

SALADO I.S.D.
EDUCATIONAL SECRETARY/SPECIALIST
SALARY SCHEDULE

Pay Step	Secretary I				Secretary II				Secretary III				Specialist				Bus Off Spec/PEIMS Facilitator			
	Hourly	8 h/d	8 h/d	8 h/d	Hourly	8 h/d	8 h/d	8 h/d	Hourly	8 h/d	8 h/d	8 h/d	Hourly	8 h/d	8 h/d	8 h/d	Hourly	8 h/d	8 h/d	8 h/d
		187 days	207 days	226 days		187 days	207 days	226 days		187 days	207 days	226 days		187 days	207 days	226 days		187 days	207 days	226 days
0	8.60	12,866	14,242	15,549	9.10	13,614	15,070	16,453	9.60	14,362	15,898	17,357	10.60	15,858	17,554	19,165	11.60	17,354	19,210	20,973
1	8.85	13,240	14,656	16,001	9.35	13,988	15,484	16,905	9.85	14,736	16,312	17,809	10.85	16,232	17,968	19,617	11.85	17,728	19,624	21,425
2	9.10	13,614	15,070	16,453	9.60	14,362	15,898	17,357	10.10	15,110	16,726	18,261	11.10	16,606	18,382	20,069	12.10	18,102	20,038	21,877
3	9.35	13,988	15,484	16,905	9.85	14,736	16,312	17,809	10.35	15,484	17,140	18,713	11.35	16,980	18,796	20,521	12.35	18,476	20,452	22,329
4	9.60	14,362	15,898	17,357	10.10	15,110	16,726	18,261	10.60	15,858	17,554	19,165	11.60	17,354	19,210	20,973	12.60	18,850	20,866	22,781
5	9.85	14,736	16,312	17,809	10.35	15,484	17,140	18,713	10.85	16,232	17,968	19,617	11.85	17,728	19,624	21,425	12.85	19,224	21,280	23,233
6	10.10	15,110	16,726	18,261	10.60	15,858	17,554	19,165	11.10	16,606	18,382	20,069	12.10	18,102	20,038	21,877	13.10	19,598	21,694	23,685
7	10.35	15,484	17,140	18,713	10.85	16,232	17,968	19,617	11.35	16,980	18,796	20,521	12.35	18,476	20,452	22,329	13.35	19,972	22,108	24,137
8	10.60	15,858	17,554	19,165	11.10	16,606	18,382	20,069	11.60	17,354	19,210	20,973	12.60	18,850	20,866	22,781	13.60	20,346	22,522	24,589
9	10.85	16,232	17,968	19,617	11.35	16,980	18,796	20,521	11.85	17,728	19,624	21,425	12.85	19,224	21,280	23,233	13.85	20,720	22,936	25,041
10	11.10	16,606	18,382	20,069	11.60	17,354	19,210	20,973	12.10	18,102	20,038	21,877	13.10	19,598	21,694	23,685	14.10	21,094	23,350	25,493
11	11.35	16,980	18,796	20,521	11.85	17,728	19,624	21,425	12.35	18,476	20,452	22,329	13.35	19,972	22,108	24,137	14.35	21,468	23,764	25,945
12	11.60	17,354	19,210	20,973	12.10	18,102	20,038	21,877	12.60	18,850	20,866	22,781	13.60	20,346	22,522	24,589	14.60	21,842	24,178	26,397
13	11.85	17,728	19,624	21,425	12.35	18,476	20,452	22,329	12.85	19,224	21,280	23,233	13.85	20,720	22,936	25,041	14.85	22,216	24,592	26,849
14	12.10	18,102	20,038	21,877	12.60	18,850	20,866	22,781	13.10	19,598	21,694	23,685	14.10	21,094	23,350	25,493	15.10	22,590	25,006	27,301
15	12.35	18,476	20,452	22,329	12.85	19,224	21,280	23,233	13.35	19,972	22,108	24,137	14.35	21,468	23,764	25,945	15.35	22,964	25,420	27,753
16	12.60	18,850	20,866	22,781	13.10	19,598	21,694	23,685	13.60	20,346	22,522	24,589	14.60	21,842	24,178	26,397	15.60	23,338	25,834	28,205
17	12.85	19,224	21,280	23,233	13.35	19,972	22,108	24,137	13.85	20,720	22,936	25,041	14.85	22,216	24,592	26,849	15.85	23,712	26,248	28,657
18	13.10	19,598	21,694	23,685	13.60	20,346	22,522	24,589	14.10	21,094	23,350	25,493	15.10	22,590	25,006	27,301	16.10	24,086	26,662	29,109
19	13.35	19,972	22,108	24,137	13.85	20,720	22,936	25,041	14.35	21,468	23,764	25,945	15.35	22,964	25,420	27,753	16.35	24,460	27,076	29,561
20	13.60	20,346	22,522	24,589	14.10	21,094	23,350	25,493	14.60	21,842	24,178	26,397	15.60	23,338	25,834	28,205	16.60	24,834	27,490	30,013
21	13.85	20,720	22,936	25,041	14.35	21,468	23,764	25,945	14.85	22,216	24,592	26,849	15.85	23,712	26,248	28,657	16.85	25,208	27,904	30,465
22	14.10	21,094	23,350	25,493	14.60	21,842	24,178	26,397	15.10	22,590	25,006	27,301	16.10	24,086	26,662	29,109	17.10	25,582	28,318	30,917
23	14.35	21,468	23,764	25,945	14.85	22,216	24,592	26,849	15.35	22,964	25,420	27,753	16.35	24,460	27,076	29,561	17.35	25,956	28,732	31,369
24	14.60	21,842	24,178	26,397	15.10	22,590	25,006	27,301	15.60	23,338	25,834	28,205	16.60	24,834	27,490	30,013	17.60	26,330	29,146	31,821
25	14.85	22,216	24,592	26,849	15.35	22,964	25,420	27,753	15.85	23,712	26,248	28,657	16.85	25,208	27,904	30,465	17.85	26,704	29,560	32,273
26	15.10	22,590	25,006	27,301	15.60	23,338	25,834	28,205	16.10	24,086	26,662	29,109	17.10	25,582	28,318	30,917	18.10	27,078	29,974	32,725
27	15.35	22,964	25,420	27,753	15.85	23,712	26,248	28,657	16.35	24,460	27,076	29,561	17.35	25,956	28,732	31,369	18.35	27,452	30,388	33,177
28	15.60	23,338	25,834	28,205	16.10	24,086	26,662	29,109	16.60	24,834	27,490	30,013	17.60	26,330	29,146	31,821	18.60	27,826	30,802	33,629
29	15.85	23,712	26,248	28,657	16.35	24,460	27,076	29,561	16.85	25,208	27,904	30,465	17.85	26,704	29,560	32,273	18.85	28,200	31,216	34,081
30	16.10	24,086	26,662	29,109	16.60	24,834	27,490	30,013	17.10	25,582	28,318	30,917	18.10	27,078	29,974	32,725	19.10	28,574	31,630	34,533

SALADO I.S.D.
EDUCATIONAL SECRETARY/SPECIALIST
SALARY SCHEDULE

PAY GRADE:

Secretary I, II, or III is determined by *TEA Certification Handbook, Requirements for Paraprofessional Certification*

Specialist:

Supervisor's recommendation is required for Specialist pay grade.

Minimum of five years experience in the position hired.

Primary assignment is a specialized area which requires specific skills and training.

Performs and assumes responsibility for tasks with limited guidance.

PEIMS Facilitator/Campus PEIMS Coordinator

Minimum of five years experience in the position hired.

Annual Professional Development hours = 24

Responsible for maintaining multi-campus PEIMS data and student records.

Coordinates student data and scheduling between campuses.

Works independently with limited supervision.

Business Office Specialist:

Supervisor's recommendation is required for Business Office Specialist pay grade.

Minimum of five years experience as a Specialist in the position hired.

Primary assignment is a specialized area which requires specific skills and training.

Performs and assumes responsibility for a business operation with limited supervision.

PAY STEP PLACEMENT:

Criteria:

One step for each year of **educational** experience **in** the area hired.

One step for every two (2) years of **educational** experience but **outside** the area hired.

One step for every three (3) years **non-educational** experience **in** the area hired.

Zero steps for **non-educational** experience **outside** the area hired.