

COMPENSATION MANUAL



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DISD Mission Statement

The mission of the Dickinson Independent School District is to equip and empower all learners with skills and experiences to achieve academic excellence and make meaningful contributions to our world.

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

The purpose of this compensation plan booklet is for the administration of salaries and wages for classroom teachers, administrative educational programs and business operations, administrative support, instructional support and auxiliary employees of the Dickinson Independent School District. Practices described are intended to implement local Board policy and Board approved compensation plans and to comply with state and federal regulations.

New Hire Placement Guides

The employment, assignment, and salary placement are in accordance with the job requirements as specified by the job description. For all employees, the District will only consider actual years of experience, not purchased years of experience for TRS purposes. The District does not pay for teaching experience unless verified with an official Teacher Service Record [TSR]. Out of state or private school experience must be verified on a TSR. Work experience at a college or university must also be verified by a service record and by the College Verification Form.

Where job requirements include transcripts, certificates, or licenses, these must be official and on file with Human Resource Services. Official transcripts become property of the Dickinson Independent School District as long as he/she remains a District employee. All college degrees obtained, or semester hours earned to obtain employment or to receive graduate or undergraduate pay are accepted only if they are from institutions accredited by nationally recognized accrediting agencies. Audits for official documents are performed annually.

The Dickinson ISD Human Resources Department will determine hiring rates based upon job-related qualifications, salary history, and salaries of other employees in the same position. Hiring rates shall normally not be set at a rate above the salary of other employees with equal or more experience in the same position/pay grade. The Executive Director of Human Resources sets hiring rates. Salaries are determined on an individual basis based on each person's credited years of experience, current shortage needs of the District, and credentials related to instructional leadership or method.

Breaks in continuous service for any reason means the new hire placement guidelines are used. Movement from one pay group to another (i.e., teacher to administrative professional or instructional support to administrative support) will result in the use of new hire salary placement guidelines. Rate of pay will not exceed the maximum or be below the minimum of the pay grade without Superintendent approval.

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 (PK-3) & Middle 4-5 School Instruction		
Teachers		
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
Campus Compliance Facilitator	Each campus	1 Full-Time person (or as approved by Superintendent)
Dyslexia Specialist	Each campus	1 Full-Time person (additional staff based on student need and approved by the Superintendent)
Bilingual/ESL Specialist	Varies by program/campus design	1 Full-Time person (additional staff based on student need and approved by the Superintendent)
Paraprofessionals (Instructional Paraprofessionals)		
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-3; 4-5 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
SEL Para	Each campus	1 Full-Time person
Library/Media Services		
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
Counseling Services		
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
Health Services		
Registered Nurse	Each campus	1 Full-Time person
Administration		
Principal	Each campus	1 Full-Time person
Assistant Principal	Up to 800 students	1 Full-Time person
Secretarial/Clerical		
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

Junior High Instruction (6-8)		
Teachers		
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
Campus Compliance Facilitator	Each campus	1 Full-Time person (or as approved by Superintendent)
Dyslexia Specialist	Each campus	1 Full-Time person (additional staff based on student need and approved by the Superintendent)
Paraprofessionals (Instructional Paraprofessionals)		
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
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

Library/Media Services		
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
Counseling Services		
Counselor	Up to 600 students	1 Full-Time person
	For every increment of 400 students	1 additional person
Health Services		
Registered Nurse	Each campus	1 Full-Time person
Administration		
Principal	Each 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
Secretarial/Clerical		
Secretary	Each campus	1 Full-Time person
Receptionist/Clerical	Each campus	1 Full-Time person
	If more than 600 students	1 additional person
Attendance/Data Entry Clerk	Each campus	1 Full-Time person
Assistant Principal Secretary	For each AP position in Grades 6-8	1 Full-Time person
Registrar/Counselor Secretary	Each campus	1 Full-Time person

High School Instruction (9-12)		
Teachers		
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
Campus Compliance Facilitator	Each campus	4 Full-Time personnel
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)
Paraprofessionals (Instructional Paraprofessionals)		
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	Varies by program/campus design	1 Full-Time person
Library/Media Services		
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
Counseling Services		
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
	2250 to 2699 students	1 additional person
	2700 to 3149 students	1 additional person

College Career Counselor	HS campus	1 Full-Time person
Special Education	Up to 450 students	1 Full-Time person
Health Services		
Registered Nurse	HS campus	1 Full-Time person
	1600+ students	1 additional person
Clinic Paraprofessional (LVN or PCT)	HS campus	1 Full-Time person
Administration		
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
Secretarial/Clerical		
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	3 Full-Time persons
	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 persons
Publication Clerk	HS campus	1 Full-Time person
	Ninth Grade Center	1 Full-Time person
Counseling/CCR Services	HS campus	1 Full-Time person

Dickinson Continuation Center / DALC		
Teachers		
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
Counseling Services		
Counselor/Social Worker	DCC/DALC campus	1 Full-Time person
Administration		
Principal/Alt. School Director	DCC/DALC campus	1 Full-Time person
Assistant Principal/Site Coordinator	DCC/DALC/Esmond	1 Full-Time person
Secretarial/Clerical		
Secretary	DCC campus	1 Full-Time person
Secretary	DALC campus	1 Full-Time person
Receptionist/Clerical	DCC campus	1 Full-Time person

Gator Academy		
Administration		
Director of Employee Child Care Facility	Gator Academy	1 Full-Time person
Instructional Services		
Infants	6 weeks - 12 months	2 Full-Time positions
First Steps	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
Pre-School	3-4 years of age	1 Full-Time position
		1 Part-Time position (6 hr)
Pre-K	4-5 years of age	1 Full-Time position
		1 Part-Time position (6 hr)
Floater	Varies by need	1 Full-Time position
Kitchen Manager		1 Full-Time position
<i>Additional staff as required by the Department of Family and Protective Services</i>		

District-Wide Services		
Curriculum/Technology Specialists	As approved by the Superintendent	As assigned
Lead Nurse	The district's Lead Nurse must be a RN with 5 years of school nursing experience who is properly trained to supervise other school health personnel.	As assigned
SP/OT/PT/SLP/SLPA/ Diagnostician	As approved by the Superintendent	As assigned
Food & Nutrition Services		
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>		
Maintenance/Facilities/Custodial		
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 15th / January 15th. Certifications must be maintained and current in order to continue receiving the certification pay.

Administrative / Professional Pay Grades

AP1		Minimum
Calendars		\$235.08
180		\$42,314
198		\$46,546
221		\$51,953
235		\$55,244
Position		Assigned Calendar
Accounting Specialist		221
Benefits Specialist		221
Communications Specialist		221
Coordinator of DISD Ed Foundation		221
Director of Employee Child Care Center (Gator Academy)		198
Transportation Office Manager		230
FNS Manager (Elementary, Middle School and Junior High)		180
Payroll Systems Specialist		221
Transportation Route Coordinator		221
Transportation Route Coordinator, Special Needs		221

AP2		Minimum
Calendars		\$277.51
180		\$49,952
221		\$61,330
230		\$63,827
Position		Assigned Calendar
Assistant Director of Energy Management		221
Facilities/Stadium Manager		230
FNS Manager (High School)		180
FNS Senior Mentor Manager		180
FNS Training Manager		180
Help Desk Specialist		221
Payroll Coordinator		221
PC Support Technician		221
Transportation Supervisor		221

*SLP Assistant – Beginning with 2023-2024 NEW hires assigned to Teacher Salary Schedule.

AP3		Minimum	
Calendars		\$303.63	
180		\$54,653	
192		\$58,297	
198		\$60,119	
200		\$60,726	
211		\$64,066	
221		\$67,102	
		Position	Assigned Calendar
		Accountant (Business Services / FNS)	221
		Attendance Manager (DHS)	192
		College & Career Readiness Specialist	198
		Coordinator of Benefits / Risk Management	221
		DHS Registrar (Degreed)	221
		DHS Testing Coordinator and Instructional Materials Manager	211
		Lead Nurse	221
		Esmond Program Manager	198
		Facilities Project Assistant	221
		FNS Compliance & Personnel Supervisor	221
		Marketing and Communications Specialist	221
		Purchasing Accountant	221
		Speech Language Pathologist (SLP) Assistant (Min equals 0 year Teacher)*	187
		Therapist Assistant (COTA/LPTA)	180
		Therapist Trainee (OT/PT)	200 (Max)

AP4	
Calendars	Minimum
	\$333.02
187	\$62,275
190	\$63,274
198	\$65,938
200	\$66,604
205	\$68,269
211	\$70,267
221	\$73,597
Position	
Assigned Calendar	
Assistant Principal, Dickinson Continuation Center (DCC)	211
Assistant Principal, Elementary (Grades PK-3) and Middle School (Grades 4-5)	205
Counselor, Elementary School (Grades PK-3)	190
Counselor, Middle School (Grades 4-5)	198
Diagnostician Trainee	200
FNS Culinary Supervisor	221
Junior Systems Analyst	221
Licensed Professional Counselor (LPC)	190
LSSP (Intern)	200
Network Specialist	221
Program Support Specialist (BIL/EL)	221
Senior Accountant	221
Social Worker/ District Special Education Counselor	205
Specialist (Curriculum & Instruction - ELAR, Math, Sci, SS, EL PK-5)	221
Specialist (Curriculum & Instruction - STEAM)	211
Speech Language Pathologist (SLP)	190
Technology Integration Specialist	221
Therapist, Certified Occupational (OT)/ Physical (PT)	200 (max)
Voice Systems Specialist	221

AP5	
Calendars	Minimum
	\$378.73
198	\$74,989
200	\$75,746
205	\$77,640
210	\$79,533
221	\$83,699
Position	
Assigned Calendar	
Assessment Specialist, Special Programs	205
Coordinator of Purchasing	221
Counselor (DHS/DCC and DALC)	210
Counselor, Junior High (Grades 6-8)	198
Technology Integration Coordinator	221
Assistant Coordinator of Data Quality & SIS	210
Diagnostician	200
Director of Communications	221
Director of DISD Education Foundation	221
Director of Energy Management	221
Director of Marketing and Social Media	221
FNS Assistant Director	221
FNS Supervisor of Personnel & Purchasing	221
FNS Site Supervisor	221
LSSP	200
Speech Language Pathologist (SLP), Lead	200

AP6	Minimum	
Calendars	\$424.44	
211	\$89,557	
221	\$93,801	
Position		Assigned Calendar
Assistant Principal, Junior High (Grades 6-8) and High School (Grades 9-12)		211
Coordinator of Compliance, Special Programs		221
Coordinator of Assessment		221
Coordinator of Athletics		211
Coordinator of Data Quality and SIS		221
Coordinator of Evaluation and Related Services, Special Programs		221
Coordinator of Special Programs Instruction		221
District Security & Access Control Manager		221
Network Manager		221
Principal of CAP		211
Senior Systems Analyst		221
Social Emotional Learning Specialist		211
Technology Services Manager		221

AP7		Minimum	
Calendars		\$460.37	
221		\$101,742	
230		\$105,885	
		Position	Assigned Calendar
		DHS Associate Principal	221
		DHS Dean of Instruction	221
		Director of Advanced Academic Programs	221
		Director of Alternative Education/Principal	221
		Director of Assessment, Accountability and Compliance	221
		Director of At-Risk Programs, BIL/EL	221
		Director of Career Technical Education	221
		Director of Curriculum & Instruction	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 Leadership Development and Professional Learning	221
		Director of Transportation	221
		Principal, Elementary (Grades PK-3) and Middle School (Grades 4-5)	221

AP8		Minimum	
Calendars		\$510.98	
221		\$112,927	
		Position	Assigned Calendar
		Director of Athletics / Head Football Coach	221
		Executive Director of Business Operations	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 6-8)	221

AP9	Minimum	
Calendars	\$538.73	
221	\$119,059	
	Position	Assigned Calendar
	Assistant Superintendent of Administration	221
	Executive Director of Facility Planning and Construction	221

AP10	Minimum	
Calendars	\$587.70	
221	\$129,882	
	Position	Assigned Calendar
	Deputy Superintendent for Business and Operations	221
	Deputy Superintendent for Educational Services	221
	Principal, High School (Grades 9-12)	221

Professional Job Classification / Hiring Schedule

COUNSELOR SALARY SCHEDULE		
Social Emotional Learning Counselor	AP6	211
Counselor, DHS/ DCC/ DALC	AP5	210
Counselor, Junior High (Grades 6-8)	AP5	198
Counselor, Elementary (Grades PK-3)	AP4	190
Counselor, Middle School (Grades 4-5)	AP4	198

PROFESSIONAL SUPPORT STAFF HIRING SCHEDULE		
Position	Paygrade	Assigned Calendar
Assessment Specialist	AP5	205
Campus Compliance Facilitator	Teacher	192
Diagnostician	AP5	200
Diagnostician Trainee	AP4	200
Licensed Professional Counselor (LPC)	AP4	190
School Psychologist	AP5	200
School Psychologist Intern	AP4	200
OT / PT Therapist Trainee	AP3	(Maximum) 200
Social Worker / District Special Education Counselor	AP4	205
Speech Language Pathologist (SLP), Lead	AP5	200
Speech Language Pathologist (SLP) Assistant	AP4	187
Speech Language Pathologist (SLP)	AP4	190
Therapist, Certified Occupational / Physical (as needed)	AP4	200
Therapist Assistant (COTA / LPTA)	AP3	(Maximum) 200

SCHOOL HEALTH PERSONNEL		
Qualifications / Position	Starting Rate	Assigned Calendar
Lead Nurse	AP3	221
Licensed Vocational Nurse (LVN)	Teacher Salary Schedule (70%)	187
Registered Nurse	Teacher Salary Schedule	187

LIBRARIAN HIRING SCHEDULE		
Position	Starting Rate	Assigned Calendar
Librarian, Elementary (Grades PK-3)	Teacher Salary Schedule	188
Librarian, Middle School (Grades 4-5)	Teacher Salary Schedule	193
Librarian, Junior High School (Grades 6-8)	Teacher Salary Schedule	198
Librarian, High School (Grades 9-12)	Teacher Salary Schedule	198

TEACHER SALARY SCHEDULE

Step/Local Experience	DISD Compensation Rate	DISD Daily Rate
0	\$61,000.00	\$326.20
1	\$61,360.00	\$328.13
2	\$61,589.00	\$329.35
3	\$61,853.00	\$330.76
4	\$61,976.00	\$331.42
5	\$62,098.00	\$332.07
6	\$62,826.00	\$335.97
7	\$62,982.00	\$336.80
8	\$63,138.00	\$337.64
9	\$63,918.00	\$341.81
10	\$64,909.00	\$347.11
11	\$65,025.00	\$347.73
12	\$65,141.00	\$348.35
13	\$65,368.00	\$349.56
14	\$65,595.00	\$350.78
15	\$65,879.00	\$352.29
16	\$66,164.00	\$353.82
17	\$66,560.00	\$355.94
18	\$66,971.00	\$358.13
19	\$67,372.00	\$360.28
20	\$67,963.00	\$363.44
21	\$68,586.00	\$366.77
22	\$69,203.00	\$370.07
23	\$69,815.00	\$373.34
24	\$70,432.00	\$376.64
25	\$71,170.00	\$380.59
26	\$71,898.00	\$384.48
27	\$72,621.00	\$388.35
28	\$73,354.00	\$392.27
29	\$74,082.00	\$396.16
30	\$74,694.00	\$399.43
31	\$75,311.00	\$402.73
32	\$75,918.00	\$405.98
33	\$76,540.00	\$409.30
34	\$77,157.00	\$412.60
35	\$77,775.00	\$415.91
36	\$78,281.00	\$418.61
37	\$78,787.00	\$421.32
38	\$79,294.00	\$424.03
39	\$79,800.00	\$426.74
40	\$80,312.00	\$429.48

Teacher is defined as a classroom teacher, a librarian, and a registered nurse.

DISD Teacher Salary Schedule is based on a bachelor's degree.

Master's Degree: Add \$1,000, Doctorate's Degree: Add \$2,000 to the appropriate step on DISD Base Salary Schedule.

An additional \$500 per step after Step 40 up to a maximum of Step 46.

Paraprofessional / Clerical / Technical Pay Ranges

PCT1		Minimum
Calendars		\$112.61
180		\$20,270
184		\$20,720
190		\$21,396
Position		Assigned Calendar
Clerical Paraprofessional		184
Library Paraprofessional, Elementary (PK-3) and Middle School (4-5)		180
Library Paraprofessional, Junior High (6-8) and High School (9-12)		184
PE Paraprofessional		180
Publication Paraprofessional		190

PCT2		Minimum
Calendars		\$119.76
180		\$21,557
184		\$22,036
192		\$22,994
Position		Assigned Calendar
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

PCT3		Minimum
Calendars		\$125.21
180		\$22,538
182		\$22,788
184		\$23,039
187		\$23,414
221		\$27,671
Position		Assigned Calendar
ABCD Paraprofessional		182
Behavior Paraprofessional (General Ed)		180
Bilingual / ESL Instructional Intervention Paraprofessional		180
Clinic Paraprofessional (No other qualifications)		184
Computer Lab Paraprofessional (Junior High)		180
ESL Clerk (DHS)		184
Instructional Intervention Paraprofessional		180
Pre-K Paraprofessional (Regular / Bilingual)		180
Receptionist / Clerk, Operations and Facilities		221
Special Education Paraprofessional		182
Campus Compliance Data Clerk		184

PCT4		Minimum
Calendars		\$127.68
180		\$22,982
184		\$23,493
187		\$23,876
192		\$24,515
198		\$25,281
Position		Assigned Calendar
Computer Lab Paraprofessional (Elementary & Middle School)		180
Computer Lab Paraprofessional (High School)		184
Certified Nurse Assistant, CNA (Special Programs)		184
DALC/CAP Paraprofessional		180
Esmond Center Records Clerk		184
Edgenuity Computer Lab Monitor		184
Secretary, Assistant Principal (Junior High and High School)		192
Secretary, College and Career Center		198
Secretary, Counselor (Junior High and High School)		192
Social Emotional Learning/Character Paraprofessional		180

PCT5		Minimum
Calendars		\$133.30
192		\$25,594
198		\$26,393
200		\$24,888
202		\$26,927
215		\$28,660
221		\$29,459
Position		Assigned Calendar
Assessment Staff Support Clerk		200
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
Data Entry / Counselor's Secretary, Middle School		198
Publications / Business Technician/ ESC Receptionist		221
Scheduling Clerk & Summer Receptionist (High School)		221
Secretary, Associate Principal (High School)		221
Secretary, Dean of Instruction (High School)		221
SEL Counseling Clerk		200
Technical Support Specialist		221

PCT6		Minimum
Calendars		\$136.97
180		\$24,655
192		\$26,298
198		\$27,120
211		\$28,901
221		\$30,270
Position		Assigned Calendar
Bookkeeper Clerk, High School		192
Campus Security Monitor		180
Payroll Specialist, Operations and Facilities		221
PEIMS Specialist		221
Registrar, Junior High		198
Registrar Clerk, High School		198
Secretary, Esmond Center Educational Records		198
Secretary, Special Education Assessment		221
Secretary, Special Programs Coordinators		221
Secretary, Special Education PEIMS		221
Secretary, Principal (DCC and DALC)		221

PCT7		Minimum
Calendars		\$140.61
198		\$27,841
221		\$31,075
235		\$33,043
Position		Assigned Calendar
Accounts Payable Specialist		221
CAP Office Coordinator		211
FNS Office Coordinator		198
Human Resources Generalist		221
Secretary, Director of Alternative Education		221
Secretary, Director of Career and Technical Education		221
Secretary, Facility Services		235
Secretary, Director of Transportation		221
Secretary, Principal (Elementary)		221
Secretary, Principal (Middle School)		221
Secretary, Principal (Junior High)		221

PCT8		Minimum	
Calendars		\$151.57	
221		\$33,497	
		Position	Assigned Calendar
		Accounting Clerk / Bookkeeper, DHS	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
		Truancy Prevention Facilitator	221

PCT9		Minimum	
Calendars		\$186.03	
221		\$41,113	
		Position	Assigned Calendar
		Secretary, Principal (High School)	221

PCT10		Minimum	
Calendars		\$220.36	
221		\$48,700	
		Position	Assigned Calendar
		Secretary, Assistant Superintendent of Administration	221
		Secretary, Deputy Superintendent of Educational Services	221

PCT11		Minimum	
Calendars		\$232.52	
221		\$51,387	
		Position	Assigned Calendar
		Secretary, Superintendent of Schools	221

PCT DAILY RATE SCHEDULE

Years Exp.	PCT1	PCT2	PCT3	PCT4	PCT5	PCT6	PCT7	PCT8	PCT9	PCT10	PCT11
0	\$112.61	\$119.76	\$125.21	\$127.68	\$133.30	\$136.97	\$140.61	\$151.57	\$186.03	\$220.36	\$232.52
1	\$113.61	\$120.46	\$126.21	\$128.68	\$134.30	\$137.97	\$141.61	\$152.57	\$187.03	\$221.36	\$233.52
2	\$114.61	\$121.01	\$126.51	\$129.03	\$135.30	\$138.97	\$142.61	\$153.17	\$187.73	\$222.36	\$234.52
3	\$116.61	\$122.26	\$127.81	\$130.38	\$137.30	\$140.97	\$144.61	\$154.77	\$189.43	\$224.36	\$236.52
4	\$118.61	\$123.51	\$129.11	\$131.73	\$139.30	\$142.97	\$146.61	\$156.37	\$191.13	\$226.36	\$238.52
5	\$120.61	\$124.76	\$130.41	\$133.08	\$141.30	\$144.97	\$148.61	\$157.97	\$192.83	\$228.36	\$240.52
6	\$122.61	\$126.01	\$131.71	\$134.43	\$143.30	\$146.97	\$150.61	\$159.57	\$194.53	\$230.36	\$242.52
7	\$123.61	\$127.26	\$133.01	\$135.43	\$144.30	\$147.97	\$151.61	\$160.57	\$196.23	\$232.36	\$244.52
8	\$124.61	\$128.51	\$134.31	\$136.68	\$145.30	\$148.97	\$152.61	\$161.57	\$197.93	\$234.36	\$246.52
9	\$125.61	\$129.76	\$135.61	\$137.93	\$146.30	\$149.97	\$153.61	\$162.57	\$199.63	\$236.36	\$248.52
10	\$126.61	\$131.01	\$136.91	\$139.18	\$147.30	\$150.97	\$154.61	\$163.57	\$201.33	\$238.36	\$250.52
11	\$127.61	\$132.26	\$138.21	\$140.43	\$148.30	\$151.97	\$155.61	\$164.57	\$203.03	\$240.36	\$252.52
12	\$128.61	\$133.51	\$139.51	\$141.68	\$149.30	\$152.97	\$156.61	\$165.57	\$204.73	\$242.36	\$254.52
13	\$129.61	\$134.76	\$140.81	\$142.93	\$150.30	\$153.97	\$157.61	\$166.57	\$206.43	\$244.36	\$256.52
14	\$130.61	\$136.01	\$142.11	\$144.18	\$151.30	\$154.97	\$158.61	\$167.57	\$208.13	\$246.36	\$258.52
15	\$131.61	\$137.26	\$143.41	\$145.43	\$152.30	\$155.97	\$159.61	\$168.57	\$209.83	\$248.36	\$260.52
16	\$132.61	\$138.51	\$144.71	\$146.68	\$153.30	\$156.97	\$160.61	\$169.57	\$211.53	\$250.36	\$262.52
17	\$133.61	\$139.76	\$146.01	\$147.93	\$154.30	\$157.97	\$161.61	\$170.57	\$213.23	\$252.36	\$264.52
18	\$134.61	\$141.01	\$147.31	\$149.18	\$155.30	\$158.97	\$162.61	\$171.57	\$214.93	\$254.36	\$266.52
19	\$135.61	\$142.26	\$148.61	\$150.43	\$156.30	\$159.97	\$163.61	\$172.57	\$216.63	\$256.36	\$268.52
20	\$136.61	\$143.51	\$149.91	\$151.68	\$157.30	\$160.97	\$164.61	\$173.57	\$218.33	\$258.36	\$270.52
21	\$137.61	\$144.76	\$150.91	\$152.68	\$158.30	\$161.97	\$165.61	\$174.57	\$220.03	\$260.36	\$272.52
22	\$138.61	\$146.01	\$151.91	\$153.68	\$159.30	\$162.97	\$166.61	\$175.57	\$221.73	\$262.36	\$274.52
23	\$139.61	\$147.26	\$152.91	\$154.68	\$160.30	\$163.97	\$167.61	\$176.57	\$223.43	\$264.36	\$276.52
24	\$140.61	\$148.51	\$153.91	\$155.68	\$161.30	\$164.97	\$168.61	\$177.57	\$225.13	\$266.36	\$278.52
25	\$141.61	\$149.76	\$154.91	\$156.68	\$162.30	\$165.97	\$169.61	\$178.57	\$226.83	\$268.36	\$280.52
26	\$142.61	\$151.01	\$155.91	\$157.68	\$163.30	\$166.97	\$170.61	\$179.57	\$228.53	\$270.36	\$282.52
27	\$143.61	\$152.26	\$156.91	\$158.68	\$164.30	\$167.97	\$171.61	\$180.57	\$230.23	\$272.36	\$284.52
28	\$144.61	\$153.51	\$157.91	\$159.68	\$165.30	\$168.97	\$172.61	\$181.57	\$231.93	\$274.36	\$286.52
29	\$145.61	\$154.51	\$158.91	\$160.68	\$166.30	\$169.97	\$173.61	\$182.57	\$233.63	\$276.36	\$288.52
30	\$146.61	\$155.51	\$159.91	\$161.68	\$167.30	\$170.97	\$174.61	\$183.57	\$234.63	\$278.36	\$290.52
31	\$147.61	\$156.51	\$160.91	\$162.68	\$168.30	\$171.97	\$175.61	\$184.57	\$235.63	\$280.36	\$292.52
32	\$148.61	\$157.51	\$161.91	\$163.68	\$169.30	\$172.97	\$176.61	\$185.57	\$236.63	\$282.36	\$294.52
33	\$149.61	\$158.51	\$162.91	\$164.68	\$170.30	\$173.97	\$177.61	\$186.57	\$237.63	\$284.36	\$296.52
34	\$150.61	\$159.51	\$163.91	\$165.68	\$171.30	\$174.97	\$178.61	\$187.57	\$238.63	\$286.36	\$298.52
35	\$151.61	\$160.51	\$164.91	\$166.68	\$172.30	\$175.97	\$179.61	\$188.57	\$239.63	\$288.36	\$300.52
36	\$152.61	\$161.51	\$165.91	\$167.68	\$173.30	\$176.97	\$180.61	\$189.57	\$240.63	\$290.36	\$302.52
37	\$153.61	\$162.51	\$166.91	\$168.68	\$174.30	\$177.97	\$181.61	\$190.57	\$241.63	\$292.36	\$304.52

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. *Increase according to step/increment pattern (Ex. PCT1-9 \$1.00; PCT10-11 \$2.00).*

Support Services Pay Ranges

Pay Grade	Minimum		
SS1	11.17		
SS2	12.31		
SS3	13.42		
SS4	15.67		
SS5	17.91		
SS6	20.49		
SS7	23.01		

Auxiliary Departments

The following Lead/Differential Categories, additional pay, and Call Out Guidelines are applicable to employees in the following departments – Custodial, Facility Services, Food Nutrition Services, and Transportation.

Standard Certification / Differential Categories	Additional Pay (per Hour)
Lead Differential (by number of employees supervised)	
1 to 2	\$1.00
3 to 5	\$1.25
6 to 10	\$1.50
10 to 15	\$2.00
16+	\$2.50
Asbestos Inspector License	\$2.25
Texas Commercial Driver's License	\$2.00
Call Out Guidelines	Minimum Number of Hours Paid at Current Hourly Rate
Alarm Issues (Security / Fire)	1.5 hour minimum
Maintenance Issues (Emergency repairs, or anything outside of alarms)	3.0 hour minimum
Transportation Issues (Gate issues, or anything outside of alarms)	2.0 hour minimum

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.

FAS2	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly	\$12.31	\$12.83	\$13.36	\$14.06	\$14.94
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.				

Step 3	4) Knowledge of custodial safety procedures including MSDS sheets, Bloodborne Pathogens, etc. 1) At least three (3) years job related experience.
Step 4	2) Experience in classroom cleaning including marker boards, furniture, windows, etc. 3) Experience in carpet care procedures. 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	\$13.42	\$14.38	\$15.34	\$17.26	\$18.22
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/ AFC Assistant (Pest)					
TDA Applicator's License with Weed Control			\$1.75		
(3) Additional Categories for TDA Applicator's License (Lawn, Ornamental, Pest and Termite)			\$2.00		
Grounds Worker/ AFC Assistant (Irrigation)					
Texas Irrigation Installer Certification			\$1.00		
Texas Irrigator License			\$1.50		
HVAC Maintenance Worker					
EPA Certification in Refrigerant Recovery (Universal)			\$2.00		
Utility / Warehouse Worker - Add'l Steps (If Employed on Step 1)					
Step 2			\$1.25		
Step 3			\$1.50		
Step 4			\$2.00		
Step 5			\$2.50		
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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.
Step 5	<ul style="list-style-type: none"> 1) At least seven (7) years of job related experience. 2) Exhibits knowledge in the diagnosis and treatment of horticulture problems caused by disease, insects, etc. 3) Experience in the restoration of athletic field surfaces using aerators, top dressers, tractors, sod cutter, etc.
Grounds Worker - FAS3	
Step 1	<ul style="list-style-type: none"> 1) No job related experience. 2) Possess a valid Texas Driver's license with a good driving record.
Step 2	<ul style="list-style-type: none"> 1) At least one (1) year of job related experience. 2) Exhibits the knowledge of basic grounds keeping practices and procedures. 3) Demonstrate the ability to operate various types of mowers, weed eaters, trimmers, etc.
Step 3	<ul style="list-style-type: none"> 1) At least three (3) years job related experience. 2) Demonstrate basic knowledge of irrigation systems. 3) Experienced in tree and shrub trimming practices and procedures.
Step 4	<ul style="list-style-type: none"> 1) At least five (5) years of job related experience. 2) Knowledge of various classes of plants, trees, flowers, etc. and their care. 3) Experience in the repair of irrigation systems.
Step 5	<ul style="list-style-type: none"> 1) At least seven (7) years of job related experience. 2) Exhibits knowledge in the diagnosis and treatment of horticulture problems caused by disease, insects, etc. 3) Experience in the supervision of grounds keeping and landscaping projects.
HVAC Maintenance Worker - FAS3	
Step 1	<ul style="list-style-type: none"> 1) No 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 lift fifty (50) pounds routinely.
Step 2	<ul style="list-style-type: none"> 1) At least one (1) year of job related experience. 2) Experience in the use of hand and power tools. 3) Demonstrate the ability to climb and use an extension, step and roof ladder. 4) Demonstrate the ability to work without supervision.
Step 3	<ul style="list-style-type: none"> 1) At least three (3) years job related experience. 2) Knowledge of basic preventative maintenance practices for HVAC equipment. 3) Demonstrate basic computer skills.
Step 4	<ul style="list-style-type: none"> 1) At least five (5) years of job related experience. 2) Experience in HVAC preventative maintenance, including inspecting / replacing belts, greasing bearings, etc. 3) Demonstrate the ability to track replacement of filters and maintain filler replacement schedule.
Step 5	<ul style="list-style-type: none"> 1) At least seven (7) years of job related experience. 2) Proficient in the use of a computer for documentation and communication purposes. 3) Experience in minor troubleshooting and replacement of HVAC components and systems.

Laundry Worker - FAS3

- 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 lift fifty (50) pounds routinely.
- Step 2**
- 1) At least one (1) year of job related experience.
 - 2) Exhibits effective oral and written communication skills.
 - 3) Knowledge of cleaning procedures for office areas.
 - 4) Knowledge of basic washing and drying of clothes according to color, volume and fabric type.
- Step 3**
- 1) At least three (3) years job related experience.
 - 2) Demonstrate the ability to organize and implement a laundry schedule.
 - 3) At least three (3) years of experience in cleaning of office areas and restrooms.
- Step 4**
- 1) At least five (5) years of job related experience.
 - 2) Experience in washing and drying of clothes including bleaching/stain removal/handling & delivery.
- Step 5**
- 1) At least seven (7) years of job related experience.
 - 2) Proficient in all areas of commercial laundry procedures.
 - 3) Experience in the maintaining of commercial flooring including stripping, waxing, buffing, and carpet cleaning.

Lead Custodian, Junior High, High School and ESC - FAS3

- Step 1**
- 1) No job related experience.
 - 2) Demonstrates 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 of related job 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 of related job 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 related job experience.
 - 2) Experienced 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 related job 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.

Delivery Driver - FAS3

- Step 1**
- 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 routinely.
- Step 2**
- 1) At least one (1) year of related job experience.
 - 2) Experience in the sorting of mail for delivery.
 - 3) Exhibits high level of oral and written communication skills.
 - 4) Demonstrate the ability to work without supervision.
- Step 3**
- 1) At least three (3) years of related job experience.
 - 2) Experience in the use of postage machine.
 - 3) Proficient at reading maps and using GPS to locate destinations.

Step 4	1) At least five (5) years of related job experience. 2) Knowledge of postal regulations and requirements
Step 5	1) At least seven (7) years of related job experience. 2) Experience in the regulations and procedures required to ship various types of parcels via private carrier. 3) Experience in the regulations, requirements and procedures involved with district and postal service of delivery of mail, board folders, etc.
Utility Worker - FAS3	
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 written and verbal instructions.
Step 2	1) At least one (1) year of related job experience. 2) Demonstrate the ability to lift fifty (50) pounds routinely. 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.
Step 3	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. 4) Skilled in the use of pressure washing equipment.
Step 4	1) At least five (5) years of related job experience. 2) Basic knowledge of parking lot maintenance and sign repair. 3) Demonstrate the ability to pressure wash buildings and parking lots following a schedule.
Step 5	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.
Warehouse Worker - FAS3	
Step 1	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.
Step 2	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.
Step 3	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.
Step 4	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.
Step 5	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	\$15.67	\$16.79	\$17.90	\$20.14	\$21.26
Position			Assigned Calendar		
Athletic Complex Caretaker			235		
Athletic Field Caretaker			235		
Craft Apprentice, HVAC, General Maintenance, Electrical, Plumbing, and Life Safety/ Security			235		
Head Custodian, Elementary, Middle Schools and ESC			235		
Landscape Detailer			235		
Lead Laundry/Custodian			235		
Job Specific Certification Categories			Certification Rates (per Hour)		
Athletic Facilities Caretakers					
1) Step 2			\$1.50		
2) Step 3			\$2.00		
3) Step 4			\$2.50		
4) Step 5			\$2.75		
Landscape Detailer					
TDA Applicator's License with Weed Control			\$1.75		
(3) Additional Categories for TDA Applicator's License (Lawn Ornamental, Pest and Termite)			\$2.00		
Texas Irrigation Installer Certification			\$1.00		
Texas Irrigator License			\$1.50		
Craft Apprentice					
Electrical					
1) Texas Maintenance Electrician License			\$2.00		
2) Texas Journeyman Electrician License			\$2.50		
3) Texas Master Electrician License			\$3.00		
Plumber					
1) Texas Tradesman Plumber - Limited License			\$2.00		
2) Texas Journeyman Plumber's License			\$2.50		
3) Texas Masters Plumber's License			\$3.00		
General Maintenance/ Life Safety/ Security					
1) Step 2			\$1.50		
2) Step 3			\$2.00		
3) Step 4			\$2.50		
4) Step 5			\$2.75		
HVAC					
1) EPA Certification in Refrigerant Recovery (Universal)			\$2.00		
2) Texas Class "B" license in HVAC or Associate's Degree in Air Conditioning Technology			\$2.50		
3) Texas Class "A" license in HVAC			\$3.00		
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.
 - 2) Experience in the care and minor maintenance of aluminum bleachers.
 - 3) Experience with minor building maintenance such as replacement of light bulbs, ceiling tile, etc.
- Step 5**
- 1) At least seven (7) years of job related experience.
 - 2) Experience in interior and exterior maintenance of athletic facilities, including locker rooms, press boxes, restrooms, mechanical rooms, etc.
 - 3) Experience in field preparation and set up for football, soccer and other athletic events.
 - 4) Proficient in the operation of an athletic venue during scheduled events.

Athletic Field Caretaker - FAS4

- Step 1**
- 1) No job related experience.
 - 2) Possess a valid Texas Driver's license with a good driving record
 - 3) Demonstrate basic knowledge of turf (natural) including aeration, mowing, irrigation, etc.
- Step 2**
- 1) At least one (1) year of experience in grounds keeping and landscaping procedures.
 - 2) Experience in the mowing of turf (natural) in various patterns using a reel mower
 - 3) Demonstrate basic knowledge of various procedures required to maintain athletic fields including football, baseball, soccer, etc.
 - 4) Demonstrate basic knowledge in the layout of athletic fields including football, baseball, soccer, etc.
 - 5) Skilled in use of various types of mowers, weed eaters, striping machines, aerators, etc.
- Step 3**
- 1) At least three (3) years of experience in grounds keeping and landscaping procedures.
 - 2) Knowledge in painting procedures for athletic fields including layout, decal applications, striping and chalking.
 - 3) Experience in the recognition of various problems related to turf management caused by disease, weeds, insects, etc.
- Step 4**
- 1) At least five (5) years of experience in grounds keeping and landscaping.
 - 2) At least one (1) years of experience in athletic field preparation and procedures.
 - 3) Experience in the repair of athletic field irrigation systems.
- Step 5**
- 1) At least seven (7) years of experience in grounds keeping and landscaping.
 - 2) At least 2 years of experience in athletic field preparation and procedures.
 - 3) Experience in the supervision of grounds personnel in athletic field procedures and preparation.

Craft Apprentice - 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 written and verbal instructions.
- Step 2**
- 1) At least one (1) year of job related experience.
 - 2) Knowledge of tools in a designated craft.
 - 3) Basic knowledge of work related systems (i.e. plumbing, A/C, electrical, etc.).
 - 4) Demonstrate basic computer skills.

Step 3	<ul style="list-style-type: none"> 1) At least three (3) years job related experience. 2) Knowledge of general maintenance duties related to assigned craft. 3) Demonstrate the ability to work unsupervised.
Step 4	<ul style="list-style-type: none"> 1) At least five (5) years of job related experience. 2) Experience in the procurement of supplies, parts and tools. 3) Experience in work order system procedures. 4) Experienced in preventative maintenance procedures related to assigned craft.
Step 5	<ul style="list-style-type: none"> 1) At least seven (7) years of job related experience. 2) Experience in troubleshooting procedures related to assigned craft. 3) Proficient in the use of a computer for various duties.
Head Custodian (Elementary, Middle Schools and ESC) - FAS4	
Step 1	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 1) At least three (3) years of job related experience. 2) At least one (1) year of supervisory experience.
Step 3	<ul style="list-style-type: none"> 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.
Step 4	<ul style="list-style-type: none"> 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.
Step 5	<ul style="list-style-type: none"> 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.
Landscape Detailer - FAS4	
Step 1	<ul style="list-style-type: none"> 1) No job related experience. 2) Possess a valid Texas Driver's license with a good driving record.
Step 2	<ul style="list-style-type: none"> 1) At least one (1) year of job related experience. 2) Exhibits the knowledge of basic grounds keeping practices and procedures 3) Demonstrate the ability to operate various types of equipment such as mowers, weed eaters, hedge trimmers, etc. 4) Possess basic knowledge of various types of plants, flowers, trees, etc. and their care.
Step 3	<ul style="list-style-type: none"> 1) At least three (3) years of job related experience. 2) Demonstrate basic knowledge of shrub and tree maintenance. 3) Demonstrate basic knowledge of irrigation systems maintenance and repair.
Step 4	<ul style="list-style-type: none"> 1) At least five (5) years of job related experience. 2) Experienced in flower bed and soil maintenance practices including, weeding, mulching, aerating, edging, and fertilization. 3) Experienced in the removal and planting of ornamental plants, bushes, flowers, plants and shrubs.
Step 5	<ul style="list-style-type: none"> 1) At least seven (7) years of job related experience. 2) Exhibit detailed knowledge and experience in pruning, trimming, grafting, and removal of trees of various types and sizes 3) Experienced in the installation of landscaping projects and using softscaping and hardscaping materials. 4) Experienced in the installation and repair of irrigation systems for commercial landscaping.

Lead Laundry/Custodian - 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 lift fifty (50) pounds routinely.
Step 2	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.
Step 3	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.
Step 4	1) Five (5) years of job related experience. 2) Planning and directing experience. 3) Two (2) years of verifiable supervisory experience.
Step 5	1) Seven (7) years of job related experience. 2) Experience in training personnel in custodial and laundry procedures.

FAS5	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly	\$17.91	\$20.47	\$21.75	\$22.03	\$25.58
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	
Utility Foreman				235	
Job Specific Certification Categories				Certification Rates (per Hour)	
Grounds Foreman & Pest Control Operator					
TDA Applicator's License with Weed Control				\$1.75	
(3) Additional Categories for TDA Applicator's License (Lawn, Ornamental, Pest and Termite)				\$2.00	
Texas Irrigation License				\$1.50	
Indoor Pest Management Coordinator Certification				\$2.25	
Grounds Mechanic					
*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	
Step Schedule for Hiring					
Building Maintenance Technician, DHS - FAS5					
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 basic knowledge of commercial building maintenance related to electrical, plumbing, carpentry and painting. 4) Demonstrate the ability to work without direct supervision.				
Step 2	1) At least three (3) years of job related experience.				

Step 3	<ul style="list-style-type: none"> 2) Possess the ability to organize and maintain a preventative maintenance program. 3) Experience in basic electrical, plumbing and carpentry repairs.
Step 4	<ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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.
Step 5	<ul style="list-style-type: none"> 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.
Grounds Foreman - FAS5	
Step 1	<ul style="list-style-type: none"> 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.
Step 2	<ul style="list-style-type: none"> 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.
Step 3	<ul style="list-style-type: none"> 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.
Step 4	<ul style="list-style-type: none"> 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.
Step 5	<ul style="list-style-type: none"> 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.
Grounds Mechanic - FAS5	
Step 1	<ul style="list-style-type: none"> 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.
Step 2	<ul style="list-style-type: none"> 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.
Step 3	<ul style="list-style-type: none"> 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.
Step 4	<ul style="list-style-type: none"> 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

	<p>machines, etc.).</p> <p>3) Experience in the repair of hydraulic systems on heavy equipment.</p> <p>Step 5</p> <p>1) At least seven (7) years of experience in lawn equipment repair including heavy equipment.</p> <p>2) Demonstrate detailed knowledge of grounds and landscaping procedures.</p> <p>3) Proficient in the repair of heavy equipment (i.e. backhoes, tractors, lifts, etc.).</p>
<p>Head Custodian, Junior High and Lobit Education Village - FAS5</p>	
Step 1	<p>1) At least one (1) year of job related experience.</p> <p>2) Basic knowledge of custodial practices used in cleaning schools.</p> <p>3) Knowledge of custodial safety procedures including MSDS sheets, Bloodborne Pathogens, etc.</p> <p>4) Read and understand written and verbal directives.</p> <p>5) Experience with appropriate procedures for opening, closing and safeguarding facilities.</p> <p>6) Experience in the operation of floor maintaining equipment.</p>
Step 2	<p>1) At least three (3) years of job related experience.</p> <p>2) At least one (1) year of supervisory experience.</p>
Step 3	<p>1) At least five (5) years of verifiable experience as a custodian.</p> <p>2) Planning and directing experience.</p> <p>3) At least two (2) years of supervisory experience.</p>
Step 4	<p>1) At least seven (7) years of verifiable job related experience.</p> <p>2) At least three (3) years of verifiable supervisory experience.</p> <p>3) At least two (2) years of planning and directing experience.</p>
Step 5	<p>1) At least nine (9) years of verifiable job related experience.</p> <p>2) At least five (5) years of verifiable building keeper experience as a supervisor.</p> <p>3) At least five (5) years of planning and directing experience.</p> <p>4) Experience in training personnel in custodial safety procedures.</p>
<p>Inventory Management Technician - FAS5</p>	
Step 1	<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 lift fifty (50) pounds on a frequent basis.</p> <p>4) Demonstrate basic computer skills.</p>
Step 2	<p>1) At least one (1) year of job related experience.</p> <p>2) Exhibits knowledge of basic warehouse procedures including storing, inventory, tracking, receiving, etc.</p> <p>3) Experience in inventory control methods and procedures.</p> <p>4) Demonstrate knowledge of advanced computer skills.</p>
Step 3	<p>1) At least three (3) years of job related experience.</p> <p>2) Proficient in the used of a computerized inventory management system.</p> <p>3) Exhibit knowledge of warehouse and truck stock distribution, stocking and auditing procedures.</p> <p>4) Possess certification as a trained forklift operator.</p>
Step 4	<p>1) At least five (5) years of job related experience.</p> <p>2) Experience in the use of a bar coding system for inventory control.</p> <p>3) Demonstrate advanced computer skills with the ability to compile detailed inventory reports.</p> <p>4) Demonstrate knowledge of tool crib operating procedures.</p>
Step 5	<p>1) At least nine (9) years of job related experience.</p> <p>2) Proficient in following and implementing district and departmental purchasing procedures.</p> <p>3) Provide documentation of training and experience in warehouse management methods and</p>

procedures.

Pest Control Operator - FAS5

- Step 1**
- 1) No job related experience.
 - 2) Possess a valid Texas Driver's license with a good driving record.
 - 3) Demonstrate basic computer skills.
- Step 2**
- 1) At least one (1) year of job related experience.
 - 2) Experience in the identification and resolution of pest control issues.
 - 3) Demonstrate knowledge of safety procedures in handling chemicals as required by Texas SPCB.
- Step 3**
- 1) At least three (3) years of job related experience.
 - 2) Experience in the planning of pest and weed control strategies.
 - 3) Experience in the application of IPM procedures related to schools.
- Step 4**
- 1) At least five (5) years of job related experience.
 - 2) Experience in the identification and resolution of termite issues.
 - 3) Proficient in the use of a computer to maintain accurate records as per Texas SPCB requirements.
- Step 5**
- 1) At least seven (7) years of job related experience.
 - 2) Knowledge of procedures in control of nuisance wildlife.

Utility Foreman - FAS5

- Step 1**
- 1) Possess valid Texas driver's license with a good driving record.
 - 2) Demonstrate the ability to follow written and verbal instructions.
 - 3) Experience in the use of a pallet jack, truck cart, different types of dollies and other moving equipment.
- Step 2**
- 1) At least one (1) years of job related experience.
 - 2) Experience in the transport and delivery of various materials and supplies.
 - 3) Skilled in the use of hand tools (i.e. hammers, screwdrivers, socket sets, etc.)
 - 4) Skilled in the use of power tools (drills, saws, etc.)
- Step 3**
- 1) At least three (3) years of job related experience.
 - 2) Demonstrate the ability to work independently to complete work orders, deliveries and other job assignments.
 - 3) Demonstrate basic computer skills
 - 4) Knowledge of the regulations, requirements and procedures involved with district mail distribution.
- Step 4**
- 1) At least five (5) years of job related experience.
 - 2) Demonstrate knowledge of parking lot maintenance and repair procedures.
 - 3) Demonstrate knowledge of pressure washing practice and procedures for cleaning the exterior of commercial buildings.
 - 4) Experienced in the organizing, transport and delivery of furniture, materials, supplies, etc.
- Step 5**
- 1) At least seven (7) years of job related experience.
 - 2) Experience in coordinating and supervising projects such as pressure washing, moving and deliveries to meet assigned deadlines.
 - 3) Experience in set up procedures for special events such as banquets, graduation, auctions, etc.
 - 4) Demonstrate advanced computer skills.

FAS6	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly	\$20.49	\$23.42	\$26.34	\$29.27	\$30.73
Position			Assigned Calendar		
Carpenter			235		
Grounds Supervisor			235		
Head Custodian, DHS			235		
Painter			235		
Plumber			235		
Electrician			235		
Purchasing / Warehouse Manager			235		
Technician (Door Hardware, 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; Facility Services Coordinator)					
Asbestos Inspector License			\$2.25		
Texas Class A HVAC License			\$3.00		
Texas Class B HVAC License			\$2.50		
Electrician					
1) Texas Maintenance Electrician License			\$2.00		
2) Texas Journeyman Electrician License			\$2.50		
3) Texas Master Electrician License			\$3.00		
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.				
Door Hardware 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) Experience in the use of various hand and power tools.				
Step 2	1) At least three (3) years of job related experience.				

Step 3	<ul style="list-style-type: none"> 2) Experience in the operation of key coding and duplicating machine. 3) Basic knowledge in building security practices.
Step 4	<ul style="list-style-type: none"> 1) At least five (5) years of job related experience. 2) Demonstrate the ability to install and repair cylindrical and mortise locks. 3) Demonstrate the ability to install and repair door closures and exit devices.
Step 5	<ul style="list-style-type: none"> 1) At least seven (7) years of job related experience. 2) Experience in the implementation and maintaining of a facility key code system. 3) Experience in the repair of various types of interior and exterior doors. 4) Experience in the repair and replacement of door mullions, thresholds, hinges and glazing systems.
Step 5	<ul style="list-style-type: none"> 1) At least nine (9) years of job related experience. 2) Knowledge of ADA laws related to doors and door hardware. 3) Experience in the repair and replacement of locker hardware. 4) Experience in the repair and maintenance of electronic door devices.
Electrician - FAS6	
Step 1	<ul style="list-style-type: none"> 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 follow written and verbal instructions.
Step 2	<ul style="list-style-type: none"> 1) At least three (3) years of job related experience as an Electrician or six (6) years as an Electrical apprentice. 2) Proficient in the use of a computer for documentation and communication purposes (i.e., work orders, email, requisitions, etc.). 3) Knowledge of, and experience with compliance of the National Electric Code and related local codes. 4) Demonstrate the ability to read writing diagrams and schematics for diagnostic purposes.
Step 3	<ul style="list-style-type: none"> 1) At least five (5) years of job related experience as an Electrician, or eight (8) years as an Electrical Apprentice. 2) Experience in the cutting, bending, threading and running of electric conduit materials. 3) Experience in the pulling of insulated terminations to complete the installation of electrical circuits. 4) Skilled in the testing of malfunctioning electrical circuits and systems using test equipment.
Step 4	<ul style="list-style-type: none"> 1) At least seven (7) years of experience as an Electrician. 2) Demonstrate the ability to read and interpret detailed drawings, plans and specifications. 3) Experience in the installation, trouble shooting, and repair of commercial lighting fixtures and systems.
Step 5	<ul style="list-style-type: none"> 1) At least nine (9) years of experience as an Electrician. 2) Experience in the direction and training of personnel to install, maintain and repair commercial electrical circuits and systems. 3) Experience in electrical load calculations and planning for large jobs and special projects. 4) Experience in preventative maintenance procedures for electrical and lighting systems for commercial buildings.
General Maintenance Technician - FAS6	
Step 1	<ul style="list-style-type: none"> 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 building maintenance related to electrical, plumbing and carpentry.
Step 2	<ul style="list-style-type: none"> 1) At least three (3) years of job related experience. 2) Demonstrate the ability to work without supervision. 3) Experience in organizing and maintaining a preventative maintenance program. 4) Experience in minor electrical, plumbing and carpentry repairs.

Step 3	<ul style="list-style-type: none"> 1) At least five (5) years of job related experience. 2) Documented training and/or experience with organization and implementation of preventative maintenance program. 3) Experience in basic troubleshooting and repair of electrical and lighting systems. 4) Experience in basic troubleshooting and repair of plumbing fixtures and systems.
Step 4	<ul style="list-style-type: none"> 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 interpret blueprints and schematics to troubleshoot electrical, plumbing and structural problems.
Step 5	<ul style="list-style-type: none"> 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 preventative maintenance of all areas of school facilities.
Grounds Supervisor - FAS6	
Step 1	<ul style="list-style-type: none"> 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 grounds and landscaping procedures.
Step 2	<ul style="list-style-type: none"> 1) At least three (3) years of job related experience. 2) Knowledge of turf management, including disease control, irrigation and drainage.
Step 3	<ul style="list-style-type: none"> 1) At least five (5) years of job related experience. 2) Knowledge of indoor pest management procedures. 3) Experience scheduling and supervising a large mowing and landscaping operation.
Step 4	<ul style="list-style-type: none"> 1) At least seven (7) years of job related experience. 2) At least two (2) years of supervisory experience. 3) Experience in scheduling and supervising indoor pest management program.
Step 5	<ul style="list-style-type: none"> 1) At least nine (9) or more years of job related experience. 2) Experience in the design and installation of irrigation systems.
Head Custodian, DHS - FAS6	
Step 1	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 1) At least three (3) years of job related experience. 2) At least one (1) year of supervisory experience.
Step 3	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.
Step 2	<ul style="list-style-type: none"> 4) Demonstrate the ability to read wiring diagrams and schematics for diagnostic purposes. 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.
<i>Life Safety / Security Technician - FAS6</i>	
Step 1	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.). 4) Basic knowledge of NFPA codes and standards.
Step 3	<ul style="list-style-type: none"> 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. 4) Demonstrate the ability to read and interpret detailed drawings, plans and specifications.
Step 4	<ul style="list-style-type: none"> 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.
Step 5	<ul style="list-style-type: none"> 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.

Painter - FAS6

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| Step 1 | <ol style="list-style-type: none"> 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. |
| Step 2 | <ol style="list-style-type: none"> 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. Surfaces 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.). |
| Step 3 | <ol style="list-style-type: none"> 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. 3) Demonstrate the ability to measure, cut, paste and apply commercial wall covering materials. |
| Step 4 | <ol style="list-style-type: none"> 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. 4) Experience in the use of stains, sealants, varnishes and lacquers to coat wood surfaces. |
| Step 5 | <ol style="list-style-type: none"> 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.). |

Plumber - FAS6

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| Step 1 | <ol style="list-style-type: none"> 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 trade related instruments. 4) Demonstrate the ability to read basic architectural drawings. |
| Step 2 | <ol style="list-style-type: none"> 1) At least three (3) years of job related experience. 2) Experience in the cleaning of obstructions in drain and sewer lines in commercial facilities. 3) Knowledge of and experience with the National Plumbing and Uniform Mechanical Code. |
| Step 3 | <ol style="list-style-type: none"> 1) At least five (5) years of job related experience. 2) Experience in the cutting, threading, bolting, soldering and other established pipe joining procedures. 3) Experience in the installation and repair of commercial plumbing fixtures (i. e. toilet, lavatory, faucet, drinking fountain, etc.) |
| Step 4 | <ol style="list-style-type: none"> 1) At least seven (7) years of job related experience. 2) Experience in the installation and repair of domestic water heaters and commercial boilers. 3) Demonstrate the ability to read and interpret detailed drawings, plans and specifications to |

	determine layout, methods, materials and equipment required to complete work orders and projects.
Step 5	<ol style="list-style-type: none"> 1) At least nine (9) years of job related experience. 2) Experience in the installation, repair and testing of commercial natural gas piping systems. 3) Experience in the direction and training of personnel to install, maintain and repair commercial plumbing systems plumbing systems. 4) Demonstrate the ability to diagnose and repair complex problems in gas, water and sewer systems in commercial facilities.
<i>Purchasing/Warehouse Manager - FAS6</i>	
Step 1	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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.
<i>Utility Supervisor - FAS6</i>	
Step 1	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	\$23.01	\$27.94	\$31.22	\$34.51	\$37.80
Position				Assigned Calendar	
Specialist (Electrician, HVAC and Plumbing)				235	
Step Schedule for Hiring					
<i>Electrician Specialist - FAS7</i>					
Step 1	<ul style="list-style-type: none"> 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. 				
Step 2	<ul style="list-style-type: none"> 4) Demonstrate the ability to read wiring diagrams and schematics for diagnostic purposes. 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. 				
<i>HVAC Specialist - FAS7</i>					
Step 1	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 or refrigeration engineering / technology. 3) Experience in the diagnosis and troubleshooting of commercial HVAC systems 25 tons and under. 				
Step 4	<ul style="list-style-type: none"> 1) At least seven (7) years of experience as an HVAC Technician. 				

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

Transportation Pay Ranges

TRANSPORTATION HIRING SCHEDULE			
Years of Experience	Bus Monitors - TRA1	Driver Trainees - TRA3	Drivers - TRA5
0	\$12.00	\$14.15	\$21.50
1	\$12.50		\$22.00
2	\$12.65		\$22.15
3	\$12.80		\$22.30
4	\$12.90		\$22.55
5	\$13.00		\$22.75
6	\$13.10		\$22.90
7	\$13.35		\$23.00
8	\$13.45		\$23.10
9	\$13.60		\$23.30
10	\$13.70		\$23.40
11	\$13.85		\$23.50
12	\$14.00		\$23.70
13	\$14.15		\$24.10
14	\$14.30		\$24.50
15	\$14.45		\$24.90
16	\$14.60		\$25.30
17	\$14.75		\$25.70
18	\$14.90		\$26.10
Pay Differentials			
Lead Driver/Trainer			\$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			\$21.50
Substitute Bus Monitor			\$12.00
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

Transportation Certification - Mechanics/ Mechanic Helpers	Additional Pay (per Hour)
Certification is obtained, salary increase will be awarded as follows:	
Propane Certification	\$0.25
ASE Certification (Pay does not accumulate)	
At Least one or equivalent	\$0.25
Four areas towards ASE or equivalent	\$0.75
Certified Master Mechanic or equivalent	\$1.50
Inspections - Department of Transportation	\$0.25

TRA4	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly	\$15.67	\$19.02	\$21.26	\$23.50	\$24.62
Position			Assigned Calendar		
Dispatcher			190		
Mechanic Helper			235		
Step Schedule for Hiring					
Dispatcher - TRA4					
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) At least six (6) years of related work experience. 2) Ability to perform duties with awareness of all district requirements and Board of Education policies. 3) Bilingual preferred.				
Step 5	1) Eight (8) or more years of related work experience.				
Mechanic Helper - TRA4					
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	\$17.91	\$21.75	\$24.31	\$26.86	\$28.14
Position			Assigned Calendar		
Driver Trainer			177		
Field Trip Coordinator			177		
Lead Driver			177		
Office Generalist			177		
Routing Specialist			177		
Parts & Inventory Specialist			221		
Additional Pay					
Compensation for these 4 positions shall be regular driver salary plus \$1.00 per hour:					
Driver Trainer, Field Trip Coordinator, Office Generalist, Routing Specialist					
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.					
Parts & Inventory Specialist – TRA5					
Step 1	<ol style="list-style-type: none"> 1. No job-related experience. 2. Posses or willing to obtain a valid Commercial Texas Driver's license with a good driving record. 3. Ability to lift fifty (50) pounds on a frequent basis. 4. Demonstrate basic computer skills. 5. Willingness to substitute as a bus driver or monitor as needed. 				
Step 2	<ol style="list-style-type: none"> 1. At least one (1) year of job-related experience. 2. Exhibit's knowledge of basic warehouse procedures including storing, inventory, tracking, receiving, etc. 3. Experience in inventory control methods and procedures. 4. Demonstrate knowledge of a advanced computer skills. 				
Step 3	<ol style="list-style-type: none"> 1. At least three (3) years of job-related experience. 2. Proficient in the use of a computerized inventory management system. 3. Exhibit knowledge of warehouse and truck stock distribution, stocking and auditing procedures. 4. Possess certification as a trained forklift operator. 				

Step 4	<ol style="list-style-type: none"> 1. At least five (5) years of job-related experience. 2. Experience in the use of a bar coding system for inventory control. 3. Demonstrate advanced computer skills with the ability to compile detailed inventory reports.
Step 5	<ol style="list-style-type: none"> 1. At least nine (9) years of job-related experience. 2. Proficient in following and implementing district and departmental purchasing procedures. 3. Provide documentation of training and experience in warehouse management methods and procedures.

TRA6	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly	\$20.49	\$24.88	\$27.81	\$30.73	\$32.20
Position				Assigned Calendar	
Mechanic				235	
Step Schedule for Hiring					
<i>Mechanic - TRA6</i>					
Step 1	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1) At least five (5) to ten (10) verifiable mechanical experience. 2) Creditable certification in 4-5 areas of automotive technical training. 				
Step 4	<ol style="list-style-type: none"> 1) At least ten (10) to fifteen (15) years of verifiable mechanical experience. 2) Creditable certification in 6-7 areas of automotive technical training. 				
Step 5	<ol style="list-style-type: none"> 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 15th of each year.

FNS Position	Certification Level	Required PD Hours / Experience	Hourly Certified Increase
Apprentice	1	32 hours + 1 year experience	\$1.00
Technician	2	48 hours + 1 year experience	\$2.00
Assistant Manager	3	64 hours + 1 year experience	\$2.50
Probationary Manager	4	64 hours + 1 year experience	\$3.00
Mechanical / Distribution Supervisor	4	64 hours + 1 year experience	\$3.00
Additional Rates			
Substitute Rate			\$13.50
FNS Summer Manager			\$25.00

Minimum Criteria for each position:

FNS1	Minimum	
Hourly	\$11.17	
Position		Assigned Calendar
FNS Apprentice		170
Step Schedule for Hiring		
FNS Apprentice - FNS1		
1) No High School Diploma or experience required.		
2) Prefer High School Diploma or Texas Education Agency Certified GED preferred.		

FNS2	Minimum	
Hourly	\$12.31	
Position		Assigned Calendar
FNS Technician		170
Step Schedule for Hiring		
FNS Technician - FNS2		
1) No experience required.		
2) High School Diploma or Texas Education Agency Certified GED preferred.		

FNS3	Minimum	
Hourly	\$13.42	
Position		Assigned Calendar
FNS Assistant Manager, Elementary and Middle School		170
Step Schedule for Hiring		
<i>FNS Assistant Manager, Elementary and Middle School - FNS3</i>		
<ul style="list-style-type: none"> 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. 		

FNS4	Minimum	
Hourly	\$15.67	
Position		Assigned Calendar
FNS Assistant Manager, Junior High and High School		170
Step Schedule for Hiring		
<i>FNS Assistant Manager, Junior High and High School - FNS4</i>		
<ul style="list-style-type: none"> 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. 		

FNS5	Minimum	
Hourly	\$17.91	
Position		Assigned Calendar
Probation Manager		180
Step Schedule for Hiring		
<i>Probation Manager - FNS5</i>		
<ul style="list-style-type: none"> 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. 		

FNS6	Minimum	
Hourly	\$20.49	
Position		Assigned Calendar
Commercial Refrigeration/ Appliance Technician		221
Warehouse Manager		221
Step Schedule for Hiring		
<i>Warehouse Manager - FNS6</i>		
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.		

FNS7	Minimum	
Hourly	\$23.01	
Position		Assigned Calendar
Mechanical/Distribution Supervisor		221
Step Schedule for Hiring		
<i>Mechanical/Distribution Supervisor - FNS7</i>		
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

A stipend is in addition to your regular salary. The start dates and end dates for the supplemental duty(ies) may be different from the start and end dates under your employment contract with the district. Your stipend(s) include(s) payment for all duties, responsibilities, and additional time your supplemental duty(ies) may require. A stipend associated with a particular supplemental duty may be prorated if you do not complete the supplemental duty or if the supplemental duty is terminated for any reason.

Your supplemental duty(ies) is/are at-will and is/are not part of your employment contract with the district. There is no property right to your continuation of the supplemental duty(ies). You may resign one or more of these supplemental duties at any time or the district may reassign or terminate one or more supplemental duties at any time.

General Stipends/Rates	Amount
Academic Decathlon - DHS, Sponsor/Coach	\$5,000.00
Allowances	
Digital Media	\$1,200.00
Travel	
Assistant Director of Energy Management	<i>Varies according to approximate travel/year based on mileage rate</i>
Attendance Intervention Specialist	
Director of Energy Management	
Director of Food and Nutrition Services	
Education Foundation Administrator	
Executive Director of Technology	
Lead Nurse	
Homebound/VI/Fine Arts Teachers	
Assessment Specialist (School Psychologist/DIAG)	\$1,500.00
Audio Visual/Radio Broadcast	\$4,500.00
AVID Tutors	
Adults	\$12.00/hour
Students	\$10.00/hour
Benefits	
Superintendent	<i>Negotiated by contract agreement As approved by Board of Trustees</i>
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
Bilingual Specialist/ Dyslexia Specialist/ Instructional Specialist/ Interventionist	\$1,000.00

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
Child Find Team Leader	\$750.00
Critical Shortage (Secondary Math, Science, Foreign Language) <i>Must be Teacher of Record</i>	\$1,750.00
Cosmetology-Lead Teacher	\$3,500.00
DALC and DCC Assessment Coordinator	\$250.00
Drama High School	\$7,000.00
High School Assistant	\$5,000.00
Junior High School	\$1,600.00
Drill/Dance Team	\$6,000.00
Drill/Dance Team Assistant	\$2925.00
Drill (Junior High)	\$1,400.00
Dual Credit Instructor (# of dual credit students receiving credit per semester) <i>Total Dual Credit and/or OnRamps 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
Extracurricular Media (Scoreboard)	\$4,500.00
Lead Librarian	\$2,000.00
Mentor <i>Dependent upon Title II Federal Grant Funds</i>	\$750.00
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	\$6,250.00
High School, Choir #2	\$4,000.00
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 and #3	\$5,000.00
Junior High School, Choir	\$3,000.00
Middle School, Choir/Music	\$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
Science/History Fair, High School	\$1,000.00
Special Education	
Transition Coordinator	\$2,000.00
Campus Compliance Facilitator	\$2,500.00
In-Class Support, Inclusion Support, Behavior, ECSE, SAILS, RISE, WAVE	
Teacher	\$1,000.00
Paraprofessional	\$250.00
Fragile/Medical Needs	
Teacher	\$3,000.00
Paraprofessional	\$500.00
Special Olympics	
Special Olympics Coordinator (\$750 Fall; \$750 Spring)	\$1,500.00
Coach (per sport)	\$750.00
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
Technology Liaison	\$1,500.00
Vocational	
Agriculture Science Teacher (based on experience / involvement)	\$7,800.00
The following stipends will be paid June 30th	
Department Head/Team Leader/Grade Level Chair	\$1,000.00
Musical (DHS)	\$2,000.00
National Honor Society	
High School	\$800.00
Junior High School (amount may be split if two)	\$600.00

Newspaper	High School	\$800.00
	Middle/ Junior High School	\$300.00
Robotics	DHS Robotics Competition Sponsor	\$4,000.00
	Lead Robotics Sponsor (District)	\$750.00
	Robotics Sponsor (maximum 3 per campus)	\$500.00
	Out-of-District	\$650.00
Science/History Fair		\$1,000.00
Special Olympics (per sport)		\$250.00
Student Council	High School	\$800.00
	Junior High School	\$800.00
	Middle School	\$400.00
UIL (K-8) Events (Coordinator is Director of Advanced Academics)	1st Event	\$400.00
	2nd Event	\$250.00
	Each Additional Event AFTER 2nd	\$100.00
	Quiz Bowl Sponsor	\$400.00
UIL (9-12) Events	1st Event	\$600.00
	2nd Event	\$500.00
	Each Additional Event AFTER 2nd	\$250.00
	UIL Spring Events	\$1,600.00
	Speech/Debate Coach	\$2,500.00
	Speech/Debate Coach, Assistant	\$2,000.00
Yearbook	UIL Coordinator	\$2,500.00
	High School	\$1,250.00
	Junior High School	\$800.00
	Middle School	\$750.00

Athletic Stipends

Coaching Assignment	Stipend		
	Min	Mid	Max
GENERAL ATHLETICS			
Head Athletic Trainer	\$17,600		
Asst. Athletic Trainer (3)	\$12,850		
Girls JH Coordinator (per campus)	\$3,000	\$3,500	\$4,000
Boys JH Coordinator (per campus)	\$3,000	\$3,500	\$4,000
Strength and Conditioning Coach	\$12,500		
Assistant Strength and Condition	\$7,300		
Academic Advisor	\$1,100		
BASEBALL	Min	Mid	Max
Varsity Head	\$8,250	\$9,250	\$10,250
Varsity Assistant	\$5,550	\$6,050	\$6,550
JV Blue	\$3,750	\$4,250	\$4,750
JV White	\$3,750	\$4,250	\$4,750
BASKETBALL	Min	Mid	Max
Varsity Head (boys/girls)	\$8,400	\$9,400	\$10,400
JV Head (varsity assistant boys/girls)	\$5,400	\$5,900	\$6,400
Varsity Asst. Boys (9th A, assist soph)	\$3,900	\$4,400	\$4,900
Varsity Asst. Girls (assist 9th and JV)	\$3,900	\$4,400	\$4,900
Soph (boys)	\$3,000	\$3,500	\$4,000
9th Grade (boys/girls)	\$3,000	\$3,500	\$4,000
8th Grade Head (boys)-per campus	\$2,750	\$3,150	\$3,550
8th Grade head (girls)-campus	\$2,750	\$3,150	\$3,550
8th Asst. (boys)-per campus	\$2,000	\$2,400	\$2,800
8th Asst. (girls)-per campus	\$2,000	\$2,400	\$2,800
7th Head (boys)-per campus	\$2,250	\$2,650	\$3,050
7th Head (girls)-per campus	\$2,250	\$2,650	\$3,050
7th Asst.(boys)-per campus	\$1,750	\$2,150	\$2,550
7th Asst. (girls)-per campus	\$1,750	\$2,150	\$2,550
FOOTBALL	Min	Mid	Max
Varsity Assistant Head Coach	\$4,500		
Defensive Coordinator	\$11,500	\$12,500	\$13,500
Offensive Coordinator	\$11,500	\$12,500	\$13,500
Special Teams Coordinator	\$11,500	\$12,500	\$13,500

Varsity Assistant (8)	\$7,600	\$8,600	\$9,600
JV Head	\$7,550	\$8,550	\$9,550
JV Assistant (2)	\$7,300	\$8,300	\$9,300
9th Head	\$7,550	\$8,550	\$9,550
9th Assistant (2)	\$7,300	\$8,300	\$9,300
9th Assistant	\$7,300	\$8,300	\$9,300
8th Head (per campus)	\$6,000	\$6,400	\$6,800
8th Assistant (3 per campus)	\$3,750	\$4,150	\$4,550
7th Head (per campus)	\$4,250	\$4,650	\$5,050
7th Assistant (3 per campus)	\$3,500	\$3,900	\$4,300
Equipment Coordinator	\$3,150	\$3,550	\$3,950
Video Coordinator	\$1,750	\$2,150	\$2,550
Varsity Statistician	\$900		
Varsity Video	\$900		
GOLF	Min	Mid	Max
Varsity Head (boys & girls)	\$4,000	\$5,000	\$6,000
POWERLIFTING	Min	Mid	Max
Varsity Head	\$6,400	\$7,400	\$8,400
Varsity Asst/JV	\$2,000	\$2,500	\$3,000
SOCCER	Min	Mid	Max
Varsity Head (boys/girls)	\$6,050	\$7,050	\$8,050
Varsity Assitant (boys/girls)	\$3,450	\$3,950	\$4,450
JV (boys/girls)	\$2,550	\$3,050	\$3,550
9th (boys/girls)	\$2,550	\$3,050	\$3,550
Jr. High (boys/girls)-per campus	\$500	\$900	\$1,300
SOFTBALL	Min	Mid	Max
Varsity Head	\$8,250	\$9,250	\$10,250
Varsity assistant	\$5,550	\$6,050	\$6,550
JV Blue	\$3,750	\$4,250	\$4,750
SWIMMING	Min	Mid	Max
Varsity Head (Boys/Girls)	\$8,250	\$9,250	\$10,250
TENNIS	Min	Mid	Max
Varsity Head	\$6,400	\$7,400	\$8,400
Varsity Assistant/JV	\$2,050	\$2,550	\$3,050
9th	\$2,050	\$2,550	\$3,050

Jr. High (boys per campus)	\$800	\$1,200	\$1,600
Jr. High (girls per campus)	\$800	\$1,200	\$1,600
TRACK	Min	Mid	Max
Varsity head (boys/girls)	\$7,750	\$8,750	\$9,750
Varsity Assistant (field events boys)	\$5,000	\$5,500	\$6,000
Varsity Assistant (field events girls)	\$5,000	\$5,500	\$6,000
JV (boys/girls)	\$4,000	\$4,500	\$5,000
9th (boys)	\$3,000	\$3,500	\$4,000
X-Country Varsity/JV (boys)	\$3,500	\$4,500	\$5,500
X-Country Varsity/JV (girls)	\$3,500	\$4,500	\$5,500
X-Country Jr. High (boys per campus)	\$1,500	\$1,900	\$2,300
X-Country Jr. High (girls per campus)	\$1,500	\$1,900	\$2,300
Jr. High Head (boys per campus)	\$3,000	\$3,400	\$3,800
Jr. High Head (girls per campus)	\$3,000	\$3,400	\$3,800
Jr. High Assist (boys) 3 per campus	\$1,000	\$1,400	\$1,800
Jr. High Assist (girls) 3 per campus	\$1,000	\$1,400	\$1,800
VOLLEYBALL	Min	Mid	Max
Varsity Head	\$8,400	\$9,400	\$10,400
Varsity Assistant	\$5,400	\$5,900	\$6,400
JV Head	\$4,350	\$4,850	\$5,350
9th Head	\$3,900	\$4,100	\$4,600
9th Assistant	\$3,000	\$3,500	\$4,000
8th Head (per campus)	\$2,750	\$3,150	\$3,550
8th Assistant (per campus)	\$2,000	\$2,400	\$2,800
7th Head (per campus)	\$2,250	\$2,650	\$3,050
7th Assistant (per campus)	\$1,750	\$2,150	\$2,550

Extra-Curricular Pay Scale

Extra-Curricular Assignment	Amount
Varsity Football Games	<u>Per Game</u>
Administrative Ushers	\$60.00
Gate Ushers	\$60.00
FNS Concession Supervision (1)	\$200.00
FNS Concession Manager (3)	\$150.00
FNS Concession Workers	\$110.00
Announcers (2)	\$50.00
Pass Gate	\$60.00
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
Special Events are events and games not sponsored by DISD	<u>Per Hour</u>
Stadium/Gym Manager/Equipment Manager	\$50.00
Support staff will be paid on the Varsity Football Pay Scale	
Stadium Video Board Operator (as needed per game)	\$200.00
Sub-Varsity Football Games	<u>Per Game</u>
Announcer/Clock	\$25.00
Chain Crew	\$20.00
Ticket Seller/Taker	\$25.00
Other Sports	<u>Per Game</u>
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
Other Extracurricular Events	<u>Per Hour</u>
Graduation Ceremony	Varsity Football Pay Scale
Ticket Seller (Season Tickets, Playoffs, One-Act Play, etc.)	\$15.00
Junior High School Games	<u>Per Game</u>
Football Books/Clock	\$25.00
Basketball Books/Clock	\$25.00
Ticket Seller	\$25.00
Volleyball Books/Clock	\$25.00
Auditorium Facilities	<u>Per Event</u>
Auditorium Manager	\$60.00
Operation of Sound and Lights	\$60.00

Custodial for All Events Number of custodians determined by Director of Custodial Services	Per Hour Based on hourly rate
Security Pay (4 hour minimum) Monday - Thursday Friday - Sunday Special Events (includes graduation, Mardi Gras, rentals, etc.) Sergeant (Administrative/scheduling duties) Extracurricular Activities	Per Hour \$35.00 \$40.00 \$45.00 \$40.00 \$20.00

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).

Summer Activity Pay Schedule	Pay Not to Exceed
Summer Help Employee/Retiree	\$25.00/hour
Student Helpers	\$15.00/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. Also for presentation of workshops and related pre-approved preparation time. Translation of materials.	\$30.00/hour; not to exceed \$240.00/day
Direct instruction of students or parents in a classroom setting, such as summer school and related pre-approved preparation time. Includes homebound instruction and summer test administration.	\$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, 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 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.) Athletic Camps paid from activity account funds- price per hour set by Athletic Department	\$15.00/hour; not to exceed \$25.00/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.	\$15.00/hour; not to exceed \$105.00/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
Non-certified		
Day to Day	\$90.00	\$45.00
Long Term	\$115.00	N/A
Permanent	\$120.00	N/A
Certified (valid Texas) or Certified (other state)		
Day to Day	\$120.00	
Long Term	\$155.00	
Permanent	\$160.00	
Substitute Paraprofessional Salary Schedule		
Day to Day	\$80.00	\$40.00
Long Term	\$110.00	\$55.00
Substitute Counselor Salary Schedule		
Day to Day	\$250.00	
Substitute Salary Schedule - All Others		
As approved by the Superintendent: <ul style="list-style-type: none"> -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 -Sub counselor/ retired teachers hire on SAA, daily rate is based on years of service at retirement 		