be assigned to, a pay grade that determines the minimum to maximum pay range for the position. Pay ranges are set to be competitive with the relevant job market for benchmark positions. Jobs are assigned to pay grades on the basis of the following factors: (1) job qualifications and required skills; (2) job duties and responsibilities defined by the district; and (3) competitive job market prices.

Pay ranges are reviewed annually and adjusted as needed.

Reclassification of Current Positions

Pay-grade assignments may be changed based on significant and sustained changes in the job duties assigned (increased or reduced) or changes in the competitive job market. A job reclassification occurs when the same position is moved to a higher or lower pay grade. An upward or downward job reclassification will result in greater or lesser potential for pay advancement over time.

BASE PAY FOR EXEMPT AND NONEXEMPT EMPLOYEES

Classification of Positions as Exempt or Nonexempt

All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA). The Human Resources department will determine the classification of each position based on a description of assigned job duties and the method of compensation. In order to be exempt, the employee's primary duties must fall under one of three types of exemption: executive, administrative, or professional, as defined under the FLSA, 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.

Basis of Pay for Exempt Employees

Exempt employees are paid on a salary basis for the number of months in their annual employment period. Payment on a salary basis means that employees are paid a fixed sum for the job regardless of the days or hours actually worked each week. Annual salaries may be adjusted for different duty assignments but salaried employees are not entitled to pay on a daily or hourly basis. Exempt employees do not receive overtime compensation.

Basis for Pay for Nonexempt Employees

Nonexempt employees are paid on an hourly wage basis for all hours worked each week. Employees who are nonexempt will receive compensation for additional hours worked through time or pay.

Prorating Pay for Reduced Work Year

Wages may be adjusted proportionately for employees who work less than a full work year calendar.

Payroll Period

Regular full time employees will receive bank deposits and substitutes will receive paychecks according to the district's payroll schedule. All employees who work less than twelve months will have their annual compensation prorated over a twelve-month calendar period to provide year-round income. Paychecks will not be released to any person other than the district employee that is a substitute named on the check without written authorization. Paychecks that have not been picked up by 2:00 p.m. on pay day will be deposited in the mail and delivered via USPS.

OVERTIME COMPENSATION

Overtime Defined

Nonexempt employees who work in excess of 40 hours within the defined MISD workweek are subject to overtime regulations in accordance with FLSA.

An employee's regular work schedule may be adjusted during the week to limit or eliminate overtime. The District's workweek begins at 12:00 a.m. on Saturday and ends at 11:59 p.m. on Friday. Overtime must be paid or accrued as compensatory time [see DEAB (LOCAL)].

Authorization of Overtime

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

Overtime pay requirements cannot be waived by voluntary agreement between the school district and the employee. The employee cannot "donate" overtime or agree to be paid at reduced rates.

Compensation for Overtime

Compensation for overtime hours will be awarded at 1.5 times the regular rate of pay after physically working a 40 hour workweek. Compensation may be given in compensatory time or paid in the regularly scheduled paycheck.

Use of Compensatory Time

Employees who have accrued compensatory time must use that time before using other accrued leave, unless approved by the manager prior to absence.

SUPPLEMENTAL DUTY PAY

Exempt Personnel

The board will approve a schedule of stipends for extra duties. Exempt employees who are assigned supplemental duties that accrue extra pay will be compensated according to the district's schedule for extra duty stipends. These assignments may be discontinued at any time for any reason or no reason, by either party unless an extra duty stipend or supplementary assignment is part of a dual contract. The supplement may be prorated in the event that an individual is unable to perform the duties for the entire period as indicated. It is the responsibility of the principal and/or manager to verify that an individual met the minimum standards to be eligible for the supplement. An employee does not have a property right to a supplement and all supplements are authorized on a year-to-year basis.

Nonexempt Personnel

Nonexempt employees who are assigned supplemental duties will be paid on an hourly basis including overtime compensation when hours exceed 40 hours worked in a workweek. The hours worked in supplemental duties must be combined with the hours worked in the regular job assignment for determining the total hours worked each week.

GENERAL PAY INCREASE

Eligibility for General Pay Increase

The compensation will be reviewed annually for adjustments.

Equity Adjustments

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.

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform to the compensation plan shall require Board approval. [See DEA (LEGAL) for provisions on pay increases and public hearing requirements]

The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

PROMOTIONAL INCREASE

Promotion Defined

A promotion occurs when an employee is selected for a different job in a higher pay grade in the same pay group. Pay adjustments for promotions will begin with the effective date of the new assignment.

Promotion Increase for the exempt Administrative/Salary Scale Structures

A promotion increase is based on an employee's current base pay less any stipends paid for supplemental duties. Promotion increases will be based on rates of pay for the assigned duty calendar and will be determined by these guidelines:

1. No employee will be paid below the minimum of the new pay range.
2. The promotion increase for a teacher promoted to an administrative/professional position will be added to the base salary plus stipends for teaching assignments. Stipends for extra-duty assignments will not be included.
3. Consideration will be given to maintaining internal equity with other employees in the same positions.

Promotion Increase for nonexempt Clerical, Paraprofessional Support, Police, Technology and Manual Trades Structures

A promotion increase is based on an employee's current hourly base rate of pay and will be determined by these guidelines:

1. No employee will be paid below the minimum of the range.
2. Consideration will be given to maintaining internal equity with other employees in the same position.

NEW HIRE PLACEMENT

Classroom Teachers, Librarians, ARD Facilitators, Instructional Coaches, Interventionists, Speech Interns, Athletic Trainers and Counselors

For these job titles, a hiring schedule is prepared annually to facilitate placements by total years of creditable service. Experience is credited for teachers and librarians according to the commissioner's rules on creditable service (19 TAO 153.1021). Registered nurses are required to submit an experience affidavit and are credited with verifiable full-time work experience as a registered nurse. The hiring schedule for these positions is subject to change each year and should not be used to predict future salaries. Experience is counted based on the authorized date of the hiring schedule. The maximum new to the district placement for these categories of employees is 25 years.

Administrative/Salary Scale Structures

Placement of new hires will be determined on an individual basis considering the person's job qualifications, salaries for other district employees in the same position, and the number of job applicants.

The guidelines for placement in these pay structures are as follows:

1. New hires may be placed up to the pay range midpoint based on relevant job experience. Exceptions may be made by the Superintendent in special circumstances.
2. No employee will be placed below the minimum of the pay range for the position.

Clerical/Paraprofessional Support, Police, and Manual Trade Pay Structures

Placement of new hires will be determined by the minimum requirements of the job and pay rates of other employees in the same job title with similar experience.

The guidelines for placement are as follows:

1. New hires in jobs that require previous job-specific experience may be placed up to midpoint. The Human Resources Department will determine each new hire's level of job-specific experience based on documentation submitted by the new hire within 30 calendar days from the first work day. Documentation submitted after 30 calendar days will not be considered. For skilled or technical positions, other department personnel will assist in the determination of job-specific experience.
2. No employee will be placed below the minimum of the range.
3. New hires may not be placed above the midpoint unless approved by the Superintendent.

**EMPLOYEE REPORTING AND ENDING DATES FOR
CAMPUS BASED EMPLOYEES
2017-2018**

PROFESSIONAL STAFF	Days	Reporting Date	Ending Date
Principal – High School, Jr. High, Elem., WECC & DAEP	226	Monday, July 3, 2017	Friday, June 29, 2018
Assoc. Principal (High School & Jr. High)	226	Monday, July 3, 2017	Friday, June 29, 2018
Assistant Principal (High School & Jr. High)	217	Monday, July 24, 2017	Tuesday, June 26, 2018
Assistant Principal (Elementary)	207	Monday, July 31, 2017	Wednesday, June 20, 2018
Counselor – High School	217	Monday, July 24, 2017	Tuesday, June 26, 2018
Counselor – Jr. High	207	Monday, July 31, 2017	Wednesday, June 20, 2018
Counselor – Elementary School	197	Monday, August 7, 2017	Tuesday, June 12, 2018
Diagnostician	203	Monday, July 31, 2017	Thursday, June 14, 2018
Instructional Coach	197	Monday, August 7, 2017	Tuesday, June 12, 2018
High School - AFROTC	226	Monday, July 3, 2017	Friday, June 29, 2018
Librarian	187	Tuesday, August 15, 2017	Friday, June 8, 2018
Career & Tech Teacher	187	Tuesday, August 15, 2017	Friday, June 8, 2018
Teacher	187	Tuesday, August 15, 2017	Friday, June 8, 2018

Additional work day responsibilities for Coaches, Mavette Sponsors and/or Band will be outlined in the procedures from the Athletic Office or Fine Arts Department as appropriate.

EMPLOYEE REPORTING AND ENDING DATES 2017-2018

PARAPROFESSIONAL STAFF	Days	Reporting Date	Ending Date
High School & Jr. High Secretary & Registrar	226	Monday, July 3, 2017	Friday, June 29, 2018
HS, Jr. High, & Elem. PEIMS Clerk	207	Monday, July 31, 2017	Wednesday, June 20, 2018
Elementary School-Secretary	207	Monday, July 31, 2017	Wednesday, June 20, 2018
RN	217	Monday, July 24, 2017	Tuesday, June 26, 2018
LVN	183	Monday, August 21, 2017	Thursday, June 7, 2018

FACILITIES SERVICES	Days	Reporting Date	Ending Date
Food Service Manager	207	Monday, July 31, 2017	Wednesday, June 20, 2018
Child Nutrition Cook	184	Tuesday, August 22, 2017	Monday, June 11, 2018

PROFESSIONAL STAFF	Days	Reporting Date	Ending Date
Facilities/Transp. Professional Employee	226	Monday, July 3, 2017	Friday, June 29, 2018
Central Office Professional Employee	226	Monday, July 3, 2017	Friday, June 29, 2018
Occupational Therapist	207	Monday, July 31, 2017	Wednesday, June 20, 2018
Child Nutrition Director	207	Monday, July 31, 2017	Wednesday, June 20, 2018
Police Paraprofessional	207	Monday, July 31, 2017	Wednesday, June 20, 2018
Facilities /Transportation Paraprofessional	226	Monday, July 3, 2017	Friday, June 29, 2018
Central Office Paraprofessional	226	Monday, July 3, 2017	Friday, June 29, 2018

MANUAL TRADES	Days	Reporting Date	Ending Date
Police Officer	207	Monday, July 31, 2017	Wednesday, June 20, 2018
Facilities Services	260	Monday, July 3, 2017	Friday, June 29, 2018
Bus Driver & Bus Assistant	181	Monday, August 22, 2017	Friday, June 8, 2018

COMPENSATION SCHEDULES

Marshall ISD
2017-2018 Salary Schedule for:
*Classroom Teachers, Librarians, ARD Facilitators, Instructional Coaches, Interventionists,
Speech Interns, Athletic Trainers and Counselors*

Step 0	\$37,000.00
Step 1	\$37,000.00
Step 2	\$37,555.00
Step 3	\$38,120.00
Step 4	\$38,700.00
Step 5	\$39,275.00
Step 6	\$40,000.00
Step 7	\$40,600.00
Step 8	\$41,250.00
Step 9	\$41,800.00
Step 10	\$42,500.00
Step 11	\$43,000.00
Step 12	\$43,700.00
Step 13	\$44,500.00
Step 14	\$45,000.00
Step 15	\$45,700.00
Step 16	\$46,500.00
Step 17	\$47,000.00
Step 18	\$47,800.00
Step 19	\$48,500.00
Step 20	\$49,200.00
Step 21	\$50,000.00
Step 22	\$50,500.00
Step 23	\$51,000.00
Step 24	\$51,500.00
Step 25	\$52,000.00
Step 26	\$52,500.00

Salary schedules are developed for one year only. Future salaries cannot be predicted from this schedule.

Salaries listed above are based on 187 days.

BUS DRIVER MATRIX 2017-2018

Trip driving will be paid at the driver's hourly wage (or \$13.15 per hour if not a regular route driver).

Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
\$14.00	\$14.00	\$14.32	\$14.74	\$15.17	\$15.62	\$16.08	\$16.55	\$17.04	\$17.55	\$18.07	\$18.60	\$19.15	\$19.72

Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25	Step 26
\$20.30	\$20.90	\$21.52	\$22.17	\$22.84	\$23.53	\$24.24	\$24.97	\$25.72	\$26.50	\$27.30	\$28.11	\$28.96

Experience and driving record will be considered upon initial placement on scale. The Marshall Board of Trustees will determine each year as they set the budget if the scale is to be adjusted.

Manual Trades Job Classifications 2017 – 2018

Job Grouping 1				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Bus Aide	1	\$7.50	\$11.30	\$9.40
Job Grouping 2				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Cook	2	\$8.25	\$12.71	\$10.48
Job Grouping 3				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Security Guard – HS	3	\$9.20	\$14.17	\$11.69
Job Grouping 4				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Child Nutrition Manager, Elem	4	\$10.30	\$15.76	\$13.03
Maintenance Helper, Grounds				
Mechanic Assistant				
Job Grouping 5				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Athletic, Grounds	5	\$11.50	\$17.56	\$14.53
Child Nutrition Manager, HS				
Child Nutrition Manager, JH				
Job Grouping 6				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Computer Technician	6	\$14.30	\$20.57	\$17.43
Locksmith				
Plumber				
Maintenance Technician				
Specialist, Refrigeration				
Specialist, Safety/Pest Control				
Job Grouping 7				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Electrician	7	\$17.16	\$24.69	\$20.92
Mechanic				
Supervisor, Grounds				
Job Grouping 8				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Police Officer	8	\$21.37	\$31.40	\$26.38
Supervisor, Maintenance				
Shop Foreman				

Clerical/Paraprofessional Job Classifications 2017 – 2018

Job Grouping 1				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Instructional Aide, DAEP	1	\$7.50	\$11.30	\$9.40
Instructional Aide, Educational				
Instructional Aide, PPCD				
Instructional Aide, ISS/Office/PE & Resource/Inclusion				
Job Grouping 2				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Instructional Aide, SPED	2	\$9.35	\$14.09	\$11.72
Instructional Aide, Bilingual				
Instructional Aide, Computer Lab				
Instructional Aide, Library & MAV Edge HS				
Courier, District & Food Services				
Human Resources Clerk				
Job Grouping 3				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Clerk, Attendance JH & HS	3	\$10.05	\$15.14	\$12.60
Human Resources, Assistant				
Instructional Aide, Behavior				
Receptionist, Campus				
Secretary, Campus Office				
Secretary, Early Childhood				
Secretary, Library				
Secretary, SPED HS				
Job Grouping 4				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Clerk, Special Education	4	\$10.80	\$16.28	\$13.54
Receptionist, Admin				
Clerk, PEIMS				
Dispatcher				
Secretary, Assistant/Associate Principal				
Secretary, Academic Dean				
Secretary, Counselor				
Secretary, Head Nurse				
Secretary, SPED				
Secretary, Curriculum Coordinators				
Job Grouping 5				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Facilitator, PEIMS	5	\$11.65	\$17.47	\$14.56
Child Nutrition Manager, JH				
Job Grouping 6				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
LVN	6	\$12.50	\$18.80	\$15.65
Registrar, PEIMS, JH & HS				
Secretary, Child Nutrition				
Secretary, DAEP				
Secretary, Principal – Elementary & Junior High				

**Clerical/Paraprofessional Job Classifications - Continued
2017 – 2018**

Job Grouping 7				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Office Coordinator, Athletics	7	\$13.80	\$20.63	\$17.22
Secretary, Principal High School				
Secretary, Athletics Director				
Secretary, Maintenance				
Secretary, Director of SPED				
Secretary, Director Transportation				
Job Grouping 8				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Coordinator, Child Nutrition	8	\$15.15	\$22.72	\$18.94
Human Resources, Specialist				
Secretary, Assistant Superintendent				
Job Grouping 9				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Accountant	9	\$17.35	\$25.45	\$21.40
Coordinator, Payroll				
Coordinator, Purchasing				
Secretary, Assistant Superintendent – A/R				
Secretary, Superintendent & Board of Trustees				
Secretary, Superintendent				
Specialist, Accounts Payable				
Specialist, Benefits				

Administrative Management Job Classifications 2017 – 2018

Job Grouping 1				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Coordinator, PEIMS	1	\$200.90	\$289.10	\$245.00
Coordinator, Go Center				
Coordinator, Informational Technology				
LPC				
Police Sargent				
Network Administrator				
Nurse, Assistant Head				
Speech Therapist				
Speech Language Pathologist Assistant				
System Administrator				
Job Grouping 2				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Special Education Specialist	2	\$216.97	\$312.23	\$264.60
Director, Communications				
Educational Diagnostician				
Police Chief				
Licensed Professional Counselor				
LSSP				
Nurse, Head				
Speech Language Pathologist				
Job Grouping 3				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Assistant Principal – Elementary & Junior High	3	\$234.33	\$337.21	\$285.77
Instructional Coordinators				
Speech Language Pathologist, Lead				
Supervisor, Employment and Personnel				
Job Grouping 4				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Academic Dean, Junior High & High School	4	\$253.32	\$364.18	\$308.63
Assistant Principal, High School				
Job Grouping 5				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Director, Band	5	\$273.32	\$393.32	\$333.32
Principal, DAEP				
Principal, Elementary				
Supervisor, Business Office				

Administrative Management Job Classifications - *Continued* 2017 – 2018

Job Grouping 6				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Director, Assistant Athletic	6	\$295.19	\$424.78	\$359.99
Director, Facilities				
Director, Special Education				
Director, Federal and State Programs				
Director, Transportation				
Director, Child Nutrition				
Principal, Junior High				
Job Grouping 7				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Director, Information Technology	7	\$318.80	\$458.77	\$388.78
Job Grouping 8				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Principal, High School	8	\$344.31	\$495.47	\$419.89
Director, Athletics				
Job Grouping 9				
<i>Title</i>	<i>Pay Grade</i>	<i>Pay Range Min</i>	<i>Pay Range Max</i>	<i>Midpoint</i>
Assistant Superintendent Curriculum & Instruction	9	\$371.85	\$535.10	\$453.48
Assistant Superintendent Human Resources and Student Services				
Assistant Superintendent Financial Services				

EXTRA DUTY RATES 2017-2018

Extra duty rates are \$20-\$35 dependent upon the duties performed. These rates apply to full time permanent professional employees to include teachers, nurses, librarians, counselors, LSSPs, social workers, diagnosticians, instructional coaches, teacher specialist and assistant principals when not on contract days.

Eligibility, Qualifications and Work Scope	Hourly Rate
Degreed, non-certified personnel who: <ul style="list-style-type: none"> • Tutor • Attend required professional development • Work beyond contracted days (summer) • Preparation time for professional development (non-contract days) • Curriculum Writing 	\$20.00
Degreed, certified personnel who: <ul style="list-style-type: none"> • Attend required professional development • Tutor students • Curriculum Writing 	\$25.00
Degreed, certified personnel who: <ul style="list-style-type: none"> • Work beyond contracted days (summer) • Teach summer school 	\$30.00
Degreed, certified personnel who are: <ul style="list-style-type: none"> • Non-administrative personnel (i.e., counselors, instructional coaches, campus instructional specialists) • Assistant principals who work beyond contracted days, must have prior approval from the campus principal and the Human Resources Dept. • Present professional development on non-contract days (compensation for preparation time is \$20.00 per hour) 	\$35.00

Administrative Management Job Group 5 or above are not eligible to receive extra duty rates or if you receive a stipend for extra duty that is required for your position during the contract period unless approved by their supervisor and the Human Resources Department. All organizational learning, professional learning or staff development presented during the contract period do not receive preparation time compensation.

Any deviation from these rates must be pre-approved by the Human Resources Department.

PART-TIME RATES 2017-2018

Part-time employees are **temporary employees** hired by the Human Resources Department for campuses and departments. All part-time personnel must reapply each year. Approval is valid for one year only, from July 1- June 30.

Part-Time Category	Hourly Rate
Clerk (high school student)	\$7.25
Paraprofessional and Classified	\$9.25
College Student Tutor	\$12.00
Clerical (Pay Grade 5 or 6)	\$12.00
Clerical (Pay Grade 7 only); must have prior approval from the Human Resources Department	\$18.00
Degreed, Non-Certified Teacher	\$15.00
Degreed, Certified Teacher	\$20.00
Teacher and Non-Administrative Personnel	\$30.00
Administrator	\$35.00

SUMMER RATES

Position	Hourly Rate
Summer Helpers	\$7.25

Any deviation from these rates must be pre-approved by the Human Resources Department

PART-TIME RATES
Department of Special Education Services
2017-2018

Part-Time Position	Hourly Rate	Service
Degreed, certified personnel: <ul style="list-style-type: none"> • Homebound Teacher • Teacher or Educational Specialist • In Home Training Teacher 	\$30.00/hr.	Provide homebound services; 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. Conduct training to parents of children with autism or pervasive developmental disorder.
Educational Diagnostician	\$30.00/hr.	Provide individual evaluations
LSSP	\$55.00/hr.	Provide individual evaluations
LSSP Intern	\$15.25/hr.	Provide evaluation, counseling, consultation with parents and staff under the supervision of an LSSP
Speech Therapists	\$55.00/hr.	Provide speech therapy service to SPED students

Any deviation from these rates must be pre-approved by the Human Resources Department.

Substitute Salary Scale 2017-2018

Teacher (Certified)	
Full Day	\$80.00
Half Day	\$40.00
*Long Term – Full Day	\$140.00
*Long Term – Half Day	\$70.00

Degreed	
Full Day	\$70.00
Half Day	\$35.00
*Long Term – Full Day	\$115.00
*Long Term – Half Day	\$57.50

Non-Degreed	
Full Day/Long Term	\$60.00
Half Day/Long Term	\$30.00
*Long Term – Full Day	\$90.00
*Long Term – Half Day	\$45.00

Aides	
Full Day	\$60.00
Half Day	\$30.00
*Long Term – Full Day (same rate)	\$60.00
*Long Term – Half Day (same rate)	\$30.00

Long term consists of being in the same assignment for 10 consecutive days at work, on the 11th day of the same assignment pay will increase.

Temporary Teachers are paid \$32,000 annually.

Any deviation from these rates must be pre-approved by the Human Resources Department.

Interim Assignments

Professional Substitute/Interim in Administrative/Support Position: Entry level for the position. Consideration may be given for directly related experience not to exceed the midpoint without Superintendent approval.

Principal-Interim (Assistant Principal assumes Principal responsibilities): 0 - 10 days: Assistant principal assumes responsibilities. Beginning day 11: Assistant principal begins interim assignment and receives differential pay based on the administration.

Master Principal (Retired Principal): This person provides guidance and assists campus administrative team. This person does have decision making authority.

Mentor Principal (Retired Principal): Serves in a role to advise and guide current campus principal. This person provides insight and recommendations for the campus principal's consideration.

Any deviation from these rates must be pre-approved by the Human Resources Department.

Supplemental Duty Academic Stipend Schedule 2017 – 2018

Assignment	Supplement PER Position
Agriculture	\$9,000.00
Agriculture Lead	\$5,000.00
AVID District Director	\$4,825.00
AVID Lead Teacher	\$4,125.00
Behavior Specialist	\$4,000.00
Campus P.R Liaison	\$500.00
CIT; Technology	\$500.00
Counselor	\$1,500.00
Credit Recovery Coordinator	\$5,000.00
Critical Shortage Assignment	\$2,500.00
Department Head – HS	\$3,000.00
Department Head – JR High	\$500.00
FTA	\$300.00
Head Nurse	\$5,000.00
Honor Society	\$1,000.00
In – District Travel; Technology Staff	\$900.00
Instructional Coaches	\$5,000.00
Intramural	\$3,000.00
Kagan Training	\$1,500.00
Lead Librarian	\$3,500.00
NHS – High School	\$1,000.00
NHS – JR. High	\$500.00
Robotics Club	\$1,000.00
Secondary Math	\$2,500.00
Secondary Science	\$2,500.00
Senior Sponsor / Graduation	\$1,500.00
Student Council High School	\$1,000.00
Student Council Jr. High	\$500.00
Team Leader – ELA	\$2,000.00
Team Leader – History	\$2,000.00
Team Leader – Math	\$2,000.00
Team Leader – Science	\$2,000.00
Team Leader – Social Studies	\$2,000.00
Yearbook High School	\$1,000.00
Yearbook Jr. High	\$500.00
Bilingual Teacher	\$4,000.00
Counselor Elem.	\$1,500.00
Counselor Jr. High	\$1,500.00
Counselor MHS	\$1,500.00
Counselor – Lead	\$8,000.00
Scoreboard	\$1,500.00
Foreign Language	\$4,000.00
Behavior Unit	\$2,500.00
Life Skills	\$2,500.00
STEM Academy – SH	\$2,000.00

Supplemental Duty UIL Stipend Schedule 2017 – 2018

Assignment	Supplement PER Position
Band Assistant Band Director	\$7,500.00
Band HS Assistant Band Director	\$11,000.00
Band Jr. HS Band Director	\$14,000.00
Cheerleader HS Assistant Sponsor	\$2,000.00
Cheerleader HS Cheerleader Sponsor	\$5,000.00
Cheerleader Jr. High Cheerleader Sponsor	\$1,500.00
Cheerleader Jr. High Cheerleader Sponsor	\$1,000.00
Choir HS Choir Director	\$5,500.00
Choir Jr. High Choir Director	\$3,500.00
Choir Jr. High//High School Asst. Director	\$3,000.00
Dance	\$1,000.00
Drill Team/ Dance Team Director	\$8,500.00
Lead Fine Arts	\$5,000.00
NSU Color Guard Band	\$5,000.00
Orchestra – Strings	\$4,000.00
Theatre	\$3,000.00
Calculators	\$500.00
Computer Applications	\$500.00
Computer Science	\$500.00
Current events	\$500.00
CX debate	\$500.00
Editorial writing	\$500.00
Feature writing	\$500.00
Headline writing	\$500.00
Impromptu speaking	\$500.00
LD debate	\$500.00
Literary criticism	\$500.00
Mathematics	\$500.00
News writing	\$500.00
Number sense	\$500.00
Poetry	\$500.00
Prose	\$500.00
Ready writing	\$500.00
Science	\$500.00
Social Studies	\$500.00
Spelling	\$500.00
UIL Coordinator – High School	\$2,000.00
UIL Coordinator – Jr. High	\$1,500.00

Supplemental Duty Athletic Stipend Schedule 2017-2018

Assignment	Supplement PER Position
Assistant Academic Coordinator	\$1,000.00
Assistant Teams Coordinator	\$2,500.00
Assistant Recruiting Coordinator	\$2,500.00
Assistant Strength Coordinator	\$2,000.00
Associate Head Coach Football	\$6,000.00
Defensive Coordinator	\$11,500.00
Offensive Coordinator	\$11,500.00
Jr. High Boys All Sports Coordinator	\$11,500.00
Jr. High Girls All Sports Coordinator	\$11,500.00
Athletic Hudl Coordinator	\$3,000.00
Athletic Strength Coordinator	\$9,000.00
Var. Summer Strength Coordinator	\$4,000.00
Equipment Coordinator	\$2,000.00
Freshmen Football Coordinator	\$6,000.00
Special Teams Coordinator	\$8,000.00
Asst. Special Teams Coordinator	\$3,500.00
Football Scouting Coordinator	\$2,500.00
Recruiting Coordinator	\$9,000.00
Football Game Day Supervisor	\$1,500.00
Gym Supervisor	\$2,500.00
Academic Coordinator	\$7,050.00
Run Game Coordinator	\$7,000.00

HIGH SCHOOL

Head Basketball – Boys	\$7,000.00
Head Basketball – Girls	\$7,000.00
Head Track – Boys	\$7,000.00
Head Track – Girls	\$7,000.00
Head Baseball	\$7,000.00
Head Softball	\$7,000.00
Head Soccer – Boys	\$6,000.00
Head Soccer – Girls	\$6,000.00
Head Cross Country	\$7,000.00
Head Powerlifting	\$5,000.00
Head Golf	\$5,000.00
Head Tennis	\$5,000.00
Head Swim	\$5,000.00
Head Volleyball	\$7,000.00
Asst. Athletic Trainer	\$10,000.00
Head Athletic Trainer	\$16,000.00
Basketball JV – Boys	\$5,000.00
Basketball JV – Girls	\$5,000.00
Volleyball – Asst.	\$4,000.00
Track Asst. – Boys	\$4,000.00
Track Asst. – Girls	\$4,000.00
Track Throwing	\$6,000.00
Baseball Asst.	\$4,000.00
Softball Asst.	\$4,000.00
Soccer Asst. – Boys	\$4,000.00
Soccer Asst. – Girls	\$5,000.00
Cross country Asst.	\$4,000.00
Varsity/JV Football Coaches	\$6,000.00
9th Grade Football	\$5,000.00
9th Grade Basketball – Boys	\$2,000.00
9th Grade Volleyball	\$2,000.00
Asst. Powerlifting	\$2,000.00

Supplemental Duty Athletic Stipend Schedule 2017-2018

JUNIOR HIGH

Assignment	Supplement PER Position
Junior High Football	\$4,000
Basketball – Boys	\$2,500
Basketball – Girls	\$2,500
Volleyball	\$2,500
Track – Boys	\$2,500
Track – Girls	\$2,500
Tennis	\$3,000
Cross Country	\$3,000
Summer Weight Lifting	\$1,000

Athletic Department Workers Pay Scale 2017-2018

GAME ADMINISTRATOR	\$25.00 per hour
STADIUM MANGER(NON-MISD EVENTS)	\$22.00 per hour
SCORBOARD DIR. NON-MISD EVENTS)	\$20.00 per hour

FOOTBALL	Sub-Varsity	Varsity
Ticket Sellers	\$11.80 per hour	\$11.80 per hour
Ticket Takers	\$11.80 per hour	\$11.80 per hour
Clock	\$12.50 per hour	\$9.75 per hour
Announcer	\$9.75 per hour	\$9.75 per hour
Scorer	\$12.50 per hour	\$9.75 per hour
Ushers	\$9.75 per hour	\$9.75 per hour
Parking Attendants (4)	\$13.65 per hour	\$13.65 per hour
Press Box Supervisor	\$9.75 per hour	\$9.75 per hour
Filmer	\$9.75 per hour	\$9.75 per hour
Chain Crew	\$9.75 per hour	\$9.75 per hour
Stadium Staff Coordinators	\$17.40 per hour	\$17.40 per hour
Game Manager	\$17.40 per hour	\$17.40 per hour
Facility Attendant	\$9.75 per hour	\$9.75 per hour
Gym/Stadium Manager	\$22.00 per hour	\$22.00 per hour

VOLLEYBALL	
Ticket Seller	\$11.80 per hour
Clock	\$12.50 per hour
Scorer	\$12.50 per hour
Libero	\$9.75 per hour
Line Judge	\$9.75 per hour

BASKETBALL	
Ticket Seller	\$11.80 per hour
Clock	\$12.50 per hour
Scorer	\$12.50 per hour
Hall Monitor	\$9.75 per hour
Announcer	\$9.75 per hour

SOFTBALL	
Tournaments	\$9.75 per hour
Ticket Seller	\$11.80 per hour
Clock	\$12.50 per hour
Announcer	\$12.50 per hour
Stats	\$9.75 per hour

SOCCER	
Ticket Seller	\$11.80 per hour
Clock	\$12.50 per hour

BASEBALL	
Tournaments	\$9.75 per hour
Ticket Seller	\$11.80 per hour
Clock	\$12.50 per hour
Announcer	\$12.50 per hour
Stats	\$9.75 per hour

TRACK	
Ticket Seller	\$11.80 per hour
Ticket Taker	\$11.80 per hour
Announcer	\$9.75 per hour
Starter	\$9.75 per hour
Clerk of Course	\$9.75 per hour