

## 2018 - 2019 Paraprofessional / Office / Technical Classification Structure McKinney ISD

This classification structure is based upon state and federal laws and regulations as they exist at the time the structure was drafted. Please note that this structure is subject to change and revision based upon any changes made by the state and/or federal laws, regulations, or procedures. The amounts provided herein are not guaranteed and are subject to adjustment, including a reduction, at any time.

Every full-time district employees employed no later than October 1, 2018 and remaining employed through November 15, 2018 will receive a \$500 mid-year stipend.

Stipends are not reflected in the salary schedule.

### Pay Grade Descriptions

| <u>1</u>                        | Workdays |
|---------------------------------|----------|
| Bilingual Aide                  | 187      |
| Classroom Instructional Aide    | 187      |
| ESL Aide                        | 187      |
| Head Start Aide                 | 187      |
| Library Aide                    | 187      |
| Mother's Day Out Staff          | 193      |
| Music Aide                      | 187      |
| Newcomer/Parent Liaison Clerk   | 187      |
| Newcomer Support Aide           | 187      |
| PE Aide                         | 187      |
| Pre-K Aide                      | 187      |
| Preschool Support Staff         | 193      |
| Special Education Aide          | 187      |
| Special Education Clerical Aide | 187      |

|                 | Minimum        | Midpoint        | Maximum         |
|-----------------|----------------|-----------------|-----------------|
| <b>Daily</b>    | <b>\$92.98</b> | <b>\$107.87</b> | <b>\$126.42</b> |
| <b>187 days</b> | \$17,387       | \$20,172        | \$23,641        |
| <b>193 days</b> | \$17,945       | \$20,819        | \$24,399        |

| <u>2</u>                                  | Workdays |
|-------------------------------------------|----------|
| Aide - GT Testing                         | 187      |
| Assistant Registrar - High School         | 198      |
| Campus Office Assistant                   | 187      |
| Campus Receptionist                       | 187      |
| Maintenance Clerk/Receptionist            | 226      |
| Special Education Aide - Active Learning  | 187      |
| Special Education Aide - Clerical Lead    | 187      |
| Special Education Aide - PPCD             | 187      |
| Special Education Aide - Pre Speech Prgm  | 187      |
| Special Education Aide - Special Needs    | 187      |
| Special Education Aide - Supplemental     | 187      |
| Special Education Aide - Transition Prgm. | 187      |
| Transition Clerk - CRC                    | 187      |

|                 | Minimum         | Midpoint        | Maximum         |
|-----------------|-----------------|-----------------|-----------------|
| <b>Daily</b>    | <b>\$100.21</b> | <b>\$116.28</b> | <b>\$136.28</b> |
| <b>187 days</b> | \$18,740        | \$21,745        | \$25,485        |
| <b>198 days</b> | \$19,842        | \$23,024        | \$26,984        |
| <b>226 days</b> | \$22,648        | \$26,280        | \$30,800        |

| <u>3</u>                      | Workdays |
|-------------------------------|----------|
| Associate Principal Secretary | 226      |

|              | Minimum         | Midpoint        | Maximum         |
|--------------|-----------------|-----------------|-----------------|
| <b>Daily</b> | <b>\$106.84</b> | <b>\$124.10</b> | <b>\$145.45</b> |

|                                     |         |
|-------------------------------------|---------|
| Central Office Receptionist         | 226     |
| Counselor's Secretary - High School | 187     |
| House Secretary - High School       | 187     |
| Clinic Assistant                    | 187     |
| Partner's In Education Secretary    | 187/202 |
| Secretary - Student Services        | 187     |

|                 |          |          |          |
|-----------------|----------|----------|----------|
| <b>187 days</b> | \$19,980 | \$23,207 | \$27,199 |
| <b>202 days</b> | \$21,583 | \$25,069 | \$29,381 |
| <b>226 days</b> | \$24,146 | \$28,047 | \$32,872 |

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|                                           |         |
|-------------------------------------------|---------|
| Athletic Secretary - High School          | 226     |
| Attendance Clerk - Early Childhood Center | 226     |
| Attendance Clerk - Elementary             | 203     |
| Attendance Clerk - High School            | 193     |
| Attendance Clerk - Middle School          | 193/203 |
| Bookkeeper - Middle School                | 187     |
| Child Care Program Finance Assistant      | 226     |
| Fine Arts Assistant                       | 226     |

|                 | Minimum         | Midpoint        | Maximum         |
|-----------------|-----------------|-----------------|-----------------|
| <b>Daily</b>    | <b>\$115.12</b> | <b>\$133.79</b> | <b>\$156.80</b> |
| <b>187 days</b> | \$21,527        | \$25,018        | \$29,321        |
| <b>193 days</b> | \$22,218        | \$25,821        | \$30,262        |
| <b>203 days</b> | \$23,369        | \$27,159        | \$31,830        |
| <b>226 days</b> | \$26,017        | \$30,236        | \$35,436        |

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|                                       |         |
|---------------------------------------|---------|
| Bookkeeper - High School              | 210     |
| Child Care Program Finance Specialist | 226     |
| Secretary - Childcare Programs        | 226     |
| Secretary - DAEP                      | 226     |
| Secretary - Elementary                | 203/226 |
| Secretary - JJAEP                     | 203     |
| Secretary - Middle School             | 226     |
| Secretary - Serenity High School      | 226     |

|                 | Minimum         | Midpoint        | Maximum         |
|-----------------|-----------------|-----------------|-----------------|
| <b>Daily</b>    | <b>\$121.77</b> | <b>\$143.42</b> | <b>\$168.41</b> |
| <b>203 days</b> | \$24,719        | \$29,114        | \$34,187        |
| <b>210 days</b> | \$25,572        | \$30,118        | \$35,366        |
| <b>226 days</b> | \$27,520        | \$32,412        | \$38,060        |

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|                                            |     |
|--------------------------------------------|-----|
| Accounts Payable Clerk                     | 226 |
| Assistant to Athletic Director             | 226 |
| Athletic Budget Manager                    | 226 |
| Athletic Secretary MBHS/Athletic Webmaster | 226 |
| Athletic Ticket Event Manager              | 226 |
| Community Liaison                          | 187 |
| Mother's Day Out Supervisor                | 193 |
| Office Manager - Human Resources           | 226 |
| Office Manager - Maintenance               | 250 |
| Registrar - High School & CRC              | 226 |
| Secretary - Bilingual/ESL                  | 226 |
| Secretary - CDC                            | 226 |
| Secretary - Elementary Support             | 226 |
| Secretary - Energy Management              | 226 |
| Secretary - High School                    | 226 |
| Secretary - Safety and Security            | 226 |
| Secretary - Secondary Support              | 226 |
| Special Duty Nurse                         | 187 |

|                 | Minimum         | Midpoint        | Maximum         |
|-----------------|-----------------|-----------------|-----------------|
| <b>Daily</b>    | <b>\$132.53</b> | <b>\$156.03</b> | <b>\$183.07</b> |
| <b>187 days</b> | \$24,783        | \$29,177        | \$34,234        |
| <b>193 days</b> | \$25,578        | \$30,113        | \$35,332        |
| <b>226 days</b> | \$29,952        | \$35,262        | \$41,374        |
| <b>250 days</b> | \$33,132        | \$39,007        | \$45,768        |

|                                   |     |
|-----------------------------------|-----|
| Special Education Data Management | 226 |
| Special Education Records Clerk   | 226 |

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|                                              |     |
|----------------------------------------------|-----|
| Asst to Sr Dir of Career & College Readiness | 226 |
| Asst to Sr Dir of Curriculum & Instruction   | 226 |
| PEIMS Clerk                                  | 226 |
| Purchasing - Bid Facilitator                 | 226 |
| Purchasing - Bid Support                     | 226 |

|                 | Minimum         | Midpoint        | Maximum         |
|-----------------|-----------------|-----------------|-----------------|
| <b>Daily</b>    | <b>\$144.12</b> | <b>\$169.82</b> | <b>\$199.23</b> |
| <b>226 days</b> | \$32,570        | \$38,380        | \$45,027        |

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|                                               |     |
|-----------------------------------------------|-----|
| Administrative Services Specialist            | 226 |
| Asst. to Asst. Supt. Elem. Student Support    | 226 |
| Asst. to Asst. Supt. Sec. Student Support     | 226 |
| Benefits Specialist                           | 226 |
| District Attendance Officer & Textbook Spelst | 226 |
| District Technician                           | 226 |
| Human Resources Specialist                    | 226 |
| Human Resources Specialist-Certification      | 226 |
| Human Resources Specialist-Substitutes        | 226 |
| Human Resources Specialist-Temp Workers       | 226 |
| Lead Security Monitor                         | 226 |
| Office Manager - Business Services            | 226 |
| Office Manager - Communications               | 226 |
| Office Manager - Fine Arts                    | 226 |
| Office Manager - Facilities & Operations      | 226 |
| Office Manager - Special Populations          | 226 |
| Office Manager - Technology Services          | 226 |
| Payroll Specialist                            | 226 |
| Purchasing Project Manager                    | 226 |
| Student Support Specialist                    | 226 |
| Technology Help Desk                          | 226 |

|                 | Minimum         | Midpoint        | Maximum         |
|-----------------|-----------------|-----------------|-----------------|
| <b>Daily</b>    | <b>\$156.60</b> | <b>\$184.73</b> | <b>\$216.73</b> |
| <b>226 days</b> | \$35,392        | \$41,750        | \$48,981        |

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|                          |     |
|--------------------------|-----|
| District Technician Lead | 226 |
|--------------------------|-----|

|                 | Minimum         | Midpoint        | Maximum         |
|-----------------|-----------------|-----------------|-----------------|
| <b>Daily</b>    | <b>\$170.99</b> | <b>\$201.22</b> | <b>\$236.10</b> |
| <b>226 days</b> | \$38,644        | \$45,475        | \$53,358        |

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|                                      |     |
|--------------------------------------|-----|
| Executive Assistant - Superintendent | 226 |
|--------------------------------------|-----|

|                 | Minimum         | Midpoint        | Maximum         |
|-----------------|-----------------|-----------------|-----------------|
| <b>Daily</b>    | <b>\$186.06</b> | <b>\$219.09</b> | <b>\$257.04</b> |
| <b>226 days</b> | \$42,050        | \$49,515        | \$58,092        |