

# COMPENSATION MANUAL



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## **DISD Mission Statement**

The mission of the Dickinson Independent School District is to ensure that all students have successful learning opportunities that help them reach their full potential and add quality throughout their lives.

## **Foreword**

This compensation plan was initially adopted in August 1996 to establish a direction and procedure to equitably compensate Dickinson ISD employees. This plan is to be the sourcebook and guidance document for compensation policies and procedures for Dickinson ISD. With the knowledge that this type of system is generally in continual development, it is to be reviewed and updated each budget year.

## **Certification**

This Personnel Compensation Manual is the official pay policy of Dickinson Independent School District and is to be utilized for all personnel compensation questions/decisions/actions. The official copy shall be maintained and updated in the office of the Executive Director for Human Resources.

## **Dickinson ISD Statement of Nondiscrimination**

It is the policy of the DISD not to discriminate on the basis of race, color, national origin, sex or handicap for services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

*Es política del Distrito Escolar Independiente de Dickinson no discriminar en base de raza, color, nacionalidad de origen, sexo o discapacidad, por servicios o actividades como es requerido en el Título VI del Acto de los Derechos Civiles de 1964, según enmendado; el Título IX de la Enmiendas de Educación de 1972, según enmendado; y la Sección 504 del Acto de Rehabilitación de 1973, según enmendada.*

It is the policy of the DISD not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

*Es política del Distrito Escolar Independiente de Dickinson no discriminar en base de raza, color, nacionalidad de origen, sexo, discapacidad, o edad en las prácticas de empleo como es requerido por el Título VI del Acto de los Derechos Civiles de 1964, según enmendado; el Título IX de la Enmiendas de Educación de 1972; el Acto de la Discriminación de Edades de 1975, según*

*enmendado; y la Sección 504 del Acto de Rehabilitación de 1973, según enmendada.*

For information about your rights or grievance procedures, contact the Title IX Coordinator, Robert Cobb, at 2218 East FM 517, Dickinson, TX 77539, (281) 229-6000, and/or the Section 504 Coordinator, Laurie Rodriguez, at 2218 East FM 517, Dickinson, TX 77539, (281) 229-6000.

*Para información sobre sus derechos o procedimientos de quejas, contacte el Coordinador del Título IX, Robert Cobb, en 2218 East FM 517 Dickinson, TX 77539, (281) 229-6000, y/o el Coordinador de la Sección 504, Laurie Rodríguez, en 2218 East FM 517 Dickinson, TX 77539, (281) 229-6000.*

## **Policy**

All policies and procedures from the Dickinson ISD Board Policy Manual may be referenced by clicking the links below:

*Employment Objectives - Equal Employment Opportunity*     [DAA \(LEGAL\)](#)

*Compensation and Benefits - Compensation Plan*                     [DEA \(LOCAL\) / DEA \(LEGAL\)](#)

*Compensation and Benefits – Vacations and Holidays*             [DED \(LOCAL\)](#)

*Compensation Plan – Wage and Hour Laws*                     [DEAB \(LOCAL\) / DEAB \(LEGAL\)](#)

# **School Board of Trustees and Administrator Role in District Salary Administration**

## **The School Board of Trustees' Role**

- Set goals and the pay philosophy for the district.
- Establish policies to govern the pay system.
- Approve adjusted compensation plans.
- Approve the amount of the general employee pay increases annually and adopt the budget.
- Balance employee needs against fiscal control needs of the District and the community.
- Plan compensation package for the Superintendent.

## **The Superintendent's Role**

- Present pay plans and policies to meet the goals and philosophy of the School Board of Trustees.
- Research economic factors and develop recommendations for the annual pay increase and the payroll budget.
- Administer individual pay actions according to District policy and procedures.
- Communicate the District pay plan and policies to employees and respond to requests for information.
- Monitor and adjust the district salary structures regularly.

# **Compensation Plan**

## **Definition of a Pay System**

A pay system consists of all the policies, procedures and management tools that are used to define the basis for organizational pay actions.

A pay system should include:

- Job titles and job descriptions
- Defined pay ranges for each job
- Policies and administrative procedures
- Plan for communicating with employees
- Process for maintaining the system

## **Basic Objectives of a Pay System**

Pay systems should be designed strategically to control and facilitate the following basic objectives:

Objective:	Pay for Job Responsibility
Strategy:	Set and maintain the proper pay differential between jobs that require different levels of skill, effort, and responsibility.
Objective:	Pay Competitively
Strategy:	Keep trained employees paid within a proper range of the competitive job market.
Objective:	Provide Continued Pay Advancement
Strategy:	Prevent employees from topping out of pay scales too soon OR becoming overpaid for the worth of the job.
Objective:	Recruit Good Applicants
Strategy:	Keep starting salaries attractive by allowing inflationary adjustments to be made easily and within budget.
Objective:	Keep Payroll Costs Affordable
Strategy:	Keep payroll cost increases flexible to allow annual planning in response to revenue and market changes.
Objective:	Keep Good Employees
Strategy:	Pay trained employees' fair salaries for the worth of their job in an appropriate period of time.

## **Pay Equity**

### **Definition**

Fair pay for the worth of the work performance to the organization.

### **Internal Equity**

The worth of a job to the organization based on job content (skills, responsibility, effort required). To have internal equity, the system must identify the relative worth of all jobs according to a common set of compensable (job worth) factors.

## **External Equity**

The worth of a job to the organization based on the outside job market (competitive pay). To have external equity, the system must identify the relative worth of jobs in the competitive marketplace.

## **Compensable Factors**

### **Definition**

Any factor (job characteristic) used to provide a basis for judging job value in a job evaluation process. The most commonly employed compensable factors include skill, effort, responsibility, and working conditions, where applicable.

### **Skill**

- Knowledge and abilities required to successfully perform the job.
- Education or specialized knowledge — acquired through formal training or lower-level training.
- Experience — work experience beyond education or specialized training needed to perform the job.

### **Effort**

- Difficulty of the work performed in terms of physical or mental energy.
- Working conditions — adverse conditions (physical hazards, stress or excessive time) associated with performing normal job duties.
- Complexity — difficulty of task and mental focus needed to complete tasks.
- Judgment — frequency and importance of independent decisions necessary to perform the job.

### **Responsibility**

- Effects of proper or improper action on the products or services of the entire organization.
- Scope of authority — the degree to which influence is exercised over school operations and the scope of impact the job has on the district as a whole.
- Supervision of others — accountability and obligation for work performed by other employees.



# Staffing Guidelines

## Purpose

Guidelines provide a frame of reference for equitably by allocating district resources to all students. These guidelines are divided into major functional areas of the district. Not all jobs are included. Unless 'campus' designation is used, the number of students refers to the total student population of that instructional level.

## Additional Notes

The Superintendent is authorized to modify staffing guidelines as required to meet budget constraints. Staffing Levels are to be monitored by budget managers. Any increase over approved levels will require prior approval of the Superintendent. Any increase over approved levels that will require additional budget allocation shall have prior School Board approval. Maintenance and Transportation staffing shall be determined by the Superintendent annually during budget planning and as conditions warrant during the budget year.

Elementary Instruction (PK-4)		
<b>Teachers</b>		
Classroom Teacher	Each increment of 25 students	1 Full-Time person per classroom
Special Education/ Special Programs Teacher	To be determined by Special Programs Department approved by the Superintendent	
Special Assignment Teachers	Varies by program/campus design	As required to provide instruction and in appropriate group sizes as approved by the Superintendent
ARD Committee Facilitator	Provided on a caseload basis as determined by Special Programs Department	0.5 Full-Time person (or as approved by Superintendent)
Dyslexia Specialist	Each campus	1 Full-Time person (additional staff based on student need as determined by Special Programs Department and approved by the Superintendent)
Bilingual/ESL Specialist	Varies by program/campus design	1 Full-Time person (additional staff based on student need as determined by the Special Programs Department and approved by the Superintendent)
<b>Paraprofessionals (Instructional Paraprofessionals)</b>		
Special Education/Special Programs Paraprofessional	To be determined by the Special Programs Department and approved by the Superintendent	Additional staff based on student need as determined by Special Programs Department and approved by the Superintendent
Instructional Intervention Paraprofessional	Each campus	1 Full-Time person

Bilingual Instructional Intervention Paraprofessional	K-4 based on campus need	1 Full-Time person
Computer Lab Monitor	Each campus	1 Full-Time person
ISS Paraprofessional	Each campus	1 Full-Time person
PE Paraprofessional	Each campus	1 Full-Time person
Pre-K (Regular/Bilingual)	For each class over 11 students	1 Full-Time person
Multipurpose Paraprofessional	Each campus	1 Full-Time person
<b>Library/Media Services</b>		
Librarian	Each campus	1 Full-Time person
Library Paraprofessional	250 to 500 students	1/2-Time person
	500 to 750 students	additional 1/2-Time person
	750 to 1000+ students	additional 1/2-Time person
<b>Counseling Services</b>		
Counselor	250 to 750 students	1 Full-Time person
	700 to 1000 students	additional 1/2-Time person (as Counselor or Social Worker)
	900 to 1250 students	additional 1/2-Time person
<b>Health Services</b>		
Registered Nurse	Each campus	1 Full-Time person
<b>Administration</b>		
Principal	Each campus	1 Full-Time person
Assistant Principal	Up to 800 ADA (FTE's)	1 Full-Time person
<b>Secretarial/Clerical</b>		
Secretary	Each campus	1 Full-Time person
Receptionist/Clerical	500 to 800 students	1 Full-Time person
	For each additional increment of 250 students	additional 1/2-Time person
Attendance/Data Entry Clerk	Each campus	1 Full-Time person

<b>Middle and Junior High Instruction (5-8)</b>		
<b>Teachers</b>		
Classroom Teacher	25-32 students per classroom - not to exceed 150 total students without Superintendent approval	1 Full-Time person per classroom
Special Education/ Special Programs Teacher	To be determined by Special Programs Department and approved by the Superintendent	
Special Assignment Teachers	Varies by program/campus design	As required to provide instruction and in appropriate group sizes as approved by the Superintendent
ARD Committee Facilitator	Determined on a caseload basis for each MS as determined by the Special Programs Department	0.5 Full-Time person (or as approved by Superintendent)
	Determined on a caseload basis for each JH as determined by the Special Programs Department	1 Full-Time person (or as approved by the Superintendent)
Dyslexia Specialist	Each campus	1 Full-Time person (additional staff based on student need as determined by the Special Programs Department and approved by the Superintendent)
Bilingual/ESL Specialist	Varies by program/campus design	1 Full-Time person (additional staff based on student need as determined by Special Programs and approved by Superintendent)
<b>Paraprofessionals (Instructional Paraprofessionals)</b>		
Special Education/ Special Programs Paraprofessional	To be determined by the Special Programs Department and approved by the Superintendent	Additional staffing as recommended by the Executive Director of Special Programs and approved by the Superintendent
Instructional Intervention Paraprofessional	Up to 600 students	1 Full-Time person
	For every increment of 400 students	1 additional person
Bilingual/ESL Instructional Intervention Paraprofessional	Each campus of 1000+ students	1 Full-Time person
Computer Lab Monitor	Each campus	1 Full-Time person
ISS Paraprofessional	Each campus	1 Full-Time person
PE Paraprofessional	Each campus	1 Full-Time person

<b><i>Library/Media Services</i></b>		
Librarian	Up to 1200 students	1 Full-Time person
	1200 to 2000+	1 Full-Time Person
Library Paraprofessional	250 to 1200	1 Full-Time person
	1201 to 2000+	1 Full-Time person
<b><i>Counseling Services</i></b>		
Counselor	Up to 600 students	1 Full-Time person
	For every increment of 400 students	1 additional person
<b><i>Health Services</i></b>		
Registered Nurse	Each campus	1 Full-Time person
<b><i>Administration</i></b>		
Principal	Each campus	1 Full-Time person
Dean of Instruction	Each JH campus	1 Full-Time person
Assistant Principal	Up to 650 students	1 Full-Time person
	651 to 1100 students	1 additional person
	1101 to 1300 students	1 additional person
	1300+ students	1 additional person
<b><i>Secretarial/Clerical</i></b>		
Secretary	Each campus	1 Full-Time person
Receptionist/Clerical	For 400-600 students	1 Full-Time person
	If more than 600 students	1 additional person
Attendance/Data Entry Clerk	Each campus	1 Full-Time person
Assistant Principal's Secretary	For each TWO AP positions in Grades 5-6	1 Full-Time person
	For each AP position in Grades 7-8	1 Full-Time person
Counselor's Secretary	Each JH campus	1 Full-Time person

<b>High School Instruction (9-12)</b>		
<b>Teachers</b>		
Classroom Teacher	25-35 students per classroom - not to exceed 150 total students without Superintendent approval	1 Full-Time person per classroom
Special Education/ Special Programs Teacher	To be determined by the Special Programs Department approved by the Superintendent	
Special Assignment Teachers	Varies by program/campus design	As required to provide instruction and in appropriate group sizes as approved by Superintendent
ARD Committee Facilitator	Each campus	1 Full-Time person
Dyslexia Specialist	Each campus	1 Full-Time person (based on student needs)
ESL Teacher	Varies by program/campus design	1 Full-Time person (based on student needs)
<b>Paraprofessionals (Instructional Paraprofessionals)</b>		
Special Education/ Special Programs Paraprofessional	To be determined by the Special Programs Department approved by the Superintendent	Additional staffing as recommended by the Executive Director of Special Programs and approved by the Superintendent
Instructional Intervention Paraprofessional	Up to 1000 students	1 Full-Time person
	For every increment of 500 students	1 additional person
ESL Instructional Intervention Paraprofessional	Each campus of 1500+ students	1 Full-Time person
Computer Lab Monitor	Each campus	1 Full-Time person
<b>Library/Media Services</b>		
Librarian	Up to 1200 students	1 Full-Time person
	1200 to 2000+	1 Full-Time Person
Library Paraprofessional	250 to 1200	1 Full-Time person
	1201 to 2000+	1 Full-Time person
<b>Counseling Services</b>		
Counselor	Up to 449 students	1 Full-Time person
	450 to 899 students	1 additional person
	900 to 1349 students	1 additional person
	1350 to 1799 students	1 additional person
	1800 to 2249 students	1 additional person
Special Education	Up to 450 students	1 Full-Time person

<b>Health Services</b>		
Registered Nurse	HS campus	1 Full-Time person
	1600+ students	1 additional person
Clinic Paraprofessional (LVN or PCT)	HS campus	1 Full-Time person
<b>Administration</b>		
Principal	Each campus	1 Full-Time person
Dean of Instruction	HS campus	1 Full-Time person
Associate Principal	Ninth Grade Center	1 Full-Time person
Assistant Principal	Up to 499 students	1 Full-Time person
	500 to 999 students	1 additional person
	1000 to 1499 students	1 additional person
	1500 to 1999 students	1 additional person
	2000 to 2499 students	1 additional person
	2500 to 2999 students	1 additional person
	3000 to 3499 students	1 additional person
	3500+ students	1 additional person
<b>Secretarial/Clerical</b>		
Secretary	Each administrator	1 Full-Time person
Registrar	HS campus	1 Full-Time person
Registrar Clerk	Ninth Grade Center	1 Full-Time person
Attendance Clerk	HS campus	2 Full-Time person
	Ninth Grade Center	1 Full-Time person
Receptionist/Clerical	HS campus	1 Full-Time person
	Ninth Grade Center	1 Full-Time person
Accounting Clerk/ Bookkeeper	HS campus	2 Full-Time position
Publication Clerk	HS campus	1 Full-Time person
	Ninth Grade Center	1 Full-Time person
Counseling/CCR Services	HS campus	1 Full-Time person

<b>Dickinson Continuation Center / DALC</b>		
<b>Teachers</b>		
Classroom Teacher	Based on ADA up to 40 students	2 Full-Time people per classroom
	41 to 65 students	1 additional person
	66 to 80 students	1 additional person
	81 to 95 students	1 additional person
	For every increment of 15 students	1 additional person
<b>Counseling Services</b>		
Counselor/Social Worker	DCC/DALC campus	1 Full-Time person
<b>Administration</b>		
Principal/Site Coordinator	DCC/DALC campus	1 Full-Time person
<b>Secretarial/Clerical</b>		
Secretary	DCC campus	1 Full-Time person
Secretary	DALC campus	1 Full-Time person
Receptionist/Clerical	DCC campus	1 Full-Time person

<b>Gator Academy</b>		
<b>Administration</b>		
Director of Employee Child Care Facility	Gator Academy	1 Full-Time person
<b>Instructional Services</b>		
Infants	6 weeks - 12 months	2 Full-Time positions 1 Part-Time position (6 hr)
First Seps	12 - 18 months	2 Full-Time positions
Toddlers	18 -24 months	2 Full-Time positions
Early Pre-School	2-3 years of age	2 Full-Time positions 1 Part-Time position (6 hr)
Pre-School	3-4 years of age	1 Full-Time position
Pre-K	4-5 years of age	1 Full-Time position 1 Part-Time position (6 hr)
Kitchen Manager		1 Full-Time position
Ready, Set, Teach Students		2 Part-Time positions at substitute rate
<i>Additional staff as required by the Department of Family and Protective Services</i>		

<b>District-Wide Services</b>		
Curriculum/Technology Specialists	As approved by the Superintendent	As assigned
School Health Personnel	<p>Campus placements of school health personnel will be made based on identified student health / nursing needs.</p> <p>When a CNA position in a school health clinic is vacated due to reassignment, resignation or retirement, the position will be filled based on the identified student health / nursing needs (CNA, LVN, RN).</p> <p>One clinic Paraprofessional position (LVN or PCT) will be maintained and will be assigned to the same campus as the district's Nurse Coordinator.</p> <p>The district's Nurse Coordinator must be a RN with 5 years of school nursing experience who is properly trained to supervise other school health personnel.</p>	As assigned
LSSP/OT/PT/SLP/SLPA/ Diagnostician	As approved by the Superintendent	As assigned
<b>Food &amp; Nutrition Services</b>		
FNS Manager	Each campus	1 Full-Time person
FNS Worker	As determined by the Director of FNS	As assigned
<i>Full-time workers may work less than eight (8) hours.</i>		
<b>Maintenance/Facilities/Custodial</b>		
Custodian	For each 24,000 sq. ft. or as determined by the supervisor and approved by the Superintendent	1 Full-Time person



## **Hiring Procedures**

### **"New" Positions**

Any personnel decision which affects the budget expenditures (other than discretionary substitutes) will require approval of the Superintendent. Budget managers will have indirect responsibility for personnel expenditure decisions through the recommendation process.

Requests for additional personnel expenditures, new positions, stipends or additional days to be worked must be in writing to the Superintendent. If approved, the Superintendent will indicate approval by signing the request and forwarding copies to the requesting budget manager, Business Department and the Human Resources Department.

### **"New" and "Replacement" Positions**

- Copy of the approval to the Executive Director for Human Resources (for all "new" positions).
- Complete Request for Posting, if necessary. (Requires posting unless prior approval by the Superintendent is obtained.)
- Postings for positions that require a certificate or license shall be placed, no later than the tenth day before a position is filled, on the District website (DC Legal).
- Follow interview procedures.
- Hiring Manager will complete and submit employee recommendation form online.
- Human Resources will complete a Personnel Action form and submit to the Business Department
- Human Resources will forward salary notification to the employee.

## **Additional Pay for Degrees/Certifications**

Pay for additional degrees (e.g. Master's and Doctorate), professional certifications (e.g. LSSP) and Auxiliary certifications (e.g. Texas CDL, TDA Applicator's License, ASE, and lead differentials) will be credited once HR is notified. The deadline to notify HR is August 15<sup>th</sup> / January 15<sup>th</sup>. Certifications must be maintained and current in order to continue receiving the certification pay.

## Pay Grades & Calendars by Position

Position	Pay Grade	Calendar
Accountant (Business Services / FNS)	AP3	221
Accountant, Junior (with Associate Degree)	AP1	221
Accountant, Purchasing	AP3	221
Accountant, Senior	AP4	221
Accounting Assistant	PCT8	221
Accounting Clerk / Bookkeeper (DHS)	PCT8	221
Accounts Payable Specialist	PCT7	221
Accounts Payable Specialist (FNS)	PCT7	180
Assistant Athletic Director	AP5	221
Assistant Athletic Field Caretaker	FAS3	235
Assistant Director, Energy Management	AP2	221
Assistant Director, Transportation	AP4	211
Assistant Principal, Dickinson Continuation Center (DCC)	AP4	211
Assistant Principal, Elementary (Grades PK-4) and Middle School (Grades 5-6)	AP4	205
Assistant Principal, Junior High (Grades 7-8) and High School (Grades 9-12)	AP5	211
Assistant Superintendent, Administration	AP8	221
Athletic Complex Caretaker	FAS4	235
Athletic Coordinator	AP4	211
Athletic Field Caretaker	FAS4	235
Attendance / AP Secretary (Middle School)	PCT5	192
Attendance / Data Entry Clerk (Elementary)	PCT5	202
Attendance / Data Entry Clerk (Junior High and High School)	PCT5	192
Attendance / Data Entry Clerk, Lead (High School)	PCT5	221
Attendance Intervention Specialist	PCT8	215
Attendance Intervention Specialist, Lead	PCT8	221
Benefits Specialist	PCT7	221
Bookkeeper Clerk (High School)	PCT6	192
Bus Driver	TRA5	177
Bus Driver Trainee	TRA3	177
Bus Driver Trainer	TRA5	177
Bus Driver, Late Run / Mid-day Dispatcher	TRANS	177
Bus Driver, Lead	TRA5	177
Bus Driver, Mid-day Dispatcher Assistant	TRANS	177
Bus Monitor	TRA1	177
Campus Security Monitor	PCT6	180
Carpenter	FAS6	235
Case Management Clerk	PCT2	180

Computer Lab Monitor	PCT3	180
Computer Lab Monitor, Edgenuity (DHS)	PCT4	184
Construction Project Coordinator	AP3	221
Coordinator, Assessment	AP5	221
Coordinator, Benefits / Risk Management	AP3	221
Coordinator, DISD Ed Found Events	AP1	211
Coordinator, Evaluation and Related Services	AP5	211
Coordinator, Operations and Facilities	FAS6	235
Coordinator, Special Programs Instruction & Compliance	AP5	221
Counselor (DCC and DALC)	Teacher	208
Counselor (DHS and DHS Special Education)	Teacher	205
Counselor (Elementary)	Teacher	190
Counselor (Middle School and Junior High)	Teacher	198
Craft Apprentice (HVAC, General Maintenance, Electrical and Plumbing)	FAS4	235
Curriculum and Instruction Application Manager	AP5	221
Curriculum Specialist	AP4	221
Custodian	FAS2	210
Custodian, Head (Elementary, Middle Schools and ESC)	FAS4	235
Custodian, Head (DHS)	FAS6	235
Custodian, Head (Junior High and Lobit Education Village)	FAS5	235
Custodian, Laundry Worker	FAS3	235
Custodian, Lead (Junior High and High School)	FAS3	235
Custodian, Lead Laundry Worker	FAS4	235
Data Entry / Counselor's Secretary (Middle School)	PCT5	198
Dean of Instruction (Junior High)	AP5	215
Delivery Driver	FAS3	235
Deputy Superintendent, Business and Operations	AP9	221
Deputy Superintendent, Educational Services	AP9	221
DHS / Secondary Lead Counselor (AP5)	Teacher	215
DHS Assistant Principal (Special Education)	AP6	221
DHS Associate Principal	AP6	221
DHS Dean of Instruction	AP6	221
DHS Lead Counselor / Secondary Counseling Coordinator	AP5	221
DHS Registrar (Degreed)	AP3	221
DHS Testing Coordinator and Instructional Materials Manager	AP3	211
Diagnostician	Teacher	200
Director, Advanced Academic Programs	AP6	221
Director, Alternative Education	AP6	221
Director, Athletics / Head Football Coach	AP7	221
Director, At-Risk Programs	AP6	221

Director, Career Technical Education and Career Readiness	AP6	221
Director, Communications	AP5	221
Director, Custodial Services	AP6	230
Director, DISD Education Foundation	AP5	221
Director, Employee Child Care Center (Gator Academy)	AP1	190
Director, Energy Management	AP5	221
Director, Federal Programs	AP6	221
Director, Fine Arts	AP6	221
Director, Food and Nutrition Services	AP6	221
Director, Human Resources	AP6	221
Director, Maintenance	AP6	230
Director, Marketing and Social Media	AP5	221
Director, Purchasing	AP6	221
Director, Safety and Security	AP6	221
Director, Teacher Development and Professional Learning	AP6	221
Director, Transportation	AP6	221
Dispatcher	TRA4	190
District Assessment Coordinator	AP5	221
Electrician Specialist	FAS7	235
Esmond Center Records Clerk	PCT4	184
Executive Director, Business Operations	AP7	221
Executive Director, Data Quality / Compliance and Accountability	AP7	221
Executive Director, Facility Planning and Construction	AP8	221
Executive Director, Human Resources	AP7	221
Executive Director, Payroll	AP7	221
Executive Director, Special Programs	AP7	221
Executive Director, Technology	AP7	221
Facilities/Stadium Manager	AP2	230
Fleet Manager	AP1	235
FNS Apprentice	FNS1	171
FNS Assistant Manager (Elementary and Middle School)	FNS3	171
FNS Assistant Manager (Junior High and High School)	FNS4	171
FNS Compliance Manager	AP2	221
FNS Dietitian / Nutrition Educator Supervisor	AP5	221
FNS Manager (Elementary, Middle School and Junior High)	AP1	180
FNS Manager (High School)	AP2	180
FNS Mechanical/Distribution Supervisor	FNS7	235
FNS Operations Supervisor	AP5	221
FNS Senior Mentor Manager	AP2	180
FNS Site Supervisor	AP5	221

FNS Technician	FNS2	170
Grounds Foreman	FAS5	235
Grounds Mechanic	FAS5	235
Grounds Supervisor	FAS6	235
Grounds Worker	FAS3	235
Help Desk Specialist	AP2	221
Human Resources Generalist	PCT7	221
HVAC Maintenance Worker	FAS3	235
HVAC Specialist	FAS7	235
HVAC Technician	FAS6	235
Inventory Management Technician	FAS5	235
Inventory Specialist	TRA6	221
Librarian, Elementary (Grades PK-4)	Teacher	188
Librarian, Junior High (Grades 7-8) and High School (Grades 9-12)	Teacher	198
Librarian, Middle School (Grades 5-6)	Teacher	193
LSSP	Teacher	200
LSSP / Diagnostician Trainee	Teacher	200
LSSP Intern	Teacher	200
LSSP Student Intern	Teacher	160
LSSP, Lead	Teacher	205
Marketing and Communications Specialist	AP1	221
Mechanic	TRA6	235
Mechanic Helper	TRA4	235
Network Manager	AP5	221
Network Specialist	AP4	221
Nurse, LVN	Teacher (70%)	190
Nurse, Registered	Teacher	190
Nurse, Registered Lead	Teacher	193
Painter	FAS6	235
Paraprofessional, ABCD	PCT3	180
Paraprofessional, Behavior (General Ed)	PCT3	180
Paraprofessional, Bilingual / ESL Instructional Intervention	PCT3	180
Paraprofessional, Clerical	PCT1	184
Paraprofessional, Clinic (CNA or PCT)	PCT4	184
Paraprofessional, Clinic (No other qualifications)	PCT3	184
Paraprofessional, DALC	PCT4	180
Paraprofessional, Day Care (Gator Academy)	PCT2	184
Paraprofessional, In-School Suspension	PCT2	180
Paraprofessional, Instructional Intervention	PCT3	180
Paraprofessional, JJAEP	PCT2	180

Paraprofessional, Library, Elementary (PK-4) and Middle School (5-6)	PCT1	180
Paraprofessional, Library, Junior High (7-8) and High School (9-12)	PCT1	184
Paraprofessional, Multipurpose (60 College Hours Required)	PCT3	180
Paraprofessional, PE	PCT1	180
Paraprofessional, Pre-K (Regular / Bilingual)	PCT3	180
Paraprofessional, Publication	PCT1	190
Paraprofessional, Special Education	PCT3	182
Paraprofessional, Special Education Visually Impaired	PCT3	180
Payroll Specialist	PCT7	221
Payroll Specialist (Operations and Facilities)	PCT6	221
PC Support Specialist	AP2	221
PEIMS Senior Information Specialist	AP4	221
PEIMS Specialist	PCT6	221
PEIMS/TSDS Manager	AP2	221
Pest Control Operator	FAS5	235
Plumbing Specialist	FAS7	235
Principal, CAP	AP5	211
Principal, Elementary (Grades PK-4) and Middle School (Grades 5-6)	AP6	221
Principal, High School (Grades 9-12)	AP9	221
Principal, Junior High (Grades 7-8)	AP7	221
Probation Manager	FNS5	180
Publications / Business Technician	PCT5	221
Purchasing / Warehouse Manager	FAS6	235
Receptionist (Central Office)	PCT5	221
Receptionist (Middle School and Junior High)	PCT2	192
Receptionist / Clerk (DCC and DALC)	PCT2	180
Receptionist / Clerk (Elementary)	PCT2	184
Receptionist / Clerk (High School)	PCT2	192
Receptionist / Clerk (Operations and Facilities)	PCT3	221
Registrar (Junior High)	PCT6	192
Registrar Clerk (High School)	PCT6	198
Secretary, Assistant Principal (Junior High and High School)	PCT4	192
Secretary, Assistant Superintendent of Administration	PCT10	221
Secretary, Associate Principal (High School)	PCT5	221
Secretary, Athletic Department	PCT8	221
Secretary, Coastal Alternative Program (CAP)	PCT6	211
Secretary, College and Career Center	PCT4	198
Secretary, Counselor (Junior High and High School)	PCT4	192
Secretary, Dean of Instruction (High School)	PCT5	221
Secretary, Dean of Instruction (Junior High)	PCT5	215

Secretary, Deputy Superintendent of Business and Operations	PCT10	221
Secretary, Deputy Superintendent of Educational Services	PCT10	221
Secretary, Director of Alternative Education	PCT7	221
Secretary, Director of Career and Technical Education	PCT7	221
Secretary, Director of Transportation	PCT6	221
Secretary, Educational Services Department	PCT8	221
Secretary, Esmond Center Educational Records	PCT6	198
Secretary, Executive Director of Human Resources	PCT8	221
Secretary, Executive Director of Technology	PCT8	221
Secretary, Executive Director of Special Programs	PCT8	221
Secretary, Principal (DCC and DALC)	PCT6	221
Secretary, Principal (Elementary, Middle School and Junior High)	PCT7	221
Secretary, Principal (High School)	PCT9	221
Secretary, Special Education Assessment	PCT6	221
Secretary, Special Education PEIMS	PCT6	221
Secretary, Superintendent of Schools	PCT11	221
Security and Access Control Manager	AP5	221
Security Systems Assistant	AP4	221
Senior Systems Analyst	AP5	221
Social Worker / District Special Education Counselor	Teacher	205
Special Education ARD Clerk	PCT3	184
Special Education Bilingual ARD Clerk	PCT3	184
Speech Language Pathologist (SLP), Clinical Fellowship Year (CFY)	Teacher	188
Speech Language Pathologist (SLP)	Teacher	190
Speech Language Pathologist (SLP) Assistant	Teacher	187
Speech Language Pathologist (SLP), Lead	Teacher	200
Teacher	Teacher	187
Technical Support Specialist	PCT5	221
Technician, Building Maintenance (DHS)	FAS5	235
Technician, Door Hardware	FAS6	235
Technician, General Maintenance	FAS6	235
Technician, Life Safety / Security	FAS6	235
Technology Integration Specialist	AP4	221
Technology Services Manager	AP5	221
Therapist Assistant (COTA / LPTA)	Teacher	180
Therapist Trainee (OT / PT)	Teacher	200
Therapist, Certified Occupational / Physical (as needed)	Teacher	200
Transportation Field Trip Coordinator	TRA5	177
Transportation Office Generalist	TRA5	177
Transportation Route Coordinator	AP1	221

Transportation Routing Specialist	TRA5	177
Transportation Special Needs Route Coordinator	AP1	221
Transportation Supervisor	AP2	221
Utility Apprentice	FAS4	235
Utility Supervisor	FAS6	235
Utility Worker	FAS3	235
Voice Systems Specialist	AP4	221
Warehouse Manager	FNS6	221
Warehouse Worker	FAS3	235



## Administrative / Professional Pay Grades

<b>AP1</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Calendars</b>	<b>\$219.45</b>	<b>\$274.31</b>	<b>\$329.17</b>
<b>180</b>	\$39,501	\$49,376	\$59,251
<b>190</b>	\$41,696	\$52,119	\$62,542
<b>211</b>	\$46,304	\$57,879	\$69,455
<b>221</b>	\$48,498	\$60,623	\$72,747
<b>235</b>	\$51,571	\$64,463	\$77,355
<b>Position</b>			<b>Assigned Calendar</b>
Coordinator of DISD Ed Found Events			211
Director of Employee Child Care Center (Gator Academy)			190
Fleet Manager			235
FNS Manager (Elementary, Middle School and Junior High)			180
Junior Accountant (with Associate Degree)			221
Marketing and Communications Specialist			221
Transportation Route Coordinator			221
Transportation Route Coordinator, Special Needs			221

<b>AP2</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Calendars</b>	<b>\$259.06</b>	<b>\$323.82</b>	<b>\$388.59</b>
<b>180</b>	\$46,631	\$58,288	\$69,946
<b>205</b>	\$53,107	\$66,383	\$79,661
<b>221</b>	\$57,252	\$71,564	\$85,878
<b>230</b>	\$59,584	\$74,479	\$89,376
<b>Position</b>			<b>Assigned Calendar</b>
Assistant Director of Energy Management			221
Facilities/Stadium Manager			230
FNS Compliance Manager			221
FNS Manager (High School)			180
FNS Senior Mentor Manager			180
Help Desk Specialist			221
PC Support Specialist			221
Transportation Supervisor			221
PEIMS/TSDS Manager			221

<b>AP3</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Calendars</b>	<b>\$283.45</b>	<b>\$354.31</b>	<b>\$425.17</b>
<b>211</b>	\$59,808	\$74,759	\$89,711
<b>221</b>	\$62,642	\$78,303	\$93,963
<b>Position</b>			<b>Assigned Calendar</b>
Accountant (Business Services / FNS)			221
Construction Project Coordinator			221
Coordinator of Benefits / Risk Management			221
DHS Registrar (Degreed)			221
DHS Testing Coordinator and Instructional Materials Manager			211
Purchasing Accountant			221

<b>AP4</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Calendars</b>	<b>\$310.88</b>	<b>\$388.60</b>	<b>\$466.32</b>
<b>205</b>	\$63,730	\$79,663	\$95,596
<b>211</b>	\$65,596	\$81,995	\$98,394
<b>221</b>	\$68,704	\$85,881	\$103,057
<b>Position</b>			<b>Assigned Calendar</b>
Assistant Director of Transportation			211
Assistant Principal, Dickinson Continuation Center (DCC)			211
Assistant Principal, Elementary (Grades PK-4) and Middle School (Grades 5-6)			205
Athletic Coordinator			211
Curriculum Specialist			221
Network Specialist			221
Security Systems Assistant			221
Senior Accountant			221
Senior Information Specialist (PEIMS)			221
Technology Integration Specialist			221
Voice Systems Specialist			221

<b>AP5</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Calendars</b>	<b>\$396.22</b>	<b>\$495.28</b>	<b>\$594.34</b>
<b>211</b>	\$83,602	\$104,504	\$125,406
<b>215</b>	\$85,187	\$106,485	\$127,783
<b>221</b>	\$87,565	\$109,457	\$131,349
<b>Position</b>			<b>Assigned Calendar</b>
Assistant Athletic Director			221
Assistant Principal, Junior High (Grades 7-8) and High School (Grades 9-12)			211
Coordinator of Assessment			221
Coordinator of Evaluation and Related Services			211
Coordinator of Special Programs Instruction & Compliance			211
Curriculum and Instruction Application Manager			221
DHS Lead Counselor / Secondary Counseling Coordinator			221
Dean of Instruction, Junior High (Grades 7-8)			215
Director of Communications			221
Director of DISD Education Foundation			221
Director of Energy Management			221
Director of Marketing and Social Media			221
District Assessment Coordinator			221
FNS Dietitian / Nutrition Educator Supervisor			221
FNS Operations Supervisor			221
FNS Site Supervisor			221
Network Manager			221
Principal of CAP			211
Security and Access Control Manager			221
Senior Systems Analyst			221
Special Education Program Coordinator			221
Technology Services Manager			221

<b>AP6</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Calendars</b>	<b>\$429.76</b>	<b>\$537.20</b>	<b>\$644.64</b>
<b>221</b>	\$94,977	\$118,721	\$142,465
<b>230</b>	\$98,845	\$123,556	\$148,267
<b>Position</b>			<b>Assigned Calendar</b>
DHS Assistant Principal (Special Education)			221
DHS Associate Principal			221
DHS Dean of Instruction			221
Director of Advanced Academic Programs			221
Director of Alternative Education			221
Director of At-Risk Programs			221
Director of Career Technical Education and Career Readiness			221
Director of Custodial Services			230
Director of Federal Programs			221
Director of Fine Arts			221
Director of Food and Nutrition Services			221
Director of Human Resources			221
Director of Maintenance			230
Director of Purchasing			221
Director of Safety and Security			221
Director of Teacher Development and Professional Learning			221
Director of Transportation			221
Principal, Elementary (Grades PK-4) and Middle School (Grades 5-6)			221

<b>AP7</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Calendars</b>	<b>\$477.00</b>	<b>\$596.25</b>	<b>\$715.50</b>
<b>221</b>	\$105,417	\$131,771	\$158,126
<b>Position</b>			<b>Assigned Calendar</b>
Director of Athletics / Head Football Coach			221
Executive Director of Business Operations			221
Executive Director of Data Quality / Compliance and Accountability			221
Executive Director of Human Resources			221
Executive Director of Payroll			221
Executive Director of Special Programs			221
Executive Director of Technology			221
Principal, Junior High School (Grades 7-8)			221

<b>AP8</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Calendars</b>	<b>\$502.91</b>	<b>\$628.64</b>	<b>\$754.36</b>
<b>221</b>	\$111,143	\$138,929	\$166,714
<b>Position</b>			<b>Assigned Calendar</b>
Assistant Superintendent of Administration			221
Executive Director of Facility Planning and Construction			221

<b>AP9</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Calendars</b>	<b>\$548.62</b>	<b>\$685.78</b>	<b>\$822.93</b>
<b>221</b>	\$121,245	\$151,557	\$181,868
<b>Position</b>			<b>Assigned Calendar</b>
Deputy Superintendent of Business and Operations			221
Deputy Superintendent of Educational Services			221
Principal, High School (Grades 9-12)			221

## Professional Job Classification / Hiring Schedule

COUNSELOR SALARY SCHEDULE	
A counselor's base salary shall be calculated utilizing the Teacher Salary Schedule / Compensation Chart. A certified teacher serving as a social worker would be paid as a certified counselor.	
Position	Assigned Calendar
Counselor, DCC and DALC	208
Counselor, DHS	205
Counselor, DHS Special Education	205
Counselor, Elementary (Grades PK-4)	190
Counselor, Junior High (Grades 7-8)	198
Counselor, Middle School (Grades 5-6)	198
DHS / Secondary Lead Counselor (AP5)	215

PROFESSIONAL SUPPORT STAFF HIRING SCHEDULE	
Professional Support Staff base salary shall be calculated utilizing the Teacher Salary Schedule / Compensation Chart. Professional Support Staff will enter the Teacher Salary Schedule based on the number of years' of experience in the licensed professional field, exception Diagnosticians, which are required to have teaching experience. All other step / local experience increment procedures associated with the Teacher Salary Schedule shall apply to Professional Support Staff. <i>Employees hired prior to 2018-2019 school year were grandfathered in with alternate hiring schedule.</i> Individuals assigned to work fewer or more days than specified will be paid the daily rate for the number of days worked. For the first year of employment with the district, the contract for the following positions may be 200 days in order to meet required supervision / training requirements for licensure / practice: LSSP / Diagnostician Trainee, LSSP Intern, SLP Assistant, or CFY. In subsequent years, the contract will be 195 days.	
Position	Assigned Calendar
Diagnostician	200
LSSP	200
LSSP / Diagnostician Trainee	200
LSSP Intern	200
Lead LSSP	205
LSSP Student Intern	160
OT / PT Therapist Trainee	(Maximum) 200
Social Worker / District Special Education Counselor	205
Speech Language Pathologist (SLP)	190
Speech Language Pathologist (SLP) Assistant	187
Speech Language Pathologist (SLP), Clinical Fellowship Year (CFY)	188
Speech Language Pathologist (SLP), Lead	200
Therapist, Certified Occupational / Physical (as needed)	(Maximum) 200
Therapist Assistant (COTA / LPTA)	180

SCHOOL HEALTH PERSONNEL		
Qualifications / Position	Starting Rate	Assigned Calendar
Clinic Paraprofessional (CNA or PCT)	Paraprofessional Salary Schedule	190
Licensed Vocational Nurse (LVN)	Teacher Salary Schedule (70%)	190
Registered Nurse	Teacher Salary Schedule	190
Registered Nurse, Lead	Teacher Salary Schedule	193

LIBRARIAN HIRING SCHEDULE	
Position	Assigned Calendar
Librarian, Elementary (Grades PK-4)	188
Librarian, High School (Grades 9-12)	198
Librarian, Junior High (Grades 7-8)	198
Librarian, Middle School (Grades 5-6)	193
Library Paraprofessional	184

TEACHER SALARY SCHEDULE		
Step/Local Experience	2019-2020 DISD Compensation Rate	2019-2020 DISD Daily Rate
0	\$57,000.00	\$304.81
1	\$57,254.00	\$306.17
2	\$57,372.00	\$306.80
3	\$57,490.00	\$307.43
4	\$58,190.00	\$311.18
5	\$58,340.00	\$311.98
6	\$58,490.00	\$312.78
7	\$59,240.00	\$316.79
8	\$59,305.00	\$317.14
9	\$59,415.00	\$317.73
10	\$59,525.00	\$318.32
11	\$59,740.00	\$319.47
12	\$59,955.00	\$320.61
13	\$60,225.00	\$322.06
14	\$60,495.00	\$323.50
15	\$60,870.00	\$325.51
16	\$61,260.00	\$327.59
17	\$61,640.00	\$329.63
18	\$62,200.00	\$332.62
19	\$62,790.00	\$335.78
20	\$63,375.00	\$338.90
21	\$63,955.00	\$342.01
22	\$64,540.00	\$345.13
23	\$65,240.00	\$348.88
24	\$65,930.00	\$352.57
25	\$66,615.00	\$356.23
26	\$67,310.00	\$359.95
27	\$68,000.00	\$363.64
28	\$68,580.00	\$366.74
29	\$69,165.00	\$369.87
30	\$69,740.00	\$372.94
31	\$70,330.00	\$376.10
32	\$70,915.00	\$379.22
33	\$71,500.00	\$382.35
34	\$71,980.00	\$384.92
35	\$72,460.00	\$387.49
36	\$72,940.00	\$390.05
37	\$73,420.00	\$392.62
38	\$73,905.00	\$395.21
39	\$74,440.00	\$398.07
40	\$74,970.00	\$400.91
<p>Teacher is defined as a classroom teacher, a counselor, a librarian, and a registered nurse.</p> <p>DISD Teacher Salary Schedule is based on a Bachelor's Degree.</p> <p>Master's Degree: Add \$1,000, Doctorate's Degree: Add \$2,000 to the appropriate step on DISD Base Salary Schedule.</p> <p>Career Ladder Level II: Add 1 step level, Career Ladder Level III: Add 2 step levels.</p> <p>This compensation chart is approved for the current school year only and, in no way, is intended to be interpreted for future use beyond the school year for which it was approved.</p> <p>An additional \$500 per step after Step 40 up to a maximum of Step 46.</p>		



## Paraprofessional / Clerical / Technical Pay Ranges

<b>PCT1</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Calendars</b>	<b>\$105.13</b>	<b>\$140.17</b>	<b>\$175.21</b>
<b>180</b>	\$18,923	\$25,231	\$31,538
<b>184</b>	\$19,344	\$25,791	\$32,239
<b>190</b>	\$19,975	\$26,632	\$33,290
<b>Position</b>			<b>Assigned Calendar</b>
Clerical Paraprofessional			184
Library Paraprofessional, Elementary (PK-4) and Middle School (5-6)			180
Library Paraprofessional, Junior High (7-8) and High School (9-12)			184
PE Paraprofessional			180
Publication Paraprofessional			190

<b>PCT2</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Calendars</b>	<b>\$111.80</b>	<b>\$149.06</b>	<b>\$186.33</b>
<b>180</b>	\$20,124	\$26,831	\$33,539
<b>184</b>	\$20,571	\$27,427	\$34,285
<b>192</b>	\$21,466	\$28,620	\$35,775
<b>Position</b>			<b>Assigned Calendar</b>
Case Management Clerk			180
Day Care Paraprofessional (Gator Academy)			184
In-School Suspension Paraprofessional			180
JJAEP Paraprofessional			180
Receptionist, Junior High			192
Receptionist, Middle School			192
Receptionist / Clerk (DCC and DALC)			180
Receptionist / Clerk, Elementary			184
Receptionist / Clerk, High School			192

<b>PCT3</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Calendars</b>	<b>\$116.88</b>	<b>\$155.84</b>	<b>\$194.81</b>
<b>180</b>	\$21,038	\$28,051	\$35,066
<b>182</b>	\$21,272	\$28,363	\$35,455
<b>184</b>	\$21,506	\$28,675	\$35,845
<b>187</b>	\$21,857	\$29,142	\$36,429
<b>221</b>	\$25,830	\$34,441	\$43,053
<b>Position</b>			<b>Assigned Calendar</b>
ABCD Paraprofessional			180
Behavior Paraprofessional (General Ed)			180
Bilingual / ESL Instructional Intervention Paraprofessional			180
Clinic Paraprofessional (No other qualifications)			184
Computer Lab Monitor			180
Instructional Intervention Paraprofessional			180
Multipurpose Paraprofessional (60 College Hours Required)			180
Pre-K Paraprofessional (Regular / Bilingual)			180
Receptionist / Clerk, Operations and Facilities			221
Special Education Paraprofessional			182
Special Education ARD Clerk			184
Special Education Bilingual ARD Clerk			184
Special Education Visually Impaired Paraprofessional			180

<b>PCT4</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Calendars</b>	<b>\$119.19</b>	<b>\$158.92</b>	<b>\$198.65</b>
<b>180</b>	\$21,454	\$28,606	\$35,757
<b>184</b>	\$21,931	\$29,241	\$36,552
<b>187</b>	\$22,289	\$29,718	\$37,148
<b>192</b>	\$22,884	\$30,513	\$38,141
<b>198</b>	\$23,600	\$31,466	\$39,333
<b>Position</b>			<b>Assigned Calendar</b>
DALC Paraprofessional			180
Esmond Center Records Clerk			184
Edgenuity Computer Lab Monitor, DHS			184
Secretary, Assistant Principal (Junior High and High School)			192
Secretary, College and Career Center			198
Secretary, Counselor (Junior High and High School)			192
TIDES CNA/PCT Paraprofessional (Qualified as Certified Nurse Assistant or Patient Care Technician)			184

<b>PCT5</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Calendars</b>	<b>\$124.44</b>	<b>\$165.92</b>	<b>\$207.40</b>
<b>192</b>	\$23,892	\$31,857	\$39,821
<b>198</b>	\$24,639	\$32,852	\$41,065
<b>202</b>	\$25,137	\$33,516	\$41,895
<b>215</b>	\$26,755	\$35,673	\$44,591
<b>221</b>	\$27,501	\$36,668	\$45,835
<b>Position</b>			<b>Assigned Calendar</b>
Attendance / AP Secretary, Middle School			192
Attendance / Data Entry Clerk, Elementary			202
Attendance / Data Entry Clerk, Junior High			192
Attendance / Data Entry Clerk, High School			192
Attendance / Data Entry Clerk (LEAD), High School			221
Data Entry / Counselor's Secretary, Middle School			198
Publications / Business Technician			221
Receptionist, Central Office			221
Secretary, Associate Principal (High School)			221
Secretary, Dean of Instruction (Junior High and High School)			215 / 221
Technical Support Specialist			221

<b>PCT6</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Calendars</b>	<b>\$127.86</b>	<b>\$170.48</b>	<b>\$213.10</b>
<b>180</b>	\$23,015	\$30,686	\$38,358
<b>192</b>	\$24,549	\$32,732	\$40,915
<b>198</b>	\$25,316	\$33,755	\$42,194
<b>211</b>	\$26,978	\$35,971	\$44,964
<b>221</b>	\$28,257	\$37,676	\$47,095
<b>Position</b>			<b>Assigned Calendar</b>
Bookkeeper Clerk, High School			192
Campus Security Monitor			180
Payroll Specialist, Operations and Facilities			221
PEIMS Specialist			221
Registrar, Junior High			192
Registrar Clerk, High School			198
Secretary, Coastal Alternative Program (CAP)			211
Secretary, Director of Transportation			221
Secretary, Esmond Center Educational Records			198
Secretary, Special Education Assessment			221
Secretary, Special Education PEIMS			221
Secretary, Principal (DCC and DALC)			221

<b>PCT7</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Calendars</b>	<b>\$131.26</b>	<b>\$175.02</b>	<b>\$218.77</b>
<b>180</b>	\$23,627	\$31,504	\$39,379
<b>221</b>	\$29,008	\$38,679	\$48,348
<b>Position</b>			<b>Assigned Calendar</b>
Accounts Payable Specialist			221
Accounts Payable Specialist, FNS			180
Benefits Specialist			221
Human Resources Generalist			221
Payroll Specialist			221
Secretary, Director of Alternative Education			221
Secretary, Director of Career and Technical Education			221
Secretary, Principal (Elementary)			221
Secretary, Principal (Middle School)			221
Secretary, Principal (Junior High)			221

<b>PCT8</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Calendars</b>	<b>\$141.49</b>	<b>\$188.66</b>	<b>\$235.82</b>
<b>215</b>	\$30,420	\$40,562	\$50,701
<b>221</b>	\$31,269	\$41,694	\$52,116
<b>Position</b>			<b>Assigned Calendar</b>
Accounting Assistant			221
Accounting Clerk / Bookkeeper, DHS			221
Attendance Intervention Specialist			215
Attendance Intervention Specialist, Lead			221
Secretary, Athletic Department			221
Secretary, Educational Services Department			221
Secretary, Executive Director of Human Resources			221
Secretary, Executive Director of Special Programs			221
Secretary, Executive Director of Technology			221

<b>PCT9</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Calendars</b>	<b>\$173.66</b>	<b>\$231.54</b>	<b>\$289.43</b>
<b>221</b>	\$38,379	\$51,170	\$63,964
<b>Position</b>			<b>Assigned Calendar</b>
Secretary, Principal (High School)			221

<b>PCT10</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Calendars</b>	<b>\$205.71</b>	<b>\$274.28</b>	<b>\$342.85</b>
<b>221</b>	\$45,462	\$60,616	\$75,770
<b>Position</b>			<b>Assigned Calendar</b>
Secretary, Assistant Superintendent of Administration			221
Secretary, Deputy Superintendent of Educational Services			221

<b>PCT11</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Calendars</b>	<b>\$217.06</b>	<b>\$289.41</b>	<b>\$361.76</b>
<b>221</b>	\$47,970	\$63,960	\$79,949
<b>Position</b>			<b>Assigned Calendar</b>
Secretary, Superintendent of Schools			221

PCT DAILY RATE SCHEDULE											
Years Exp.	PCT1	PCT2	PCT3	PCT4	PCT5	PCT6	PCT7	PCT8	PCT9	PCT10	PCT11
0	\$105.13	\$111.80	\$116.88	\$119.19	\$124.44	\$127.86	\$131.26	\$141.49	\$173.66	\$205.71	\$217.06
1	\$106.13	\$112.50	\$117.88	\$120.19	\$125.44	\$128.86	\$132.26	\$142.49	\$174.66	\$206.71	\$218.06
2	\$107.13	\$113.05	\$118.18	\$120.54	\$126.44	\$129.86	\$133.26	\$143.09	\$175.36	\$207.71	\$219.06
3	\$109.13	\$114.30	\$119.48	\$121.89	\$128.44	\$131.86	\$135.26	\$144.69	\$177.06	\$209.71	\$221.06
4	\$111.13	\$115.55	\$120.78	\$123.24	\$130.44	\$133.86	\$137.26	\$146.29	\$178.76	\$211.71	\$223.06
5	\$113.13	\$116.80	\$122.08	\$124.59	\$132.44	\$135.86	\$139.26	\$147.89	\$180.46	\$213.71	\$225.06
6	\$115.13	\$118.05	\$123.38	\$125.94	\$134.44	\$137.86	\$141.26	\$149.49	\$182.16	\$215.71	\$227.06
7	\$116.13	\$119.30	\$124.68	\$126.94	\$135.44	\$138.86	\$142.26	\$150.49	\$183.86	\$217.71	\$229.06
8	\$117.13	\$120.55	\$125.98	\$128.19	\$136.44	\$139.86	\$143.26	\$151.49	\$185.56	\$219.71	\$231.06
9	\$118.13	\$121.80	\$127.28	\$129.44	\$137.44	\$140.86	\$144.26	\$152.49	\$187.26	\$221.71	\$233.06
10	\$119.13	\$123.05	\$128.58	\$130.69	\$138.44	\$141.86	\$145.26	\$153.49	\$188.96	\$223.71	\$235.06
11	\$120.13	\$124.30	\$129.88	\$131.94	\$139.44	\$142.86	\$146.26	\$154.49	\$190.66	\$225.71	\$237.06
12	\$121.13	\$125.55	\$131.18	\$133.19	\$140.44	\$143.86	\$147.26	\$155.49	\$192.36	\$227.71	\$239.06
13	\$122.13	\$126.80	\$132.48	\$134.44	\$141.44	\$144.86	\$148.26	\$156.49	\$194.06	\$229.71	\$241.06
14	\$123.13	\$128.05	\$133.78	\$135.69	\$142.44	\$145.86	\$149.26	\$157.49	\$195.76	\$231.71	\$243.06
15	\$124.13	\$129.30	\$135.08	\$136.94	\$143.44	\$146.86	\$150.26	\$158.49	\$197.46	\$233.71	\$245.06
16	\$125.13	\$130.55	\$136.38	\$138.19	\$144.44	\$147.86	\$151.26	\$159.49	\$199.16	\$235.71	\$247.06
17	\$126.13	\$131.80	\$137.68	\$139.44	\$145.44	\$148.86	\$152.26	\$160.49	\$200.86	\$237.71	\$249.06
18	\$127.13	\$133.05	\$138.98	\$140.69	\$146.44	\$149.86	\$153.26	\$161.49	\$202.56	\$239.71	\$251.06
19	\$128.13	\$134.30	\$140.28	\$141.94	\$147.44	\$150.86	\$154.26	\$162.49	\$204.26	\$241.71	\$253.06
20	\$129.13	\$135.55	\$141.58	\$143.19	\$148.44	\$151.86	\$155.26	\$163.49	\$205.96	\$243.71	\$255.06
21	\$130.13	\$136.80	\$142.58	\$144.19	\$149.44	\$152.86	\$156.26	\$164.49	\$207.66	\$245.71	\$257.06
22	\$131.13	\$138.05	\$143.58	\$145.19	\$150.44	\$153.86	\$157.26	\$165.49	\$209.36	\$247.71	\$259.06
23	\$132.13	\$139.30	\$144.58	\$146.19	\$151.44	\$154.86	\$158.26	\$166.49	\$211.06	\$249.71	\$261.06
24	\$133.13	\$140.55	\$145.58	\$147.19	\$152.44	\$155.86	\$159.26	\$167.49	\$212.76	\$251.71	\$263.06
25	\$134.13	\$141.80	\$146.58	\$148.19	\$153.44	\$156.86	\$160.26	\$168.49	\$214.46	\$253.71	\$265.06
26	\$135.13	\$143.05	\$147.58	\$149.19	\$154.44	\$157.86	\$161.26	\$169.49	\$216.16	\$255.71	\$267.06
27	\$136.13	\$144.30	\$148.58	\$150.19	\$155.44	\$158.86	\$162.26	\$170.49	\$217.86	\$257.71	\$269.06
28	\$137.13	\$145.55	\$149.58	\$151.19	\$156.44	\$159.86	\$163.26	\$171.49	\$219.56	\$259.71	\$271.06
29	\$138.13	\$146.55	\$150.58	\$152.19	\$157.44	\$160.86	\$164.26	\$172.49	\$221.26	\$261.71	\$273.06
30	\$139.13	\$147.55	\$151.58	\$153.19	\$158.44	\$161.86	\$165.26	\$173.49	\$222.26	\$263.71	\$275.06
31	\$140.13	\$148.55	\$152.58	\$154.19	\$159.44	\$162.86	\$166.26	\$174.49	\$223.26	\$265.71	\$277.06
32	\$141.13	\$149.55	\$153.58	\$155.19	\$160.44	\$163.86	\$167.26	\$175.49	\$224.26	\$267.71	\$279.06
33	\$142.13	\$150.55	\$154.58	\$156.19	\$161.44	\$164.86	\$168.26	\$176.49	\$225.26	\$269.71	\$281.06
34	\$143.13	\$151.55	\$155.58	\$157.19	\$162.44	\$165.86	\$169.26	\$177.49	\$226.26	\$271.71	\$283.06
35	\$144.13	\$152.55	\$156.58	\$158.19	\$163.44	\$166.86	\$170.26	\$178.49	\$227.26	\$273.71	\$285.06
36	\$145.13	\$153.55	\$157.58	\$159.19	\$164.44	\$167.86	\$171.26	\$179.49	\$228.26	\$275.71	\$287.06
37	\$146.13	\$154.55	\$158.58	\$160.19	\$165.44	\$168.86	\$172.26	\$180.49	\$229.26	\$277.71	\$289.06
Daily rate for employees in these categories shall not be less than the amount shown on this schedule. Daily rates above are subject to adjustment above the base amount based on performance of the specific job duties for the position, with prior approval of the Superintendent.											

## Facility Services Pay Ranges

This hiring schedule is based on qualifying factors that result in STEPS.

### Compensation Adjustments

Current employees' hourly rates shall be no less than a new employee who meets the criteria for the same step, based on the step requirements. Each adjustment is a stand-alone adjustment.

Standard Certification / Differential Categories	Additional Pay (per Hour)
<b>Lead Differential (by number of employees supervised)</b>	
1 to 2	\$0.75
3 to 5	\$1.00
6 to 10	\$1.25
10 to 15	\$1.75
16+	\$2.25
<b>Asbestos Inspector License</b>	\$2.00
<b>Texas Commercial Driver's License</b>	\$1.50
Call Out Guidelines	Minimum Number of Hours Paid at Current Hourly Rate
Alarm Issues (Security / Fire)	1.5 hour minimum
Maintenance Issues (HVAC, Plumbing, or anything outside of alarms)	3.0 hour minimum

FAS2	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly	\$11.49	\$11.98	\$12.47	\$13.13	\$13.95
Position			Assigned Calendar		
Custodian			210 / 235		
Substitute Custodian (Step 1)			No Assigned Calendar		
Step Schedule for Hiring					
Custodian - FAS2					
Step 1	1) No job related experience. 2) Demonstrate the ability to lift fifty (50) pounds routinely. 3) Read and understand instructions for cleaning, maintenance, and safety procedures.				
Step 2	1) At least one (1) year job related experience. 2) Basic knowledge of cleaning agents and their applications. 3) Basic knowledge of custodial practices used in cleaning schools. 4) Knowledge of custodial safety procedures including MSDS sheets, Bloodborne Pathogens, etc.				
Step 3	1) At least three (3) years job related experience. 2) Experience in classroom cleaning including marker boards, furniture, windows, etc. 3) Experience in carpet care procedures.				
Step 4	1) At least five (5) years of job related experience. 2) Experience in the operation of floor maintaining equipment (i.e. auto scrubbers, burnishers, wet vac, etc.). 3) Performs job duties without direct supervision.				
Step 5	1) At least seven (7) years of job related experience. 2) Experience with minor building maintenance such as replacement of light bulbs, ceiling tile,				

- furniture repair, etc.
- 3) Experience with the appropriate procedures for opening, closing and safeguarding facilities. including securing exit doors, activating alarms, etc.

FAS3	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly	\$12.53	\$13.43	\$14.32	\$16.11	\$17.01
Position			Assigned Calendar		
Assistant Athletic Field Caretaker			235		
Delivery Driver			235		
Grounds Worker			235		
HVAC Maintenance Worker			235		
Laundry Worker			235		
Lead Custodian, Junior High, High School and ESC			235		
Utility Worker			235		
Warehouse Worker			235		
Job Specific Certification Categories			Certification Rates (per Hour)		
Grounds Worker (Pest)					
TDA Applicator's License with Weed Control			\$1.25		
(3) Additional Categories for TDA Applicator's License (Lawn, Ornamental, Pest and Termite)			\$1.75		
Grounds Worker (Irrigation)					
Texas Irrigation Installer Certification			\$0.75		
Texas Irrigator License			\$1.25		
HVAC Maintenance Worker					
EPA Certification in Refrigerant Recovery (Universal)			\$1.50		
Utility / Warehouse Worker - Add'l Steps (If Employed on Step 1)					
Step 2			\$1.00		
Step 3			\$1.25		
Step 4			\$1.75		
Step 5			\$2.25		
Step Schedule for Hiring					
Athletic Field Caretaker Assistant - FAS3					
Step 1	1) No job related experience.				
	2) Possess a valid Texas Driver's license with a good driving record.				
Step 2	1) At least one (1) year job related experience.				
	2) One (1) year experience in grounds keeping or athletic field maintenance practices.				
	3) Skilled in the use of various types of mowers, weed eaters, striping machines, etc.				
Step 3	1) At least three (3) years job related experience.				
	2) Exhibits knowledge in the operation of irrigation systems.				
	3) Experience in the mowing of natural turf in various patterns using a reel mower.				
	4) Exhibits knowledge in basic procedures for maintaining and layout of athletic fields including football, soccer, baseball, etc.				
Step 4	1) At least five (5) years of job related experience.				
	2) Exhibits knowledge in the operation and repair of irrigation systems.				
	3) Proficient in painting procedures for athletic fields including layout, decal applications, striping and chalking.				



<b>Step 5</b>	<ul style="list-style-type: none"> <li>1) At least seven (7) years of job related experience.</li> <li>2) Exhibits knowledge in the diagnosis and treatment of horticulture problems caused by disease, insects, etc.</li> <li>3) Experience in the restoration of athletic field surfaces using aerators, top dressers, tractors, sod cutter, etc.</li> </ul>
<b>Grounds Worker - FAS3</b>	
<b>Step 1</b>	<ul style="list-style-type: none"> <li>1) No job related experience.</li> <li>2) Possess a valid Texas Driver's license with a good driving record.</li> </ul>
<b>Step 2</b>	<ul style="list-style-type: none"> <li>1) At least one (1) year of job related experience.</li> <li>2) Exhibits the knowledge of basic grounds keeping practices and procedures.</li> <li>3) Demonstrate the ability to operate various types of mowers, weed eaters, trimmers, etc.</li> </ul>
<b>Step 3</b>	<ul style="list-style-type: none"> <li>1) At least three (3) years job related experience.</li> <li>2) Demonstrate basic knowledge of irrigation systems.</li> <li>3) Experienced in tree and shrub trimming practices and procedures.</li> </ul>
<b>Step 4</b>	<ul style="list-style-type: none"> <li>1) At least five (5) years of job related experience.</li> <li>2) Knowledge of various classes of plants, trees, flowers, etc. and their care.</li> <li>3) Experience in the repair of irrigation systems.</li> </ul>
<b>Step 5</b>	<ul style="list-style-type: none"> <li>1) At least seven (7) years of job related experience.</li> <li>2) Exhibits knowledge in the diagnosis and treatment of horticulture problems caused by disease, insects, etc.</li> <li>3) Experience in the supervision of grounds keeping and landscaping projects.</li> </ul>
<b>HVAC Maintenance Worker - FAS3</b>	
<b>Step 1</b>	<ul style="list-style-type: none"> <li>1) No job related experience.</li> <li>2) Possess a valid Texas Driver's license with a good driving record.</li> <li>3) Demonstrate the ability to follow written and verbal instructions.</li> <li>4) Demonstrate the ability to lift fifty (50) pounds routinely.</li> </ul>
<b>Step 2</b>	<ul style="list-style-type: none"> <li>1) At least one (1) year of job related experience.</li> <li>2) Experience in the use of hand and power tools.</li> <li>3) Demonstrate the ability to climb and use an extension, step and roof ladder.</li> <li>4) Demonstrate the ability to work without supervision.</li> </ul>
<b>Step 3</b>	<ul style="list-style-type: none"> <li>1) At least three (3) years job related experience.</li> <li>2) Knowledge of basic preventative maintenance practices for HVAC equipment.</li> <li>3) Demonstrate basic computer skills.</li> </ul>
<b>Step 4</b>	<ul style="list-style-type: none"> <li>1) At least five (5) years of job related experience.</li> <li>2) Experience in HVAC preventative maintenance, including inspecting / replacing belts, greasing bearings, etc.</li> <li>3) Demonstrate the ability to track replacement of filters and maintain filter replacement schedule.</li> </ul>
<b>Step 5</b>	<ul style="list-style-type: none"> <li>1) At least seven (7) years of job related experience.</li> <li>2) Proficient in the use of a computer for documentation and communication purposes.</li> <li>3) Experience in minor troubleshooting and replacement of HVAC components and systems.</li> </ul>
<b>Laundry Worker - FAS3</b>	
<b>Step 1</b>	<ul style="list-style-type: none"> <li>1) No job related experience.</li> <li>2) Possess a valid Texas Driver's license with a good driving record.</li> <li>3) Demonstrate the ability to lift fifty (50) pounds routinely.</li> </ul>
<b>Step 2</b>	<ul style="list-style-type: none"> <li>1) At least one (1) year of job related experience.</li> <li>2) Exhibits effective oral and written communication skills.</li> <li>3) Knowledge of cleaning procedures for office areas.</li> <li>4) Knowledge of basic washing and drying of clothes according to color, volume and fabric type.</li> </ul>
<b>Step 3</b>	<ul style="list-style-type: none"> <li>1) At least three (3) years job related experience.</li> <li>2) Demonstrate the ability to organize and implement a laundry schedule.</li> <li>3) At least three (3) years of experience in cleaning of office areas and restrooms.</li> </ul>
<b>Step 4</b>	<ul style="list-style-type: none"> <li>1) At least five (5) years of job related experience.</li> </ul>

<b>Step 5</b>	<p>2) Experience in the washing and drying of clothes including bleaching, stain removal, handling and delivery.</p> <p>1) At least seven (7) years of job related experience.</p> <p>2) Proficient in all areas of commercial laundry procedures.</p> <p>3) Experience in the maintaining of commercial flooring including stripping, waxing, buffing, and carpet cleaning.</p>
<b>Lead Custodian, Junior High, High School and ESC - FAS3</b>	
<b>Step 1</b>	<p>1) No job related experience.</p> <p>2) Demonstrates the ability to lift fifty (50) pounds routinely.</p> <p>3) Read and understand instructions for cleaning, maintenance, and safety procedures.</p>
<b>Step 2</b>	<p>1) At least one (1) year of related job experience.</p> <p>2) Basic knowledge of cleaning agents and their applications.</p> <p>3) Basic knowledge of custodial practices used in cleaning schools.</p> <p>4) Knowledge of custodial safety procedures including MSDS sheets, Bloodborne Pathogens, etc.</p>
<b>Step 3</b>	<p>1) At least three (3) years of related job experience.</p> <p>2) Experience in classroom cleaning including marker boards, furniture, windows, etc.</p> <p>3) Experience in carpet care procedures.</p>
<b>Step 4</b>	<p>1) At least five (5) years of related job experience.</p> <p>2) Experienced in the operation of floor maintaining equipment (i.e. auto scrubbers, burnishers, wet vac, etc.).</p> <p>3) Performs job duties without direct supervision.</p>
<b>Step 5</b>	<p>1) At least seven (7) years of related job experience.</p> <p>2) Experience with minor building maintenance such as replacement of light bulbs, ceiling tile, furniture repair, etc.</p> <p>3) Experience with the appropriate procedures for opening, closing and safeguarding facilities, including securing exit doors, activating alarms, etc.</p>
<b>Delivery Driver - FAS3</b>	
<b>Step 1</b>	<p>1) No job related experience.</p> <p>2) Possess a valid Texas Driver's license with a good driving record.</p> <p>2) Demonstrate the ability to lift fifty (50) pounds routinely.</p>
<b>Step 2</b>	<p>1) At least one (1) year of related job experience.</p> <p>2) Experience in the sorting of mail for delivery.</p> <p>3) Exhibits high level of oral and written communication skills.</p> <p>4) Demonstrate the ability to work without supervision.</p>
<b>Step 3</b>	<p>1) At least three (3) years of related job experience.</p> <p>2) Experience in the use of postage machine.</p> <p>3) Proficient at reading maps and using GPS to locate destinations.</p>
<b>Step 4</b>	<p>1) At least five (5) years of related job experience.</p> <p>2) Knowledge of postal regulations and requirements</p>
<b>Step 5</b>	<p>1) At least seven (7) years of related job experience.</p> <p>2) Experience in the regulations and procedures required to ship various types of parcels via private carrier.</p> <p>3) Experience in the regulations, requirements and procedures involved with district and postal service of delivery of mail, board folders, etc.</p>
<b>Utility Worker - FAS3</b>	
<b>Step 1</b>	<p>1) No job related experience.</p> <p>2) Possess a valid Texas Driver's license with a good driving record.</p> <p>3) Demonstrate the ability to follow written and verbal instructions.</p>
<b>Step 2</b>	<p>1) At least one (1) year of related job experience.</p> <p>2) Demonstrate the ability to lift fifty (50) pounds routinely.</p>

<b>Step 3</b>	3) Skilled in the use of basic hand tools. 4) Experience in the use of a pallet jack, truck cart, vending dolly and other moving equipment. 1) At least three (3) years of related job experience. 2) Experience in the use of power tools. 3) Experience in the transport and delivery of various materials and supplies.
<b>Step 4</b>	4) Skilled in the use of pressure washing equipment. 1) At least five (5) years of related job experience. 2) Basic knowledge of parking lot maintenance and sign repair.
<b>Step 5</b>	3) Demonstrate the ability to pressure wash buildings and parking lots following a schedule. 1) At least seven (7) years of related job experience. 2) Possess certification in forklift operation. 3) Demonstrate the ability to work independently to complete work orders, furniture transfers, deliveries, etc.
<b><i>Warehouse Worker - FAS3</i></b>	
<b>Step 1</b>	1) No job related experience. 2) Possess a valid Texas Driver's license with a good driving record. 2) Demonstrate the ability to lift fifty (50) pounds on a frequent basis.
<b>Step 2</b>	1) At least one (1) year of related job experience. 2) Exhibit knowledge of basic warehouse procedures (including storing, inventory, tracking, receiving, etc.). 3) Demonstrate basic computer skills. 4) Experience in the verification of shipments with information on invoices, packing slips, purchase orders and use of a computer.
<b>Step 3</b>	1) At least three (3) years of related job experience. 2) Experience in warehouse shipping and receiving practices. 3) Experience in the moving of inventory to various locations by safely and properly operating fork lift, pallet jack and / or handcart. 4) Proficient in the use of computerized maintenance management inventory system.
<b>Step 4</b>	1) At least five (5) years of related job experience. 2) Possess strong computer skills (demonstrates the ability to use software programs to develop management assistance documents). 3) Provide evidence of appropriate training experience in warehouse management. 4) Experience in the organization and implementation of delivering of materials and supplies to designated destinations.
<b>Step 5</b>	1) At least seven (7) years of related job experience. 2) Proficient in purchasing and inventory control methods and procedures. 3) Possess certification in forklift operation.

FAS4	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly	\$14.62	\$15.67	\$16.71	\$18.80	\$19.85
Position			Assigned Calendar		
Athletic Complex Caretaker			235		
Athletic Field Caretaker			235		
Craft Apprentice, HVAC, General Maintenance, Electrical and Plumbing			235		
Head Custodian, Elementary, Middle Schools and ESC			235		
Lead Laundry/Custodian			235		
Utility Apprentice			235		
Job Specific Certification Categories			Certification Rates (per Hour)		
Craft Apprentice					
Athletic Facilities Caretakers					
1) Step 2			\$1.25		
2) Step 3			\$1.75		
3) Step 4			\$2.25		
4) Step 5			\$2.50		
Electrical					
1) Texas Maintenance Electrician License			\$1.50		
2) Texas Journeyman Electrician License			\$2.00		
3) Texas Master Electrician License			\$2.50		
Plumber					
1) Texas Tradesman Plumber - Limited License			\$1.50		
2) Texas Journeyman Plumber's License			\$2.00		
3) Texas Masters Plumber's License			\$2.50		
General Maintenance					
1) Step 2			\$1.25		
2) Step 3			\$1.75		
3) Step 4			\$2.25		
4) Step 5			\$2.50		
HVAC					
1) EPA Certification in Refrigerant Recovery (Universal)			\$1.50		
2) Texas Class "B" license in HVAC or Associate's Degree in Air Conditioning Technology			\$2.00		
3) Texas Class "A" license in HVAC			\$2.50		
Step Schedule for Hiring					
Athletic Complex Caretaker - FAS4					
Step 1	1) No job related experience. 2) Possess a valid Texas Driver's license with a good driving record. 3) Demonstrate the ability to follow verbal and written instructions.				
Step 2	1) At least one (1) year of job related experience. 2) Demonstrate knowledge of basic grounds keeping practices. 3) Demonstrate basic knowledge of custodial practices used in cleaning schools. 4) Experience with appropriate procedures for opening, closing and safeguarding facilities, including securing gates and doors, security alarms, etc.				
Step 3	1) At least three (3) years of job related experience. 2) Experience in the operation of floor care equipment (i.e. buffers, wet vac, burnishers, etc.). 3) Basic knowledge in the care of artificial turf. 4) Basic knowledge in the care of synthetic running track surfaces.				
Step 4	1) At least five (5) years of job related experience.				

<b>Step 5</b>	<ul style="list-style-type: none"> <li>2) Experience in the care and minor maintenance of aluminum bleachers.</li> <li>3) Experience with minor building maintenance such as replacement of light bulbs, ceiling tile, etc.</li> <li>1) At least seven (7) years of job related experience.</li> <li>2) Experience in interior and exterior maintenance of athletic facilities, including locker rooms, press boxes, restrooms, mechanical rooms, etc.</li> <li>3) Experience in field preparation and set up for football, soccer and other athletic events.</li> <li>4) Proficient in the operation of an athletic venue during scheduled events.</li> </ul>
<b><i>Athletic Field Caretaker - FAS4</i></b>	
<b>Step 1</b>	<ul style="list-style-type: none"> <li>1) No job related experience.</li> <li>2) Possess a valid Texas Driver's license with a good driving record</li> </ul>
<b>Step 2</b>	<ul style="list-style-type: none"> <li>3) Demonstrate basic knowledge of turf (natural) including aeration, mowing, irrigation, etc.</li> <li>1) At least one (1) year of experience in grounds keeping and landscaping procedures.</li> <li>2) Experience in the mowing of turf (natural) in various patterns using a reel mower</li> <li>3) Demonstrate basic knowledge of various procedures required to maintain athletic fields including football, baseball, soccer, etc.</li> <li>4) Demonstrate basic knowledge in the layout of athletic fields including football, baseball, soccer, etc.</li> <li>5) Skilled in use of various types of mowers, weed eaters, striping machines, aerators, etc.</li> </ul>
<b>Step 3</b>	<ul style="list-style-type: none"> <li>1) At least three (3) years of experience in grounds keeping and landscaping procedures.</li> <li>2) Knowledge in painting procedures for athletic fields including layout, decal applications, striping and chalking.</li> <li>3) Experience in the recognition of various problems related to turf management caused by disease, weeds, insects, etc.</li> </ul>
<b>Step 4</b>	<ul style="list-style-type: none"> <li>1) At least five (5) years of experience in grounds keeping and landscaping.</li> <li>2) At least one (1) years of experience in athletic field preparation and procedures.</li> <li>3) Experience in the repair of athletic field irrigation systems.</li> </ul>
<b>Step 5</b>	<ul style="list-style-type: none"> <li>1) At least seven (7) years of experience in grounds keeping and landscaping.</li> <li>2) At least 2 years of experience in athletic field preparation and procedures.</li> <li>3) Experience in the supervision of grounds personnel in athletic field procedures and preparation.</li> </ul>
<b><i>Craft Apprentice - FAS4</i></b>	
<b>Step 1</b>	<ul style="list-style-type: none"> <li>1) No job related experience.</li> <li>2) Possess a valid Texas Driver's license with a good driving record.</li> <li>3) Demonstrate the ability to follow written and verbal instructions.</li> </ul>
<b>Step 2</b>	<ul style="list-style-type: none"> <li>1) At least one (1) year of job related experience.</li> <li>2) Knowledge of tools in a designated craft.</li> <li>3) Basic knowledge of work related systems (i.e. plumbing, A/C, electrical, etc.).</li> <li>4) Demonstrate basic computer skills.</li> </ul>
<b>Step 3</b>	<ul style="list-style-type: none"> <li>1) At least three (3) years job related experience.</li> <li>2) Knowledge of general maintenance duties related to assigned craft.</li> <li>3) Demonstrate the ability to work unsupervised.</li> </ul>
<b>Step 4</b>	<ul style="list-style-type: none"> <li>1) At least five (5) years of job related experience.</li> <li>2) Experience in the procurement of supplies, parts and tools.</li> <li>3) Experience in work order system procedures.</li> <li>4) Experienced in preventative maintenance procedures related to assigned craft.</li> </ul>
<b>Step 5</b>	<ul style="list-style-type: none"> <li>1) At least seven (7) years of job related experience.</li> <li>2) Experience in troubleshooting procedures related to assigned craft.</li> <li>3) Proficient in the use of a computer for various duties.</li> </ul>
<b><i>Head Custodian (Elementary, Middle Schools and ESC) - FAS4</i></b>	
<b>Step 1</b>	<ul style="list-style-type: none"> <li>1) At least one (1) year of job related experience.</li> <li>2) Basic knowledge of custodial practices used in cleaning schools.</li> <li>3) Knowledge of custodial safety procedures including MSDS sheets, Bloodborne Pathogens, etc.</li> <li>4) Read and understand written and verbal directives.</li> <li>5) Experience with appropriate procedures for opening, closing and safeguarding facilities.</li> </ul>

<b>Step 2</b>	6) Experience in the operation of floor maintaining equipment. 1) At least three (3) years of job related experience. 2) At least one (1) year of supervisory experience.
<b>Step 3</b>	1) At least five (5) years verifiable experience as a custodian. 2) Planning and directing experience. 3) At least two (2) years of supervisory experience.
<b>Step 4</b>	1) At least seven (7) years of verifiable job related experience. 2) At least three (3) years of verifiable supervisory experience. 3) At least two (2) years planning and directing experience.
<b>Step 5</b>	1) At least nine (9) years of verifiable job related experience. 2) At least five (5) years of verifiable building keeper experience as a supervisor. 3) At least five (5) years planning and directing experience. 4) Experience in training personnel in custodial safety procedures.
<b>Lead Laundry/Custodian - FAS4</b>	
<b>Step 1</b>	1) No job related experience. 2) Possess a valid Texas Driver's license with a good driving record. 3) Demonstrate the ability to lift fifty (50) pounds routinely.
<b>Step 2</b>	1) At least one (1) year of job related experience. 2) Exhibit effective oral and written communication skills. 3) Knowledge of cleaning procedures. 4) Knowledge of basic washing and drying of clothes according to color, volume and fabric type.
<b>Step 3</b>	1) Three (3) years of job related experience. 2) Demonstrate the ability to organize and implement a laundry schedule. 3) Experience in the operation of custodial equipment and floor machines.
<b>Step 4</b>	1) Five (5) years of job related experience. 2) Planning and directing experience. 3) Two (2) years of verifiable supervisory experience.
<b>Step 5</b>	1) Seven (7) years of job related experience. 2) Experience in training personnel in custodial and laundry procedures.
<b>Utility Apprentice - FAS4</b>	
<b>Step 1</b>	1) No job related experience. 2) Possess a valid Texas Driver's license with a good driving record. 3) Demonstrate the ability to lift fifty (50) pounds on a frequent basis. 4) Demonstrate the ability to follow written and verbal instructions.
<b>Step 2</b>	1) At least one (1) year of job related experience. 2) Experience in the use of pallet jack, truck cart, vending dolly and other moving equipment. 3) Skilled in the use of basic hand tools (screwdrivers, hammers, wrenches, socket sets, etc.).
<b>Step 3</b>	1) At least three (3) years of job related experience. 2) Experience in the transport and delivery of various materials and supplies. 3) Experience in the use of power tools (drills, saws, etc.).
<b>Step 4</b>	1) At least five (5) years of job related experience. 2) Basic knowledge of parking lot maintenance, pressure washing and signage replacement. 3) Demonstrate the ability to work independently to complete work orders, furniture transfers, deliveries, etc.
<b>Step 5</b>	1) At least seven (7) years of job related experience. 2) Possess certification in fork lift operation. 3) Demonstrate the ability to properly complete work orders.

FAS5	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly	\$16.72	\$19.11	\$20.30	\$21.50	\$23.88
Position			Assigned Calendar		
Building Maintenance Technician, DHS			235		
Grounds Foreman			235		
Grounds Mechanic			235		
Head Custodian, Junior High and Lobit Education Village			235		
Inventory Management Technician			235		
Pest Control Operator			235		
Job Specific Certification Categories			Certification Rates (per Hour)		
<b>Grounds Foreman</b>					
TDA Applicator's License with Weed Control			\$1.25		
(3) Additional Categories for TDA Applicator's License (Lawn, Ornamental, Pest and Termite)			\$1.75		
Texas Irrigation License			\$1.25		
<b>Grounds Mechanic</b>					
*Certification must be through Outdoor Power Equipment accredited program					
Small Engine Repair Certification*			\$1.25		
Diesel Engine Repair Certification*			\$1.75		
Hydraulic Systems Repair Certification*			\$1.75		
<b>Pest Control Operator</b>					
TDA Applicator's License with Weed Control			\$1.25		
(3) Additional Categories for TDA Applicator's License (Lawn, Ornamental, Pest and Termite)			\$1.75		
Indoor Pest Management Coordinator Certification			\$2.00		
Asbestos Inspector License			\$2.00		
Step Schedule for Hiring					
<b>Building Maintenance Technician, DHS - FAS5</b>					
<b>Step 1</b>	1) At least one (1) year of job related experience. 2) Possess a valid Texas Driver's license with a good driving record. 3) Demonstrate basic knowledge of commercial building maintenance related to electrical, plumbing, carpentry and painting. 4) Demonstrate the ability to work without direct supervision.				
<b>Step 2</b>	1) At least three (3) years of job related experience. 2) Possess the ability to organize and maintain a preventative maintenance program. 3) Experience in basic electrical, plumbing and carpentry repairs.				
<b>Step 3</b>	1) At least five (5) years of job related experience. 2) Skilled in the use of tools in the paint trade such as brushes, rollers and drywall tools. 3) Experience in the troubleshooting and repair of electrical and lighting systems. 4) Experience in the troubleshooting and repair of plumbing fixtures and systems.				
<b>Step 4</b>	1) At least seven (7) years of job related experience. 2) Experience in repair and replacement of doors, hardware, ceilings and flooring systems in commercial buildings. 3) Demonstrate the ability to repair damaged drywall surfaces to maintain a uniform appearance of the surrounding area. 4) Demonstrate advanced skills and knowledge required to repair and recoat any pre-coated paint surfaces with various types of paint finishes.				
<b>Step 5</b>	1) At least nine (9) years of job related experience. 2) Extensive training with documentation in the area of maintenance related to school facilities and/or commercial buildings.				

	3) Demonstrate the ability to plan and direct personnel in a supervisory role. 4) Proficient in the repair and preventative maintenance of electrical, lighting and plumbing systems of school facilities.
<b>Grounds Foreman - FASS</b>	
<b>Step 1</b>	1) Demonstrate knowledge of seasonal mowing and trimming requirements. 2) Demonstrate knowledge of various types of equipment used in mowing operations. 3) Possess a valid Texas Driver's license with a good driving record.
<b>Step 2</b>	1) At least one (1) year of job related experience. 2) Demonstrate basic knowledge of landscaping procedures. 3) Demonstrate basic knowledge of irrigation installation and repairs.
<b>Step 3</b>	1) At least three (3) years of job related experience. 2) At least one (1) year of experience planning / directing a mowing and landscaping operation.
<b>Step 4</b>	1) At least five (5) years of job related experience. 2) Demonstrate knowledge in the care of various typing of plants, trees, flowers, etc. 3) At least three (3) years of experience planning / directing a mowing and landscaping operation.
<b>Step 5</b>	1) At least seven (7) years of job related experience. 2) Experience in the identification and treatment of horticultural problems caused by disease, insects, etc. 3) Experience in landscaping installation and repairs.
<b>Grounds Mechanic - FASS</b>	
<b>Step 1</b>	1) Possess a valid Texas Driver's license with a good driving record. 2) Demonstrate basic knowledge of grounds and landscaping procedures. 3) Demonstrate basic knowledge of repair of outdoor power equipment.
<b>Step 2</b>	1) At least one (1) year of experience in the repair of lawn equipment (i.e. walk behind and riding mowers, weed eaters, blowers, etc.). 2) Demonstrate knowledge of preventative maintenance procedures for lawn equipment.
<b>Step 3</b>	1) At least three (3) years of experience in the repair of lawn equipment (i.e. walk behind and riding mowers, weed eaters, blowers, etc.). 2) Proficient in the use of all lawn equipment and tractors. 3) Demonstrate knowledge in the operation of heavy equipment (i.e. backhoes, loaders, tractors). 4) Experience in the repair of two stroke and four stroke engines.
<b>Step 4</b>	1) At least five (5) years of experience in the repair of commercial lawn and power equipment. 2) Experience in the maintenance and repair of spray equipment (i.e. chemical sprayers, striping machines, etc.). 3) Experience in the repair of hydraulic systems on heavy equipment.
<b>Step 5</b>	1) At least seven (7) years of experience in lawn equipment repair including heavy equipment. 2) Demonstrate detailed knowledge of grounds and landscaping procedures. 3) Proficient in the repair of heavy equipment (i.e. backhoes, tractors, lifts, etc.).
<b>Head Custodian, Junior High and Lobit Education Village - FASS</b>	
<b>Step 1</b>	1) At least one (1) year of job related experience. 2) Basic knowledge of custodial practices used in cleaning schools. 3) Knowledge of custodial safety procedures including MSDS sheets, Bloodborne Pathogens, etc. 4) Read and understand written and verbal directives. 5) Experience with appropriate procedures for opening, closing and safeguarding facilities. 6) Experience in the operation of floor maintaining equipment.
<b>Step 2</b>	1) At least three (3) years of job related experience. 2) At least one (1) year of supervisory experience.
<b>Step 3</b>	1) At least five (5) years of verifiable experience as a custodian. 2) Planning and directing experience. 3) At least two (2) years of supervisory experience.
<b>Step 4</b>	1) At least seven (7) years of verifiable job related experience.



<b>Step 5</b>	<ul style="list-style-type: none"> <li>2) At least three (3) years of verifiable supervisory experience.</li> <li>3) At least two (2) years of planning and directing experience.</li> <li>1) At least nine (9) years of verifiable job related experience.</li> <li>2) At least five (5) years of verifiable building keeper experience as a supervisor.</li> <li>3) At least five (5) years of planning and directing experience.</li> <li>4) Experience in training personnel in custodial safety procedures.</li> </ul>
<b><i>Inventory Management Technician - FASS</i></b>	
<b>Step 1</b>	<ul style="list-style-type: none"> <li>1) No job related experience.</li> <li>2) Possess a valid Texas Driver's license with a good driving record.</li> <li>3) Demonstrate the ability to lift fifty (50) pounds on a frequent basis.</li> <li>4) Demonstrate basic computer skills.</li> </ul>
<b>Step 2</b>	<ul style="list-style-type: none"> <li>1) At least one (1) year of job related experience.</li> <li>2) Exhibits knowledge of basic warehouse procedures including storing, inventory, tracking, receiving, etc.</li> <li>3) Experience in inventory control methods and procedures.</li> <li>4) Demonstrate knowledge of advanced computer skills.</li> </ul>
<b>Step 3</b>	<ul style="list-style-type: none"> <li>1) At least three (3) years of job related experience.</li> <li>2) Proficient in the used of a computerized inventory management system.</li> <li>3) Exhibit knowledge of warehouse and truck stock distribution, stocking and auditing procedures.</li> <li>4) Possess certification as a trained forklift operator.</li> </ul>
<b>Step 4</b>	<ul style="list-style-type: none"> <li>1) At least five (5) years of job related experience.</li> <li>2) Experience in the use of a bar coding system for inventory control.</li> <li>3) Demonstrate advanced computer skills with the ability to compile detailed inventory reports.</li> <li>4) Demonstrate knowledge of tool crib operating procedures.</li> </ul>
<b>Step 5</b>	<ul style="list-style-type: none"> <li>1) At least nine (9) years of job related experience.</li> <li>2) Proficient in following and implementing district and departmental purchasing procedures.</li> <li>3) Provide documentation of training and experience in warehouse management methods and procedures.</li> </ul>
<b><i>Pest Control Operator - FASS</i></b>	
<b>Step 1</b>	<ul style="list-style-type: none"> <li>1) No job related experience.</li> <li>2) Possess a valid Texas Driver's license with a good driving record.</li> <li>3) Demonstrate basic computer skills.</li> </ul>
<b>Step 2</b>	<ul style="list-style-type: none"> <li>1) At least one (1) year of job related experience.</li> <li>2) Experience in the identification and resolution of pest control issues.</li> <li>3) Demonstrate knowledge of safety procedures in handling chemicals as required by Texas SPCB.</li> </ul>
<b>Step 3</b>	<ul style="list-style-type: none"> <li>1) At least three (3) years of job related experience.</li> <li>2) Experience in the planning of pest and weed control strategies.</li> <li>3) Experience in the application of IPM procedures related to schools.</li> </ul>
<b>Step 4</b>	<ul style="list-style-type: none"> <li>1) At least five (5) years of job related experience.</li> <li>2) Experience in the identification and resolution of termite issues.</li> <li>3) Proficient in the use of a computer to maintain accurate records as per Texas SPCB requirements.</li> </ul>
<b>Step 5</b>	<ul style="list-style-type: none"> <li>1) At least seven (7) years of job related experience.</li> <li>2) Knowledge of procedures in control of nuisance wildlife.</li> </ul>

FAS6	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly	\$19.13	\$21.86	\$24.59	\$27.32	\$28.69
Position			Assigned Calendar		
Carpenter			235		
Coordinator, Operations and Facilities			235		
Grounds Supervisor			235		
Head Custodian, DHS			235		
Painter			235		
Purchasing / Warehouse Manager			235		
Technician (Door Hardware, Electrician, General Maintenance, Life Safety/Security, and HVAC)			235		
Utility Supervisor			235		
Job Specific Certification Categories			Certification Rates (per Hour)		
Carpenter, Door Hardware Technician, Grounds Supervisor, Painter, HVAC Technician (General Maintenance; Life Safety/Security; O&F Coordinator)					
Asbestos Inspector License			\$2.00		
Texas Class A HVAC License			\$2.50		
Texas Class B HVAC License			\$2.00		
Step Schedule for Hiring					
Carpenter - FAS6					
Step 1	1) At least one (1) year of job related experience. 2) Possess a valid Texas Driver's license with a good driving record. 3) Demonstrate the ability to use hand tools and portable power tools.				
Step 2	1) At least three (3) years of job related experience. 2) Demonstrate the ability to read blueprints. 3) Demonstrate the ability to organize vehicle with necessary materials for daily work.				
Step 3	1) At least five (5) years of job related experience. 2) Demonstrate the ability to operate stationary and portable power tools. 3) Demonstrate the ability to use carpentry hand tools. 4) Demonstrate the ability to follow established safety procedures and techniques used to perform job duties.				
Step 4	1) At least seven (7) years of job related experience. 2) Demonstrate the ability to plan basic construction projects. 3) Demonstrate the ability to read basic architectural drawings.				
Step 5	1) At least nine (9) years of job related experience. 2) Demonstrate the ability to make drawings or sketches of construction projects. 3) Demonstrate the ability to plan and order materials for construction projects.				
Coordinator, Operations and Facilities - FAS6					
Step 1	1) At least one (1) year of job related experience. 2) Demonstrate knowledge of various types of equipment used in mowing operations. 3) Possess a valid Texas Driver's license with a good driving record. 4) Demonstrate good receptionist skills including telephone and radio protocol.				
Step 2	1) At least three (3) years of job related experience. 2) Knowledge of facility maintenance methods and procedures. 3) Knowledge of facility rental procedures. 4) Knowledge of payroll processing.				
Step 3	1) At least five (5) years of job related experience. 2) Experience in the entry and extraction of data using the district's Computerized Maintenance Management System (CMMS) (i.e., work orders, equipment schedules, facility projects, etc.).				

<b>Step 4</b>	<p>3) Experience in the entry and extraction of data from the CMMS for facility scheduling, rental and billing.</p> <p>4) Demonstrate the ability to organize staff meetings, training sessions and other events related to the Operations and Facilities department.</p> <p>1) At least seven (7) years of job related experience.</p> <p>2) Experience in payroll processing including time sheets, leave requests, attendance and other related documents.</p> <p>3) Experience in maintaining security system records, codes and other related information.</p> <p>4) Experience in generating reports from the data in the CMMS (i.e., work orders, productivity, facility rentals, etc.).</p>
<b>Step 5</b>	<p>1) At least nine (9) years of job related experience.</p> <p>2) Experience in the direction and training of personnel on usage of the CMMS for work order and inventory purposes.</p> <p>3) Experience in the direction and training of personnel and organizations on the usage of the CMMS for facility rentals and usage.</p> <p>4) Experience in the direction and training of office personnel in the proper methods and protocol used by the Operations and Facilities department.</p>
<b><i>Door Hardware Technician - FAS6</i></b>	
<b>Step 1</b>	<p>1) At least one (1) year of job related experience.</p> <p>2) Possess a valid Texas Driver's license with a good driving record.</p> <p>3) Experience in the use of various hand and power tools.</p>
<b>Step 2</b>	<p>1) At least three (3) years of job related experience.</p> <p>2) Experience in the operation of key coding and duplicating machine.</p> <p>3) Basic knowledge in building security practices.</p>
<b>Step 3</b>	<p>1) At least five (5) years of job related experience.</p> <p>2) Demonstrate the ability to install and repair cylindrical and mortise locks.</p> <p>3) Demonstrate the ability to install and repair door closures and exit devices.</p>
<b>Step 4</b>	<p>1) At least seven (7) years of job related experience.</p> <p>2) Experience in the implementation and maintaining of a facility key code system.</p> <p>3) Experience in the repair of various types of interior and exterior doors.</p> <p>4) Experience in the repair and replacement of door mullions, thresholds, hinges and glazing systems.</p>
<b>Step 5</b>	<p>1) At least nine (9) years of job related experience.</p> <p>2) Knowledge of ADA laws related to doors and door hardware.</p> <p>3) Experience in the repair and replacement of locker hardware.</p> <p>4) Experience in the repair and maintenance of electronic door devices.</p>
<b><i>Electrician Technician - FAS6</i></b>	
<b>Step 1</b>	<p>1) At least one (1) year of job related experience.</p> <p>2) Possess a valid Texas Driver's license with a good driving record.</p> <p>3) Skilled in the use of power tools, hand tools and meters.</p> <p>4) Demonstrate the ability to follow written and verbal instructions.</p>
<b>Step 2</b>	<p>1) At least three (3) years of job related experience as an Electrician or six (6) years as an Electrical apprentice.</p> <p>2) Proficient in the use of a computer for documentation and communication purposes (i.e., work orders, email, requisitions, etc.).</p> <p>3) Knowledge of, and experience with compliance of the National Electric Code and related local codes.</p> <p>4) Demonstrate the ability to read writing diagrams and schematics for diagnostic purposes.</p>
<b>Step 3</b>	<p>1) At least five (5) years of job related experience as an Electrician, or eight (8) years as an Electrical Apprentice.</p> <p>2) Experience in the cutting, bending, threading and running of electric conduit materials.</p> <p>3) Experience in the pulling of insulated terminations to complete the installation of electrical circuits.</p>

<b>Step 4</b>	<p>4) Skilled in the testing of malfunctioning electrical circuits and systems using test equipment.</p> <p>1) At least seven (7) years of experience as an Electrician.</p> <p>2) Demonstrate the ability to read and interpret detailed drawings, plans and specifications.</p> <p>3) Experience in the installation, trouble shooting, and repair of commercial lighting fixtures and systems.</p>
<b>Step 5</b>	<p>1) At least nine (9) years of experience as an Electrician.</p> <p>2) Experience in the direction and training of personnel to install, maintain and repair commercial electrical circuits and systems.</p> <p>3) Experience in electrical load calculations and planning for large jobs and special projects.</p> <p>4) Experience in preventative maintenance procedures for electrical and lighting systems for commercial buildings.</p>
<b>General Maintenance Technician - FAS6</b>	
<b>Step 1</b>	<p>1) At least one (1) year of job related experience.</p> <p>2) Possess a valid Texas Driver's license with a good driving record.</p> <p>3) Demonstrate basic knowledge of building maintenance related to electrical, plumbing and carpentry.</p>
<b>Step 2</b>	<p>1) At least three (3) years of job related experience.</p> <p>2) Demonstrate the ability to work without supervision.</p> <p>3) Experience in organizing and maintaining a preventative maintenance program.</p> <p>4) Experience in minor electrical, plumbing and carpentry repairs.</p>
<b>Step 3</b>	<p>1) At least five (5) years of job related experience.</p> <p>2) Documented training and/or experience with organization and implementation of preventative maintenance program.</p> <p>3) Experience in basic troubleshooting and repair of electrical and lighting systems.</p> <p>4) Experience in basic troubleshooting and repair of plumbing fixtures and systems.</p>
<b>Step 4</b>	<p>1) At least seven (7) years of job related experience.</p> <p>2) Experience in repair and replacement of doors, hardware, ceilings and flooring systems in commercial buildings.</p> <p>3) Demonstrate the ability to interpret blueprints and schematics to troubleshoot electrical, plumbing and structural problems.</p>
<b>Step 5</b>	<p>1) At least nine (9) years of job related experience.</p> <p>2) Extensive training with documentation in the area of maintenance related to school facilities and/or commercial buildings.</p> <p>3) Demonstrate the ability to plan and direct personnel in a supervisory role.</p> <p>4) Proficient in preventative maintenance of all areas of school facilities.</p>
<b>Grounds Supervisor - FAS6</b>	
<b>Step 1</b>	<p>1) At least one (1) year of job related experience.</p> <p>2) Possess a valid Texas Driver's license with a good driving record.</p> <p>3) Demonstrate basic knowledge of grounds and landscaping procedures.</p>
<b>Step 2</b>	<p>1) At least three (3) years of job related experience.</p> <p>2) Knowledge of turf management, including disease control, irrigation and drainage.</p>
<b>Step 3</b>	<p>1) At least five (5) years of job related experience.</p> <p>2) Knowledge of indoor pest management procedures.</p> <p>3) Experience scheduling and supervising a large mowing and landscaping operation.</p>
<b>Step 4</b>	<p>1) At least seven (7) years of job related experience.</p> <p>2) At least two (2) years of supervisory experience.</p> <p>3) Experience in scheduling and supervising indoor pest management program.</p>
<b>Step 5</b>	<p>1) At least nine (9) or more years of job related experience.</p> <p>2) Experience in the design and installation of irrigation systems.</p>

**Head Custodian, DHS - FAS6**

- Step 1**
- 1) At least one (1) year of job related experience.
  - 2) Basic knowledge of custodial practices used in cleaning schools.
  - 3) Knowledge of custodial safety procedures including MSDS sheets, Bloodborne Pathogens, etc.
  - 4) Read and understand written and verbal directives.
  - 5) Experience with appropriate procedures for opening, closing and safeguarding facilities.
  - 6) Experience in the operation of floor maintaining equipment.
- Step 2**
- 1) At least three (3) years of job related experience.
  - 2) At least one (1) year of supervisory experience.
- Step 3**
- 1) At least five (5) years of verifiable experience as a custodian.
  - 2) Planning and directing experience.
  - 3) At least two (2) years of supervisory experience.
- Step 4**
- 1) At least seven (7) years of verifiable job related experience.
  - 2) At least three (3) years of verifiable supervisory experience.
  - 3) At least two (2) years of planning and directing experience.
- Step 5**
- 1) At least nine (9) years of verifiable job related experience.
  - 2) At least five (5) years of verifiable building keeper experience as a supervisor.
  - 3) At least five (5) years of planning and directing experience.
  - 4) Experience in training personnel in custodial safety procedures.

**HVAC Technician - FAS6**

- Step 1**
- 1) At least one (1) year of job related experience.
  - 2) Possess a valid Texas Driver's license with a good driving record.
  - 3) Skilled in the use of power tools, hand tools and meters.
  - 4) Demonstrate the ability to read wiring diagrams and schematics for diagnostic purposes.
- Step 2**
- 1) At least three (3) years of job related experience.
  - 2) Possess EPA certification in refrigerant recovery with a "Universal" endorsement.
  - 3) Proficient in the use of a computer for documentation and communication purposes (i.e. work orders, email, heat load calculations, requisitions, etc.).
  - 4) Knowledge of and experience with compliance of the Uniform Mechanical code and related laws and regulations.
- Step 3**
- 1) At least five (5) years of job related experience.
  - 2) Experience in the diagnosis and repair of HVAC systems 25 tons and under.
  - 3) Experience in the diagnosis and repair of commercial ice makers.
  - 4) Experience in the preventative maintenance practices and procedures for HVAC systems.
- Step 4**
- 1) At least seven (7) years of job related experience.
  - 2) Experience in the repair of chilled water systems including chillers, pumps, and air handlers.
  - 3) Experience in the troubleshooting and calibration of DDC controls.
  - 4) Experience in the diagnosis and repair of commercial boilers.
- Step 5**
- 1) At least nine (9) or more years of job related experience.
  - 2) Experience in the use and programming of BAS control systems for energy management purposes.
  - 3) Demonstrate the ability to diagnose and repair HVAC systems of any size or capacity.
  - 4) Experience in the direction and training of personnel to install, maintain and repair commercial HVAC system.

**Life Safety / Security Technician - FAS6**

- Step 1**
- 1) At least one (1) year of job related experience.
  - 2) Possess a valid Texas Driver's license with a good driving record.
  - 3) Skilled in the use of hand tools and portable power tools.
  - 4) Experience in the use of meters and other test equipment.
- Step 2**
- 1) At least three (3) years of job related experience.
  - 2) Demonstrate the ability to work troubleshoot AC and DC circuits.
  - 3) Proficient in the use of a computer for documentation and communication purposes (work orders,

	email, requisitions, etc.).
<b>Step 3</b>	4) Basic knowledge of NFPA codes and standards. 1) At least five (5) years of job related experience. 2) Experience in troubleshooting and repair of security systems. 3) Experience in troubleshooting and repair of life safety systems.
<b>Step 4</b>	4) Demonstrate the ability to read and interpret detailed drawings, plans and specifications. 1) At least seven (7) years of job related experience. 2) Experience in the methods and practices used to repair and maintain various electronic equipment. 3) Knowledge of elevating equipment maintenance and repair. 4) Experience in the coordination of inspections for fire alarm systems, fire sprinkler systems, fire suppression systems, and fire extinguishers.
<b>Step 5</b>	1) At least nine (9) or more years of job related experience. 2) Proficient in preventative maintenance practices and documentation of service and repair of life safety and security systems. 3) Experience in the direction and training of personnel in the use of district facilities security systems. 4) Experience in the direction and training of personnel in the use of district facilities fire equipment and life safety systems. 5) Demonstrate the ability to diagnose and correct complex problems with life safety and security systems.
<b>Painter - FAS6</b>	
<b>Step 1</b>	1) At least one (1) year of job related experience. 2) Possess a valid Texas Driver's license with a good driving record. 3) Skilled in the use of tools in the paint trade such as brushes, rollers, spray equipment and drywall tools.
<b>Step 2</b>	1) At least three (3) years of job related experience. 2) Demonstrate the skills and knowledge required to prepare and recoat any pre-coated paint surface. 3) Experience in the preparation of new surfaces for painting. Surfaced include wood, metal, drywall masonry, etc. 4) Demonstrate the ability to follow established safety procedures and techniques used to perform job duties (i.e. climbing, lifting, etc.).
<b>Step 3</b>	1) At least five (5) years of job related experience. 2) Demonstrate the ability to use correct procedures for mixing, tinting and matching colors of various types of paint.
<b>Step 4</b>	3) Demonstrate the ability to measure, cut, paste and apply commercial wall covering materials. 1) At least seven (7) years of job related experience. 2) Demonstrate the ability to tape, float and texture new drywall surfaces. 3) Demonstrate the ability to repair damaged drywall surfaces to maintain a uniform appearance of the surrounding area.
<b>Step 5</b>	4) Experience in the use of stains, sealants, varnishes and lacquers to coat wood surfaces. 1) At least nine (9) years of job related experience. 2) Demonstrate the ability to develop and implement a schedule for painting a facility which minimizes inconvenience of the building occupants. 3) Experience in the directing and training of personnel in procedures and methods related to the paint field. 4) Proficient in the completion of paperwork for documentation and procurement purposes (i.e. work orders, requisitions, etc.).

**Purchasing/Warehouse Manager - FAS6**

- Step 1**
- 1) At least one (1) year of job related experience.
  - 2) Possess a valid Texas Driver's license with a good driving record
  - 3) Demonstrate knowledge of routing warehouse set up.
- Step 2**
- 1) At least three (3) years of job related experience.
  - 2) Demonstrate the ability to keep accurate records of purchases.
  - 3) Demonstrate the ability to keep accurate records of disbursements of supplies, materials and tools.
  - 4) Demonstrate proficient computer skills.
- Step 3**
- 1) At least five (5) years of job related experience.
  - 2) Demonstrate the ability to follow district purchasing procedures.
  - 3) Possess certification in fork lift operation
- Step 4**
- 1) At least seven (7) years of job related experience.
  - 2) Provide evidence of warehouse management training.
  - 3) Proficient in purchasing and inventory control methods and procedures.
- Step 5**
- 1) At least nine (9) years of job related experience.
  - 2) Experience in the organization and implementation of warehouse procedures and protocol.
  - 3) Experience in the supervision of warehouse personnel in the areas of purchasing, inventory and tool management.

**Utility Supervisor - FAS6**

- Step 1**
- 1) At least one (1) year of job related experience.
  - 2) Possess a valid Texas Driver's license with a good driving record.
  - 3) Demonstrate the ability to follow written and verbal instructions.
  - 4) Demonstrate the ability to give verbal and written directives.
  - 5) Demonstrate basic knowledge of transport and delivery of furniture, materials, supplies, etc.
- Step 2**
- 1) At least three (3) years of job related experience.
  - 2) Experience in the use of a pallet jack, truck cart, vending dolly and other moving equipment.
  - 3) Experience in the use of hand tools (i.e. hammers, screwdrivers, socket sets, etc.).
  - 4) Demonstrate basic computer skills.
- Step 3**
- 1) At least five (5) years of job related experience.
  - 2) Demonstrate knowledge of parking lot maintenance and repair procedures.
  - 3) Experience in the organizing, transport and delivery of furniture, materials, supplies, etc.
- Step 4**
- 1) At least seven (7) years of job related experience.
  - 2) Experience in set up procedures for special events such as banquets, fairs, graduation, etc.
  - 3) Experience in the exterior cleaning of commercial buildings using commercial pressure washing equipment, chemicals, lifts, etc.
  - 4) Demonstrate advanced computer skills.
- Step 5**
- 1) At least nine (9) years of job related experience.
  - 2) Experience in the organization, sale and disposal methods of school district property by auction, recycling or other approved methods.
  - 3) Experience in the supervising of multiple crews to complete daily job assignments and meet assigned deadlines.
  - 4) Experience in transport and delivery of large heavy equipment and furniture (i.e. pianos, risers, etc.).

FAS7	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly	\$21.48	\$26.08	\$29.15	\$32.22	\$35.28
Position				Assigned Calendar	
Specialist (Electrician, HVAC and Plumbing)				235	
Step Schedule for Hiring					
Electrician Specialist - FAS7					
Step 1	1) At least one (1) year of experience as an Electrician or four (4) years as an Electrical Apprentice. 2) Possess a valid Texas Driver's license with a good driving record. 3) Skilled in the use of power tools, hand tools and meters. 4) Demonstrate the ability to read wiring diagrams and schematics for diagnostic purposes.				
Step 2	1) At least three (3) years of experience as an Electrician or six (6) years as an Electrical Apprentice. 2) Knowledge of and experience with the National Electric Code and relevant local codes. 3) Skilled in the testing of malfunctioning electrical circuits and systems using test equipment.				
Step 3	1) At least five (5) years of experience as an Electrician or eight (8) years as an Electrical Apprentice. 2) Experience in the cutting, bending, threading and running of electrical conduit materials. 3) Experience in the pulling of insulated wires and cables through conduit including terminations to complete installation of electrical circuits.				
Step 4	1) At least seven (7) years of experience as an Electrician. 2) Possess a valid Journeyman or Maintenance Electrician license issued by the State of Texas. 3) Experience in the installation, troubleshooting and repair of commercial lighting fixtures and systems. 4) Demonstrate the ability to read and interpret detailed drawings, plans and specifications.				
Step 5	1) At least nine (9) years of experience as an Electrician. 2) Possess a Master Electrician license issued by the State of Texas. 3) Experience in the installation, troubleshooting and repair of commercial lighting fixtures and systems. 4) Experience in the direction and training of personnel to install, maintain and repair of electrical circuits and systems. 5) Experience in electrical load calculations and planning for large jobs and special projects.				
HVAC Specialist - FAS7					
Step 1	1) At least one (1) year of experience as an HVAC Technician or four (4) years as an HVAC Apprentice. 2) Possess a valid Texas Driver's license with a good driving record. 3) Skilled in the use of power tools, hand tools and meters. 4) Demonstrate the ability to read wiring diagrams and schematics for diagnostic purposes.				
Step 2	1) At least three (3) years of experience as an HVAC Technician or six (6) years as an HVAC Apprentice. 2) Possess EPA Certification in refrigerant recovery (Universal) 3) Knowledge of and experience with compliance of the Uniform Mechanical Code and related laws and regulations.				
Step 3	1) At least five (5) years of experience as an HVAC Technician or eight (8) years as an HVAC Apprentice. 2) Possess a valid Class "B" HVAC license issued by the State of Texas or a degree in air conditioning / refrigeration engineering / technology. 3) Experience in the diagnosis and troubleshooting of commercial HVAC systems 25 tons and under.				
Step 4	1) At least seven (7) years of experience as an HVAC Technician. 2) Experience in the troubleshooting, calibration and repair of pneumatic and DDC control systems. 3) Experience in the diagnosis and troubleshooting of air conditioning, heating, refrigeration systems of any size or capacity.				
Step 5	1) At least nine (9) years of experience as an HVAC Technician. 2) Possess a valid Class "A" HVAC license issued by the State of Texas or NATE certification in air conditioning, heating, hydronics and commercial refrigeration service or a degree in air conditioning / refrigeration technology. 3) Proficient in the use of a computer for documentation and communication purposes (i.e. work				



- orders, email, heat load calculations, refrigerant tracking, etc.).
- 4) Experience in the programming of energy management systems.
- 5) Experience in the direction and training of personnel to install, maintain and repair commercial HVAC systems.

***Plumbing Specialist - FAS7***

- |               |   |
|---------------|---|
| <b>Step 1</b> | <ul style="list-style-type: none"> <li>1) At least one (1) year of experience as a Plumber or four (4) years as a Plumber's Apprentice.</li> <li>2) Possess a valid Texas Driver's license with a good driving record.</li> <li>3) Skilled in the use of power tools, hand tools and trade related instruments.</li> <li>4) Demonstrate the ability to read basic architectural drawings.</li> </ul>  |
| <b>Step 2</b> | <ul style="list-style-type: none"> <li>1) At least three (3) years of experience as a Plumber or six (6) years as a Plumber's Apprentice.</li> <li>2) Registered as a Plumber's Apprentice with the Texas State Board of Plumbing Examiners.</li> <li>3) Knowledge of and experience with the National Plumbing and Uniform Mechanical code.</li> </ul>   |
| <b>Step 3</b> | <ul style="list-style-type: none"> <li>1) At least five (5) years of experience as a Plumber or eight (8) years as a Plumber's Apprentice.</li> <li>2) Experience in the cutting, threading, bolting, soldering and other established pipe joining procedures.</li> <li>3) Experience in the installation and repair of commercial plumbing fixtures (i.e. toilet, lavatory, water fountains).</li> <li>4) Experience in the cleaning of obstructions in drain and sewer lines using the appropriate equipment.</li> </ul>              |
| <b>Step 4</b> | <ul style="list-style-type: none"> <li>1) At least seven (7) years of experience as a Plumber.</li> <li>2) Possess a valid Journeyman Plumber's license issued by the State of Texas.</li> <li>3) Experience in the installation and repair of domestic water heaters and boilers.</li> <li>4) Demonstrate the ability to read and interpret detailed drawings, plans and specifications to determine layout, methods, materials and equipment needed to complete work orders and projects.</li> </ul>                                  |
| <b>Step 5</b> | <ul style="list-style-type: none"> <li>1) At least nine (9) years of experience as a Plumber.</li> <li>2) Possess a valid Master Plumber's license issued by the State of Texas.</li> <li>3) Experience in the installation, repair and testing of commercial natural gas piping systems.</li> <li>4) Experience in the direction and training of personnel to install, maintain and repair commercial plumbing systems.</li> <li>5) Experience in all aspects of plumbing repair and installation for commercial buildings.</li> </ul> |

## Transportation Pay Ranges

TRANSPORTATION HIRING SCHEDULE			
Years of Experience	Bus Monitors - TRA1	Driver Trainees - TRA3	Drivers - TRA5
0	\$11.15	\$13.15	\$19.25
1	\$11.30	\$13.35	\$19.50
2	\$11.40	\$13.45	\$19.75
3	\$11.50	\$13.55	\$19.95
4	\$11.60	\$13.70	\$20.10
5	\$11.85	\$13.80	\$20.20
6	\$11.95	\$14.10	\$20.30
7	\$12.10	\$14.35	\$20.50
8	\$12.20	\$14.45	\$20.60
9	\$12.35	\$14.55	\$20.70
10	\$12.50	\$14.75	\$20.90
11	\$12.65	\$14.95	\$21.30
12	\$12.80	\$15.15	\$21.70
13	\$12.95	\$15.35	\$22.10
14	\$13.10	\$15.55	\$22.50
15	\$13.25	\$15.75	\$22.90
16	\$13.40	\$15.95	\$23.30
17	\$13.55	\$16.15	\$23.70
18	\$13.70	\$16.35	\$24.10
Pay Differentials			
Field Trip Coordinator			\$1.00 additional per hour
Lead Driver/Trainer			\$1.00 additional per hour
Office Generalist			\$1.00 additional per hour
Routing Specialist			\$1.00 additional per hour
Extracurricular Trip Rate			Driver's hourly rate
18+ Years of Experience			
Bus Monitors - SS1, 18 years of experience rate +			\$0.15 additional per hour
Driver Trainees - SS3, 18 years of experience rate +			\$0.20 additional per hour
Drivers - SS5, 18 years of experience rate +			\$0.40 additional per hour
Late Run/Mid-day Dispatcher			\$14.00
Mid-day Assistant			\$14.00
Substitute Bus Driver			\$19.00
Substitute Bus Monitor			\$11.00
Sponsor Pay - Rate Based on Round Trip Mileage			
100 miles or less			\$20.00 / Trip
101-200 miles			\$30.00 / Trip
201-400 miles			\$50.00 / Trip
401 miles or more			\$60.00 / Trip

Standard Certification / Differential Categories	Additional Pay (per Hour)
Lead Differential (by number of employees supervised)	
1 to 2	\$0.50
3 to 5	\$0.75
6+	\$1.00

TRA4	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly	\$14.62	\$17.76	\$19.85	\$21.94	N/A
Position			Assigned Calendar		
Dispatcher			190		
Mechanic Helper			235		
Job Specific Certification Categories			Certification Rates (per Hour)		
Mechanic Helper					
Propane Certification			\$0.25		
ASE Certification					
1-3 areas of Certification obtained			\$0.25		
4 or more up to Master Mechanic Cert			additional \$0.50 (total of \$0.75)		
Master Mechanic or equivalent			additional \$0.75 (total of \$1.50)		
<i>*Max additional pay/hour for all ASE Certs is \$1.50</i>					
Department of Transportation Inspection Certification			\$0.25		
Step Schedule for Hiring					
<b>Dispatcher - TRA4</b>					
Step 1	1) Related work experience not required. 2) Minimum two (2) years of experience as a school bus driver preferred. 3) General knowledge of basic computer programs. 4) Ability to learn the City of Dickinson, Dickinson ISD Schools and District boundaries. 5) Able to obtain a CDL license.				
Step 2	1) At least two (2) years related work experience. 2) Ability to work under pressure and prioritize/multitask effectively and efficiently. 3) Have a high level of skill in communication, both written and verbal. 4) CDL with P&S endorsements.				
Step 3	1) At least four (4) years related work experience. 2) Demonstrate excellent attendance record. 3) Possess strong interpersonal skills with a demonstrate the ability to work harmoniously with drivers, other office staff, administration, students, and parents. 4) Have the ability to learn new computer programs.				
Step 4	1) Six (6) or more years related work experience. 2) Ability to perform duties with awareness of all district requirements and Board of Education policies. 3) Bilingual preferred.				
<b>Mechanic Helper - TRA4</b>					
Step 1	1) Entry level training. 2) Experienced in mechanics.				
Step 2	1) At least two (2) years verifiable related work experience.				
Step 3	1) At least five (5) years verifiable related work experience.				
Step 4	1) At least eight (8) years related work experience.				
Step 5	1) At least ten (10) years or more of related work experience.				

TRA5	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly	\$16.72	\$20.30	\$22.69	\$25.08	\$26.27
Position			Assigned Calendar		
Driver Trainer			177		
Lead Driver			177		
Step Schedule for Hiring					
Driver Trainer - TRA5					
Step 1	1) At least two (2) years of school bus driving experience. 2) Knowledge of driver duties and routes sufficient to provide support and training.				
Step 2	1) At least four (4) years of school bus driving experience. 2) Complete the <i>Train the Trainer Course</i> sponsored by TEEX (Texas Engineering Extension).				
Step 3	1) At least six (6) years of school bus driving experience. 2) Is a Certified Certification Instructor.				
Compensation for driver trainer position shall be regular driver salary plus \$1.00 per hour.					
Lead Driver - TRA5					
Lead drivers may be assigned as follows:					
1-20 drivers = 1 lead driver					
21-30 drivers = 2 lead drivers					
31-40 drivers = 3 lead drivers					
41-50 drivers = 4 lead drivers					
51-60 drivers = 5 lead drivers					
61-70 drivers = 6 lead drivers					
71-80 drivers = 7 lead drivers					
81-90 drivers = 8 lead drivers					
91-100 drivers = 9 lead drivers					
Lead drivers shall be available to:					
1) Drive any route in the district.					
2) Assist with office duties as necessary (dispatch, etc.)					
3) Assist with route auditing.					
4) Assist with training of drivers.					
5) Assist with training of students.					
6) Provide special project support as assigned by the Director for Transportation.					
Compensation for lead driver position shall be regular driver salary plus \$1.00 per hour.					

TRA6	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly	\$19.13	\$23.23	\$25.96	\$28.69	\$30.06
Position			Assigned Calendar		
Inventory Specialist			221		
Mechanic			235		
Job Specific Certification Categories			Certification Rates (per Hour)		
Mechanic					
Propane Certification			\$0.25		
ASE Certification					
1-3 areas of Certification obtained			\$0.25		
4 or more up to Master Mechanic Cert			additional \$0.50 (total of \$0.75)		
Master Mechanic or equivalent			additional \$0.75 (total of \$1.50)		
<i>*Max additional pay/hour for all ASE Certs is \$1.50</i>					
Department of Transportation Inspection Certification			\$0.25		
Step Schedule for Hiring					
<b>Inventory Specialist - TRA6</b>					
Step 1	1) Must possess a Commercial Driver's License with appropriate endorsements and classifications to substitute as a bus driver when needed.				
	2) Demonstrate excellent computer skills and possess knowledge of record keeping.				
	3) Minimum five (5) years experience as a school bus driver in a public school district.				
Step 2	1) Demonstrate knowledge in creating bus routes and the use of the district's computerized routing software.				
	2) At least three (3) years of related work experience.				
	3) At least two (2) years of supervisory experience.				
Step 3	1) Demonstrate proficiency in creating bus routes and the use of the district's computerized routing software.				
	2) At least five (5) years of related work experience.				
	3) At least three (3) years of supervisory experience.				
Step 4	1) Demonstrate proficiency in operation and management of the district's computerized fleet management software.				
	2) Demonstrate proficiency in warehouse inventory control methods and auditing.				
	3) Proficient in following and implementing district and departmental purchasing procedures.				
	4) Demonstrate excellence in communication skills with vendors and other departments.				
	5) At least seven (7) years of related work experience.				
Step 5	1) Demonstrate excellence in operation and management of the district's computerized fleet management software.				
	2) Demonstrate excellence in warehouse inventory control methods and auditing.				
	3) Excellence in following and implementing district and departmental purchasing procedures.				
	4) Demonstrate excellence in communication skills with vendors and other departments.				
	5) At least nine (9) years of related work experience.				
<b>Mechanic - TRA6</b>					
Step 1	1) At least two (2) years of verifiable mechanical experience.				
	2) Evidence of some type of automotive technical training.				
	3) Have or able to obtain CDL driver's license.				
	4) Have or able to obtain DOT Inspections certification.				
Step 2	1) At least three (3) to five (5) years of verifiable mechanical experience.				
	2) Credible certification in 2-3 areas of automotive technical training.				
Step 3	1) At least five (5) to ten (10) verifiable mechanical experience.				

<b>Step 4</b>	2) Creditable certification in 4-5 areas of automotive technical training. 1) At least ten (10) to fifteen (15) years of verifiable mechanical experience.
<b>Step 5</b>	2) Creditable certification in 6-7 areas of automotive technical training. 1) At least fifteen (15) to twenty (20) years or more of verifiable mechanic experience. 2) Associate degree in automotive technical training or equivalent Master Mechanic certification.

## Food & Nutrition Services Pay Ranges

This hiring schedule is based on qualifying factors such as education and/or experience. All Food and Nutrition employees must complete USDA Professional Standards required training hours annually. All course documentation must be completed by May 15<sup>th</sup> of each year.

FNS Position	Certification Level	Required PD Hours / Experience	Hourly Certified Increase
Apprentice	1	32 hours + 1 year experience	\$0.75
Technician	2	50 hours + 1 year experience	\$1.50
Assistant Manager	3	64 hours + 1 year experience	\$2.00
Probationary Manager	4	64 hours + 1 year experience	\$2.25
Mechanical/Distribution Supervisor	4	64 hours + 1 year experience	\$2.25
<b>Additional Rates</b>			
Substitute Rate			\$12.00
FNS Summer Manager			\$25.00

### Minimum Criteria for each position:

FNS1	Minimum	Midpoint	Maximum
Hourly	\$13.04	\$15.34	\$19.94
Position			Assigned Calendar
FNS Apprentice			171
<b>Step Schedule for Hiring</b>			
<b>FNS Apprentice - FNS1</b>			
1) No High School Diploma or experience required.			
2) Prefer High School Diploma or Texas Education Agency Certified GED.			

FNS2	Minimum	Midpoint	Maximum
Hourly	\$15.05	\$17.70	\$23.01
Position			Assigned Calendar
FNS Technician			171
<b>Step Schedule for Hiring</b>			
<b>FNS Technician - FNS2</b>			
1) No experience required.			
2) High School Diploma or Texas Education Agency Certified GED required.			

<b>FNS3</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Hourly</b>	<b>\$16.29</b>	<b>\$19.17</b>	<b>\$24.92</b>
<b>Position</b>			<b>Assigned Calendar</b>
FNS Assistant Manager, Elementary and Middle School			171
<b>Step Schedule for Hiring</b>			
<b><i>FNS Assistant Manager, Elementary and Middle School - FNS3</i></b> 1) High School Diploma or Texas Education Agency Certified GED required. 2) Minimum one (1) year as an FNS2 or experience approved by FNS Director. 3) Certified at Level III. 4) ServSafe Certified.			

<b>FNS4</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Hourly</b>	<b>\$18.05</b>	<b>\$21.24</b>	<b>\$27.61</b>
<b>Position</b>			<b>Assigned Calendar</b>
FNS Assistant Manager, Junior High and High School			171
<b>Step Schedule for Hiring</b>			
<b><i>FNS Assistant Manager, Junior High and High School - FNS4</i></b> 1) High School Diploma or Texas Education Agency Certified GED required. 2) Minimum one (1) year as an FNS3 or two (2) years as FNS2 or experience approved by FNS Director. 3) Certified at Level III. 4) ServSafe Certified.			

<b>FNS5</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Hourly</b>	<b>\$20.06</b>	<b>\$23.60</b>	<b>\$30.68</b>
<b>Position</b>			<b>Assigned Calendar</b>
Probation Manager - FNS5			180
<b>Step Schedule for Hiring</b>			
<b><i>Probation Manager - FNS5</i></b> 1) High School Diploma or Texas Education Agency Certified GED required. 2) Minimum two (2) years as an FNS3-FNS4 or experience and education approved by FNS Director. 3) Level IV Certification. 4) ServSafe Certified.			

<b>FNS6</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Hourly</b>	<b>\$22.57</b>	<b>\$26.55</b>	<b>\$34.52</b>
<b>Position</b>			<b>Assigned Calendar</b>
Warehouse Manager - FNS6			221
<b>Step Schedule for Hiring</b>			
<b><i>Warehouse Manager - FNS6</i></b> 1) High School Diploma or Texas Education Agency Certified GED required. 2) Minimum two (2) years warehouse or experience or education approved by FNS Director.			



<b>FNS7</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Hourly</b>	<b>\$25.08</b>	<b>\$29.50</b>	<b>\$38.35</b>
<b>Position</b>			<b>Assigned Calendar</b>
Mechanical/Distribution Supervisor - FNS7			235
<b>Step Schedule for Hiring</b>			
<b><i>Mechanical/Distribution Supervisor - FNS7</i></b> 1) High School Diploma or Texas Education Agency Certified GED required. 2) Minimum two (2) years job related experience or experience approved by FNS Director. 3) Level IV Certification.			

## Stipends and Supplemental Pay for Supplemental Duties

General Stipends/Rates		Amount
Academic Decathlon - DHS, Sponsor/Coach		\$5,000.00
Allowances		
Digital Media		\$1,200.00
Travel		
Assistant Director of Energy Management		Varies according to approximate travel/year based on mileage rate
Attendance Intervention Specialist		
Director of Energy Management		
Director of Food and Nutrition Services		
Education Foundation Administrator		
Executive Director of Technology		
Audio Visual/Radio Broadcast		\$4,500.00
AVID Tutors		
Adults		\$12.00/hour
Students		\$10.00/hour
Benefits		
Superintendent		Negotiated by contract agreement As approved by Board of Trustees
All other employees		
Bilingual		
Bilingual endorsement in Bilingual Classroom		\$3,000.00
Bilingual-Counselor, Diagnostician, Licensed Specialist in School Psychology (LSSP), Speech Pathologist (must demonstrate ability provide and evaluate therapy).		\$3,000.00
Bilingual Interpreter (Clerical or Instructional)		\$500.00
Board Meeting Video/Audio Recording (Technology Staff per Hour)		\$50.00
Bus Driver Training for Extracurricular		
Sponsors/SAILS Teacher		\$9/hour, not to exceed \$300
Career and Technology Student Organizations (CTSO)		
Level I		\$1,000.00
Level II		Level I + \$500 (\$1500.00 total)
Level III		Level II + \$500 (\$2000.00 total)
Cheerleader Coach		
High School		\$3,200.00
High School Assistant		\$1,200.00
High School Assistant (Freshman)		\$1,000.00
Junior High School		\$1,450.00
Critical Shortage (Secondary Math, Science, Foreign Language, LSSP/Diagnostician) <i>Must be Teacher of Record</i>		\$1,750.00
Cosmetology-Lead Teacher		\$3,500.00
Counselor (refer to Professional Section for days)		\$4,500.00
Department Head/Team Leader/Grade Level Chair		\$750.00
Drama		
High School		\$7,000.00

	High School Assistant	\$5,000.00
	Junior High School	\$1,600.00
	Middle Schools	\$1,000.00
Drill/Dance Team		\$6,000.00
Drill/Dance Team Assistant		\$2,925.00
Drill/Dance Club (Junior High)		\$1,400.00
Dual Credit Instructor (# of dual credit students receiving credit per semester)		
<i>Total Dual Credit Students</i>		
	5 to 9	\$1,000.00
	10 to 19	\$1,600.00
	20 to 29	\$2,200.00
	30 to 39	\$2,800.00
	40 to 49	\$3,400.00
	50 to 59	\$4,000.00
	60 to 69	\$4,600.00
	70 to 79	\$5,200.00
	80 to 89	\$5,800.00
	90 to 99	\$6,400.00
	100 to 109	\$7,000.00
	110+	\$7,600.00
Instructional/Dyslexia Specialist/Interventionist		\$2,000.00
Mentor (\$125 per semester)		\$250.00
<i>Dependent upon Title II Federal Grant Funds</i>		
Music/Band		
	High School, Band Director #1	\$18,000.00
	High School, Band Director #2	\$8,500.00
	High School, Band Director #3, 4 and 5	\$6,000.00
	High School, Percussion	\$1,000.00
	High School, Choir #1	\$4,000.00
	High School, Choir #2	\$1,500.00
	High School, Color Guard	\$1,000.00
	High School, Winter Guard	\$1,000.00
	Junior High School, Band Director #1	\$6,500.00
	Junior High School, Band Director #2	\$5,000.00
	Junior High School, Choir	\$3,000.00
	Middle School, Band Director	\$2,500.00
	Middle School, Choir	\$1,500.00
National Honor Society		
	High School	\$800.00
	Junior High School (amount may be split if two)	\$600.00
Newspaper	High School	\$800.00
	Junior High School	\$300.00
	Middle School	\$300.00
Nurse Supervisor		

	District-wide	\$1,500.00
Parent Engagement Coordinator		
	Elementary/Middle School Campuses	\$1,500.00
	Junior High Campuses	\$1,750.00
	High School Campus	\$2,500.00
Robotics		
	DHS Robotics Competition Sponsor	\$4,000.00
	Lead Robotics Sponsor (District)	\$750.00
	Robotics Sponsor (maximum of 2 per campus)	\$500.00
	Out-of-District	\$650.00
Science/History Fair, High School		\$1,000.00
Special Education		
	Alternative School Program Coordinator	\$3,500.00
	Licensed Professional Support (LSSP, SLP, Diagnostician, OT/PT)	\$8,000.00
	Professional Support (CFY, OT/PT/LSSP Trainee)	\$3,000.00
	Lead LSSP/SLP	\$3,000.00
	SLP Assistant	\$2,800.00
	Diagnostician 1st Year/LSSP Intern	\$1,500.00
	Transition Coordinator	\$2,000.00
	ARD Committee Facilitator, Campus	\$2,500.00
	ARD Committee Facilitator, Alternate Education Programs	\$1,000.00
	ABA Paraprofessional	\$500.00
	LID Level I (Support Facilitator, Inclusion Support, PASS, ECSE, SAILS, RISE, WAVE)	
	Teacher	\$1,000.00
	Paraprofessional	\$200.00
	LID Level II (ABCD)	
	Teacher	\$2,000.00
	Paraprofessional	\$300.00
	LID Level III (TIDES, WAVE 18+, 1-on-1)	
	Teacher	\$3,500.00
	Paraprofessional	\$500.00
	LID Level IV (TIDES CNA/PCT, District Behavior)	
	Paraprofessional	\$750.00
Special Olympics		
	Special Olympics Coordinator (\$750 Fall; \$750 Spring)	\$1,500.00
	Coach (per sport)	\$250.00
Special Programs CBI/CBVI Bus Driver stipend (\$750 Fall; \$750 Spring) <i>(Requires minimum of 10 documented CBI/CBVI trips/semester during the instructional day, updated annual bus training, and a copy of CDL on file with Transportation)</i>		\$1,500.00
Student Council		
	High School	\$800.00
	Junior High School	\$800.00

Middle School	\$400.00
UIL (Elementary) Events (Coordinator is Director of Advanced Academics)	
1st Event	\$400.00
2nd Event	\$250.00
Each Additional Event AFTER 2nd	\$100.00
UIL (Secondary) Events	
1st Event	\$600.00
2nd Event	\$500.00
Each Additional Event AFTER 2nd	\$250.00
UIL Spring Events	\$1,600.00
Journalism (prorated @ \$500.00/event)	\$2,000.00
Speech/Debate Coach	\$2,500.00
Speech/Debate Coach, Assistant	\$2,000.00
UIL Coordinator	\$2,500.00
Vocational	
Agriculture Science Teacher (based on experience / involvement)	\$2,800.00
Yearbook	
High School	\$1,250.00
Junior High School	\$800.00
Middle School	\$750.00
<b>The following stipends will be paid at the end of the school year:</b>	
Department Head/Team Leader/Grade Level Chair	
LPAC	
National Honor Society	
Newspaper	
Robotics (Lead, Campus, Out-of-District)	
Science/History Fair	
Special Olympics	
Student Council	
UIL Event Sponsors	
Yearbook	

## Athletic Stipends

### *Paraprofessional Coaching Compensation:*

A paraprofessional assigned coaching duties will be paid at their established hourly rate up to 40 hours per work week and time and a half for hours above 40.

Coaching Assignment	Total Stipend
Trainer	\$17,600
Assistant Trainer (2)	\$12,850
Junior High Coordinator (Boys/Girls)	\$3,000
Academic Advisor	\$1,100
<b>Strength &amp; Conditioning Coach</b>	\$12,500
<b>Baseball</b>	
Varsity Head	\$8,550
Varsity Assistant	\$5,550
JV (2)	\$3,750
<b>Basketball (Boys/Girls)</b>	
Varsity Head	\$8,400
Varsity Assistant/JV Head	\$5,400
Varsity Assistant/9th Grade Head	\$3,900
Sophomore (Boys)	\$3,000
9th Grade (2)	\$3,000
8th Grade Head	\$2,750
8th Grade Assistant	\$2,000
7th Grade Head	\$2,250
7th Grade Assistant	\$1,750
<b>Football</b>	
Defensive Coordinator	\$11,500
Varsity Assistant Head	\$9,750
Offensive Coordinator-QB	\$11,500
Specialty Teams Coordinator	\$11,500
Varsity Assistant (8)	\$7,600
JV Head-(Varsity LB)	\$7,550
JV Assistant (2)	\$7,300
9th Grade Head (Vars Sp Teams)	\$7,550
9th Grade Assistant (6)	\$7,300
8th Grade Head	\$6,000
8th Grade Assistant (3)	\$3,750
7th Grade Head	\$4,250
7th Grade Assistant (3)	\$3,500
Equipment Coordinator	\$3,150
Video Coordinator	\$1,750
Varsity Statistician	\$900
<b>Golf (Boys/Girls)</b>	
Varsity Head (1)	\$2,750
<b>Powerlifting</b>	
Varsity Head	\$6,400
Varsity Assistant JV	\$2,000

<b>Soccer (Boys/Girls)</b>	
Varsity Head	\$6,050
Varsity Assistant	\$3,450
JV (2)	\$2,550
Junior High (2)	\$500
<b>Softball</b>	
Varsity Head	\$8,250
Varsity Assistant	\$5,250
JV	\$3,750
<b>Swimming (Boys/Girls)</b>	
Head	\$8,250
<b>Tennis (Boys/Girls)</b>	
Varsity Head (1)	\$6,400
Varsity Assistant/JV (2)	\$2,050
Junior High (2)	\$800
<b>Track (Boys/Girls)</b>	
Varsity Head (2)	\$7,750
Varsity Assistant (2)	\$5,000
JV (2)	\$4,000
9th Grade (Boys)	\$3,000
X-Country - Varsity (2)	\$2,800
X-Country - Junior High	\$1,500
Junior High Head (2)	\$3,000
Junior High Assistant (6)	\$1,000
<b>Volleyball</b>	
Varsity Head	\$8,850
Varsity Assistant	\$5,850
JV Head	\$4,350
9th Grade Head	\$3,600
9th Grade Assistant	\$3,350
8th Grade Head	\$3,450
8th Grade Assistant	\$2,700
7th Grade Head	\$2,950
7th Grade Assistant	\$2,450

## Extra-Curricular Pay Scale

Extra-Curricular Assignment	Amount
<b>Varsity Football Games</b>	<b><u>Per Game</u></b>
Administrative Ushers (\$350 for 5 games)	\$60
Gate Ushers	\$50.00
FNS Concession Supervision (1)	\$200.00
FNS Concession Manager (3)	\$125.00
Announcers (2)	\$50.00
Pass Gate	\$50.00
Scoreboard / Spotter	\$50.00
Radio Coordinator	\$50.00
Head Ticket Coordinator (1)	\$100.00
Ticket Seller	\$55.00
Ticket Taker	\$50.00
Parking Attendants	\$60.00
Press Box Supervisor (3)	\$95.00
<b>Special Events are events and games not sponsored by DISD</b>	<b><u>Per Hour</u></b>
Stadium/Gym Manager/Equipment Manager	\$50.00
Support staff will be paid on the Varsity Football Pay Scale	
<b>Stadium Video Board Operator (as needed per game)</b>	\$200.00
<b>Sub-Varsity Football Games</b>	<b><u>Per Game</u></b>
Announcer/Clock	\$25.00
Chain Crew	\$20.00
Ticket Seller/Taker	\$25.00
<b>Other Sports</b>	<b><u>Per Game</u></b>
Baseball/Softball Ticket Seller/Taker	\$35.00
Baseball/Softball Books/Clocks/Announcer	\$25.00
Basketball Books/Clock/Announcer	\$25.00
Basketball Ticket Seller/Taker	\$30.00
Basketball Concession	\$25.00
Soccer Books/Clock	\$25.00
Soccer Ticket Seller/Taker	\$30.00
Track (District Meet) Starter	\$25.00/Hour-\$150.00/Day
Volleyball Books/Clock	\$25.00
Volleyball Ticket Seller/Taker	\$30.00
<b>Other Extracurricular Events</b>	<b><u>Per Hour</u></b>
Graduation Ceremony	Varsity Football Pay Scale
Ticket Seller (Season Tickets, Playoffs, One-Act Play, etc.)	\$15.00
<b>Junior High School Games</b>	<b><u>Per Game</u></b>
Basketball Books/Clock	\$25.00
Ticket Seller	\$25.00
Volleyball Books/Clock	\$25.00
<b>Auditorium Facilities</b>	<b><u>Per Event</u></b>
Auditorium Manager	\$60.00
Operation of Sound and Lights	\$60.00
<b>Custodial for All Events</b>	<b><u>Per Hour</u></b>
Number of custodians determined by Director of Custodial Services	Based on hourly rate



<b>Security for All Events (4 hour minimum)</b>	<b><u>Per Hour</u></b>
Officers (Varsity Home Games, Graduation, Board Meetings, & Weekend Events)	\$35.00
Officers (All other events including bus escorts)	\$30.00
Officers (Special event on weekend)	\$40.00
Sergeant (Administrative/scheduling duties)	\$40.00

## Extra Duty Pay

### Agreement Form Required

Each occasion to result in extra duty pay will require the full and accurate completion of an Extra Duty Agreement form. Original must be submitted *prior to the extra duty begin date* and maintained on file in the Human Resources office.

### Responsibility for Notification

Project directors are responsible for ensuring proper notification through the payroll process when employees are to receive extra duty pay under the below conditions.

### Special Circumstances

For special circumstances not covered below, advance written approval/authorization of the Superintendent is required.

### REMINDER:

An Extra Duty Agreement is required for any duty performed by an employee ***in addition to*** his/her contract or scheduled employee calendar. In short, employees are not allowed to receive extra duty compensation while performing duties during normal operating hours (includes personal, sick, state days).

<b>Summer Activity Pay Schedule</b>	<b>Pay Not to Exceed</b>
Summer Help	
Employee/Retiree	\$15.00/hour
Student Helpers	\$10.00/hour
Summer Recreation Program	
Coordinator	\$30.00/hour
Teacher	\$25.00/hour
Instructional Paraprofessional	\$10.00/hour

## Professional Staff

Use the following scale for extra duty pay for professional staff (Teachers, Registered Nurses, and/or LVNs, Librarians, Specialty personnel and Administrators).

Notes: Any preparation time, to be reimbursable, requires prior approval of appropriate Educational Services Department Staff, and is not to exceed two hours per day (without prior approval of the Superintendent).

Professional Staff Extra Duty Pay Schedule	Pay Not to Exceed
Attendance at required staff development, study groups, etc., if on a Saturday or during the summer months. <i>(Exception if paid by a grant, time required during the work week [outside normal school day] may be reimbursed, providing prior specific approval is granted by the Superintendent [or designee] and there is no expense to local funds.)</i>	\$18.00/hour of seat time (attendance); not to exceed \$110.00/day
Curriculum work as directed by the appropriate Educational Services Department Staff (includes summer test administration). Also for presentation of workshops and related pre-approved preparation time.	\$30.00/hour; not to exceed \$210.00/day
Direct instruction of students or parents in a classroom setting, such as summer school and related pre-approved preparation time. Also includes homebound instruction	\$35.00/hour; not to exceed \$280.00/day
Specialty/Support positions to provide services for extended school year (Speech Pathologist, LSSP, Diagnostician, OT/PT, and Behavior Specialist).	Days beyond work calendar \$45.00/hour
Individual student testing/interpretation/report writing for dyslexia or special education students. Amounts above "not to exceed" require Executive Director approval. <i>Timesheet submittal required.</i>	\$45.00/hour; not to exceed: Dyslexia Evaluation - \$625.00 Psycho-educational Evaluation - \$750.00 Psychological Evaluation - \$1100.00
Administration of Summer School Programs.	Days beyond work calendar based on employee's base daily rate. Paid either 1/2 or full day basis (minimum of 3 hrs.)
Curriculum Specialist positions to complete all online district curriculum documents and resources prior to August 1. <i>(All additional time must be approved in advance by Deputy Superintendent for Educational Services.)</i>	Time beyond extra days provided in work calendar paid on the employee's base daily rate. Paid either 1/2 or full day basis (minimum of 3 hrs.).
Teachers who are certified trainers from outside providers, who provided training for staff during non-contract days. <i>Example: Teachers qualified as TOT for ABYDOS, Thinking Maps, etc.</i>	Current year's daily rate or rate required by the outside certified agency/company.
Specialized consultant services provided to band/choir students performed outside of the employee's scheduled work assignment.	\$75.00/hour; not to exceed \$125.00/hour
Accompanist services performed outside of the employee's scheduled work assignment (piano, guitar, etc.)	\$25.00/hour
Fine Arts Teachers who act as Solo Contest and UIL Concert Contest Adjudicators performed outside of the employee's scheduled work assignment.	\$150.00 - \$200.00/day; not to exceed \$50.00/hour
Other special assignments/duties (Such as athletic competition duty, i.e., gate, field, weight room, etc.)	\$15.00/hour

## Paraprofessional Staff

Use the following scale for extra duty pay for paraprofessional staff.

Notes: During a workweek, a paraprofessional may not be assigned more than 40 hours of work in a same or similar job without the benefit of time plus one-half (time and a half) pay for work beyond 40 hours. The Executive Director of Human Resources shall be consulted prior to arranging any such pay agreement. In lieu of time plus one-half pay, the employee may be allowed to trade off one and one-half hour(s) of regularly scheduled work time, for each hour of work beyond 40 hours in a work week. Such arrangement must be agreed to, in advance, by the employee and each direct or indirect supervisor.

Paraprofessional Staff Extra Duty Pay Schedule	Pay Not to Exceed
Attendance at required staff development, study groups, etc., if on a Saturday or during the summer months.	\$12.00/hour of seat time (attendance); not to exceed \$84.00/day
Job Coaching of students, working directly with students, such as summer school.	\$12.00/hour; not to exceed \$84.00/day
Translation of materials	\$23.00/hour; not to exceed \$160.00/day
Other special assignments/duties (such as summer school secretary, athletic competition duty, i.e., gate, field, selling season tickets, etc.)	Amount as per PCT/Extra-Curricular (daily / hourly rate) scale as communicated to the employee by Executive Director of Human Resources in advance.

# Special Duty Salary Schedule

## Substitutes

**Day to Day Substitutes** - less than 11 consecutive days in the same assignment.

**Long Term\* Substitute** - 11 to 30 consecutive days in the same assignment.

**Permanent Substitute** - 31 or more consecutive days in the same assignment.

*Substitute is allowed to miss one unpaid day in any twenty (20) day period for personal or family illness and still retain long term or permanent substitute status.*

*Note: Same assignment = Same Teacher/Same Location*

Substitute Teacher Salary Schedule	Full Day	1/2 Day
<b>Non-certified</b>		
Day to Day	\$90.00	\$45.00
Long Term	\$115.00	N/A
Permanent	\$120.00	N/A
<b>Certified (valid Texas) or Certified (other state)</b>		
Day to Day	\$120.00	
Long Term	\$155.00	
Permanent	\$160.00	
<b>Substitute Paraprofessional Salary Schedule</b>	<b>Full Day</b>	<b>1/2 Day</b>
Day to Day	\$80.00	\$40.00
Long Term	\$110.00	\$55.00
<b>Substitute Counselor Salary Schedule</b>	<b>Full Day</b>	
Day to Day	\$250.00	
<b>Substitute Salary Schedule - All Others</b>		
As approved by the Superintendent: -Must be approved at or above minimum wage rate as set by Federal Government -Non-certified teaching positions approved on individual basis by Superintendent -Not to exceed 90% of rate of full-time employees		

# DICKINSON INDEPENDENT SCHOOL DISTRICT

## Extra Duty Agreement

This is an agreement between Dickinson ISD and \_\_\_\_\_

The above named individual \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ on date(s) \_\_\_\_\_ from time(s) \_\_\_\_\_  
\_\_\_\_\_

☐ for current school year.

Special requirements include: (See attached job description (if applicable)). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For providing this service to the District, the above named employee will receive:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*DISD Policy DK (LOCAL): Assigned supplemental duties for which supplemental pay is received may be modified or discontinued by the District at any time. An employee who wishes to relinquish a paid supplemental duty may do so only with consent of the Superintendent or designee. Paid supplemental duties are not part of the District's obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.*

Signature of parties to the Agreement: (All signatures are required for the Agreement to be valid.)

\_\_\_\_\_  
Executive Director of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal and/or Budget Manager

\_\_\_\_\_  
Budget Code

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy/Assistant Superintendent  
(for Educational Services, District Operations, or Administration)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Employee ID #

\_\_\_\_\_  
Date

cc: Payroll  
Budget Manager  
Human Resources

# DICKINSON INDEPENDENT SCHOOL DISTRICT

## Special Duty Agreement

This is an agreement between Dickinson ISD and \_\_\_\_\_

☐

**former employee**

☐

**retiree**

The above named individual will \_\_\_\_\_

on date(s) \_\_\_\_\_ from time(s) \_\_\_\_\_

☐☒

for current school year.

Special requirements include: (See attached job description (if applicable)). \_\_\_\_\_

For providing this service to the District, the above named employee will receive:

*\*DISD Policy DK (LOCAL): Assigned supplemental duties for which supplemental pay is received may be modified or discontinued by the District at any time. An employee who wishes to relinquish a paid supplemental duty may do so only with consent of the Superintendent or designee. Paid supplemental duties are not part of the District's obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.*

Signature of parties to the Agreement: (All signatures are required for the Agreement to be valid.)

\_\_\_\_\_  
Executive Director of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director/ Budget Manager

\_\_\_\_\_  
Budget Code

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy/Assistant Superintendent for Educational  
Services, District Operations, or Administration

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Employee ID #

\_\_\_\_\_  
Date

cc: Payroll  
Budget Manager  
Human Resources