

**THE SCHOOL DISTRICT OF JACKSON COUNTY
2007-2008 CLASSIFICATION AND HOURLY PAY GRADES
CONFIDENTIAL NON-INSTRUCTIONAL PERSONNEL**

<u>SCHOOLS--OFFICE</u>	<u>PAY GRADE</u>	<u>TRANSPORTATION</u>	<u>PAY GRADE</u>	<u>DISTRICT--CLERICAL AND FINANCE</u>	<u>PAY GRADE</u>
Secretary (256 Days/8 Hours)	16-26	Fleet Manager	30-33	(256 Days--7.5 Hours) Personnel/Leave Specialist	24-28
				Adm. Secretary to the Deputy Superintendent	24-30
				Adm. Secretary to the Superintendent	29-33
Secretary/Bookkeeper 221 Days--8 Hours 256 Days--8 Hours	16-26	<u>MAINTENANCE</u> (256 Days--8 Hours) Skilled Technician Maintenance Foreman	27-29 31-33		
<u>FOOD SERVICE</u>					
Manager (187 Days--8 Hours)	16-24				

1. Personnel working fewer than 256 days are not entitled to paid holidays or annual leave.
2. Pay grades dependent upon experience, expertise and/or supervisor's recommendation.
3. Maximum days and hours of employment are noted in parentheses. If a four-day work week is in effect during the working days of any of the above classifications, the time shall be extended in either days or hours to complete the number of contract days.
4. A part or all experience in a related area of work with other state agencies or established business firms may be recognized on this schedule when the experience is documented in the employee's personnel file and upon recommendation of the employee's immediate supervisor.
5. Elementary school secretaries shall work the same days as teachers plus the 30 days of summer school.
6. School lunch managers who have received certification on or before September 1 of each year shall receive a supplement of \$300.
7. School lunch managers shall receive a \$400 supplement for each satellite operation under their supervision.
8. Effective 7-1-95, employees completing a high school diploma or GED equivalent shall receive a one-time bonus of \$300.
9. School-level office employees and district-level clerical or finance employees with a four-year college degree will be paid at pay grade 27 or above.

Approved by the Jackson County School Board in regular session July 17, 2007