

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

<u>SCHOOLS-- OFFICE AND AIDES</u>	<u>PAY GRADES</u>	<u>TRANSPORTATION</u>	<u>PAY GRADE</u>	<u>DISTRICT--CLERICAL &amp; FINANCE</u>	<u>PAY GRADE</u>
High School Secretary/Bookkeeper	16-26	(256 Days--8 Hours)		(256/221 Days--7.5 Hours)	
256 Days--8 Hours		Shop Helper	7-10	Office/Acct/Computer Specialist	14-26
221 Days--8 Hours		Parts Clerk/Data Entry Operator	12-15	Insurance Specialist	24-28
Paraprofessional	11-23, 27	Mechanic	15-18	Retirement/Certification Specialist	24-28
180 Days--7.5 Hours		Skilled Mechanic	23-26	Community Based Employment Specialist*	21-24, 27
Data Entry Operator	15-23, 27	Master Mechanic	26-29		
256 Days--7.5 Hours		Chief Mechanic	27-30	* see note 14	
221 Days--7.5 Hours		Bus Driver (740 hours)	20-25		
190 Days--7.5 Hours					
 <u>FOOD SERVICE</u>		 <u>MAINTENANCE &amp; OPERATIONS</u>		 <u>SUBSTITUTES/TEMPORARY HELP</u>	
(185 Days)		(256/190 Days--8 Hours)		Bus Driver (Substitute)	25
Baker	10-13	Custodian	6-8	Interpreter Trainee*	21
Cashier	Min. Wage-9	Head Custodian--256 Days, 8 Hrs	9-15	Interpreter II*	25
General Worker	Min. Wage-9	Maintenance Assistant	8-11	Interpreter I*	29
Cook	12-14	General Maintenance	11-17	Extra-Curricular Activities	Min. Wage
Commodity Delivery	10-16	Skilled Maintenance	20-23	School Lunch Subs	Min. Wage
(256 Days--8 Hours)		Maintenance Technician	23-25	Student	Min. Wage
Finance Assistant	22-26	Electronics Technician	29-31	Other	Min. Wage
(256 Days--7.5 Hours)		Skilled Technician	27-29		
Accounting Clerk	16-26	Master Technician	30-32		
(256 Days--7.5 Hours)		Warehouse Manager	30-33		
				<u>NOTE:</u> Substitute and temporary help are paid at the zero (0) experience level - employment at this level is not an established position and is not considered full-time employment.	
				*Requirements outlined in job descriptions	

1. Personnel working fewer than 256 days are not entitled to paid holidays or annual leave.
2. Pay grades dependent upon level of education, certification, experience, expertise and/or supervisor's recommendation.
3. Minimum paraprofessional education requirements at a non-Title I funded school: high school diploma.
4. Minimum paraprofessional education requirements at a Title I funded school: AA degree or 60+ semester hours or successfully score on ParaPro exam.
5. Maximum days and hours of employment are noted in parenthesis. 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.
6. A part or all experience in a related area of work with other state agencies or established business firms may be recognized (up to 10 years maximum) on this schedule when the experience is documented in the employee's personnel file and upon recommendation of the employee's immediate supervisor.
7. 190-day personnel shall begin employment the day after teachers report to work and thereafter work the same days as teachers.
8. Paraprofessionals employed on a less than full-time basis shall be considered temporary help and the note under this classification is applicable to them.
9. School Lunch General Workers who have received certification on or before September 1 of each year shall receive supplement of \$200.
10. Minimum data entry operators education requirements: high school diploma. Middle and high school data entry operators shall work 256 days.
11. Elementary school data entry operators shall work the same days as teachers plus 30 days to include summer school.
12. Effective 7-1-95, employees completing a high school diploma or GED equivalent shall receive a one-time bonus of \$300.
13. School-level office or paraprofessional employees and district-level clerical or finance employees with a four-year college degree will be paid at pay grade 27 or above.
14. Community Based Employment Specialist position contingent upon annual receipt of Federal Project Award Notification.

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