

**THE SCHOOL DISTRICT OF JACKSON COUNTY
2010-2011 CLASSIFICATION AND HOURLY PAY GRADES
NON-INSTRUCTIONAL PERSONNEL**

SCHOOLS— OFFICE AND AIDES

High School Secretary/Bookkeeper
256 Days—8 Hours
221 Days—8 Hours
Paraprofessional
181 Days—7.5 Hours
180 Days—4.0 Hours (Bus Monitor)
Data Entry Operator
256 Days—7.5 Hours
221 Days—7.5 Hours
190 Days—7.5 Hours

PAY GRADES

16-26

11-23, 27

15-23, 27

TRANSPORTATION

(256 Days—8 Hours)
Shop Helper
Parts Clerk/Data Entry Operator
Mechanic
Skilled Mechanic
Master Mechanic
Chief Mechanic
Bus Driver (4.0 hours/180 days)

PAY GRADE

7-10

12-15

15-18

23-26

26-29

27-30

20-25

DISTRICT—CLERICAL & FINANCE

(256/221 Days—7.5 Hours)
Office/Acct/Computer Specialist
Insurance Specialist
Retirement/Certification Specialist
Community Based Employment Specialist*

PAY GRADE

14-26

24-28

24-28

21-24, 27

* see note 14

FOOD SERVICE

(185 Days)
Baker
Cashier
General Worker
Cook
Commodity Delivery
(256 Days—8 Hours)
Accounting Clerk
(256 Days—7.5 Hours)

10-13

Min. Wage-9

Min. Wage-9

12-14

10-16

16-26

MAINTENANCE & OPERATIONS

(256/190 Days—8 Hours)
Custodian
Head Custodian—256 Days, 8 Hrs
Maintenance Assistant
General Maintenance
Skilled Maintenance
Maintenance Technician
Electronics Technician
Skilled Technician
Master Technician
Warehouse Manager

6-8

9-15

8-11

11-17

20-23

23-25

29-31

27-29

30-32

30-33

SUBSTITUTES/TEMPORARY HELP

Bus Driver (Substitute) 25
Interpreter Trainee* 21
Interpreter II* 25
Interpreter I* 29
Extra-Curricular Activities Min. Wage
School Lunch Subs Min. Wage
Student Min. Wage
Other Min. Wage

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

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.
15. Employees of the School Improvement Policy Center work a regular day based on 8 hours.

Approved by the Jackson County School Board in regular session July 20, 2010