

**THE SCHOOL DISTRICT OF JACKSON COUNTY
2010-2011 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 & FINANCE</u>	<u>PAY GRADE</u>
High School Secretary/Bookkeeper 256 Days—8 Hours 221 Days—8 Hours	16-26	(256 Days--8 Hours) Shop Helper		(256/221 Days—7.5 Hours) Office/Acct/Computer Specialist	14-26
Paraprofessional 182 Days—7.5 Hours 181 Days—4.0 Hours (Bus Monitor)	11-23, 27	Parts Clerk/Data Entry Operator Mechanic	7-10 12-15 15-18	Insurance Specialist Retirement/Certification Specialist	24-26 24-28
Data Entry Operator 256 Days—7.5 Hours 221 Days—7.5 Hours 191 Days—7.5 Hours	15-23, 27	Skilled Mechanic Master Mechanic Chief Mechanic Bus Driver (4.0 hours/181 days)	23-26 26-29 27-30 20-25	Community Based Employment Specialist*	21-24, 27
				* see note 14	
<u>FOOD SERVICE</u> (186 Days)		<u>MAINTENANCE & OPERATIONS</u> (256/191 Days—8 Hours)		<u>SUBSTITUTES/TEMPORARY HELP</u>	
Baker	10-13	Custodian	6-8	Bus Driver (Substitute)	25
Cashier	Min. Wage-9	Head Custodian—256 Days, 8 Hrs	9-15	Interpreter Trainee*	21
General Worker	Min. Wage-9	Maintenance Assistant	8-11	Interpreter II*	25
Cook	12-14	General Maintenance	11-17	Interpreter I*	29
Commodity Delivery (256 Days—8 Hours)	10-16	Skilled Maintenance	20-23	Extra-Curricular Activities	Min. Wage
Accounting Clerk (256 Days—7.5 Hours)	16-26	Maintenance Technician	23-25	School Lunch Subs	Min. Wage
		Electronics Technician	28-31	Student	Min. Wage
		Skilled Technician	27-29	Other	Min. Wage
		Master Technician	30-32		
		Warehouse Manager	30-33		

NOTE: 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

- Personnel working fewer than 256 days are not entitled to paid holidays or annual leave.
- Pay grades dependent upon level of education, certification, experience, expertise and/or supervisor's recommendation.
- Minimum paraprofessional education requirements: AA degree or 60+ semester hours or successful score on ParaPro exam.
- 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.
- 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.
- 191-day personnel shall begin employment on and thereafter work the same days as teachers.
- Paraprofessionals employed on a less than full-time basis shall be considered temporary help and the note under this classification is applicable to them.
- School Lunch General Workers who have received certification on or before September 1 of each year shall receive supplement of \$200.
- Minimum data entry operators education requirements: high school diploma. Middle and high school data entry operators shall work 256 days.
- Elementary school data entry operators shall work the same days as teachers plus 30 days to include summer school.
- Effective 7-1-95, employees completing a high school diploma or GED equivalent shall receive a one-time bonus of \$300.
- 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.
- 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 20, 2010
Amended by the Jackson County School Board in regular session March 15, 2011*