Northwest
Independent School District

Teamwork
Pride
Excellence

COMPENSATION PLAN

2015-2016

NORTHWEST INDEPENDENT SCHOOL DISTRICT
PAY GUIDELINES
2015-2016

PURPOSE

This is a guide for administering salaries and wages for employees of the Northwest Independent School District. Practices described are intended to implement local Board policy and goals, state and federal regulations, and appropriate accreditation standards.

JOB CLASSIFICATION

District jobs are assigned to pay grades based upon compensable factors and grouped with jobs of similar value.

On a periodic basis, selected jobs from each job family will be reviewed to ensure that conditions in the district, such as organizational structure, major programs, or significant responsibilities in a particular job, have not changed to a degree warranting a change in job grade classification. This review is to be at the direction of the Superintendent or designees, who shall be the Assistant Superintendent for Administrative Services, the Executive Director of Human Resources, the Executive Director of Benefits and Risk Management, and the Human Resource Specialist. Options for conducting the review include, but are not limited to, an executive level administrative review panel, outside consultant, or trained district salary administrator.

Newly established jobs are analyzed, job descriptions written, and pay grade assignments are determined prior to hiring personnel for the position. This procedure accomplishes three objectives. First, the job description establishes the responsibilities and duties required to ensure the position is properly classified and in the proper pay grade. Second, the appropriate pay range becomes part of the recruitment and hiring strategy of the district. Third, a consistent practice of salary administration is established at the initiation of each job.

SALARY ADVANCEMENTS

Regular or general salary advancement is considered annually by the Board of Trustees.

General pay increase recommendations presented to the Board of Trustees by the administration shall be based on consideration of such factors as cost of living indexes, wage increases within competitive job markets, and budget resources.

PAY GRADES

Pay grades represent the internal job classification as well as external job market pay levels. The greater the level of compensable factors present in a job, the higher the placement in the pay grade structure. Jobs with similar overall degrees of compensable factors will be in the same pay grade.

The use of pay grade levels facilitates payroll administration and maintains the integrity of the job worth. The job rate or grade midpoint is the chief control point in the system. A minimum and maximum pay rate for each grade is computed from the midpoint using technical standards that are designed to maintain pay equity or fair pay for each job in the system of jobs.

Employees shall be assigned to a pay grade and paid a salary rate between the minimum and maximum (inclusive). Minimum and maximum pay rates are valid for only one year. No general pay action is intended to extend an employee's pay above the pay range or add pay to an employee's pay already paid above the assigned range maximum.

It is important to note that the $500.00 healthcare supplement that was previously given to employees by the state is now included in all salary schedules. (This began with the 2006-2007 school year and will continue.)

Annualized Salary: If the Employee will work on a less-than-12-month basis, the Employee's salary will be paid on an annualized basis. The District will make deductions from each paycheck for income tax withholding and benefits.

INITIAL EMPLOYMENT

Employment, assignment, and salary placement should be in accordance with the job requirements as specified in the job description. Where job requirements include
transcripts, certificates, or licenses, these must be official and on file with the district. A Texas educator service record or chronology of prior work history (if previously employed full time) is necessary.

Salary placement will be at the direction of the Superintendent or designees who shall be the Assistant Superintendent for Administrative Services, the Executive Director of Human Resources, and the Human Resource Specialist. The personnel office shall determine hiring rates based upon job-related qualifications, previous experience and salaries of other employees in the same position. Advertisements for positions typically will identify the pay grade for the position. Salary placement strategies may be different for each employee group consistent with the attainment of district goals.

<u>Administrators/Non-Teaching Professional Employees</u>. The Superintendent or designees who shall be the Assistant Superintendent for Administrative Services, the Executive Director of Human Resources and the Human Resource Specialist shall individually set hiring rates for new administrators/non-teaching professional employees under the following guidelines.

1. Pay rates will be set based upon prior experience and job-related qualifications.

2. New administrators/non-teaching professional employees shall normally not be started at a rate above the salary of other district employees with more experience in the job.

Auxiliary/Educational Assistants. The Superintendent or designees who shall be the Assistant Superintendent for Administrative Services, the Executive Director of Human Resources and the Human Resource Specialist shall individually set hiring rates for new auxiliary employees under the following guidelines.

1. Pay rates will be set based upon prior experience and job-related qualifications.

2. New auxiliary/educational assistants shall normally not be started at a rate above the hourly rate of other district employees with more experience in the job.

Instructional Personnel. The Superintendent or designees who shall be the Assistant Superintendent for Administrative Services, the Executive Director of Human Resources and the Human Resource Specialist shall annually develop a hiring schedule for new classroom teachers. The hiring schedule will reflect the hiring objectives of the district. The hiring schedule will not place new teachers above salary levels of continuing teachers with similar years of experience or training.

The Superintendent or designees who shall be the Assistant Superintendent for Administrative Services, the Executive Director of Human Resources and the Human Resource Specialist may approve hiring rates up to or above the midpoint of the range when an applicant has exceptional job qualifications or the position cannot otherwise be filled.

PROMOTION

For compensation purposes, a promotion occurs when an employee is placed in a higher pay grade except for general pay structure changes or position reclassification. The effective date of the promotion is determined by the Superintendent or designees, who shall be the Assistant Superintendent for Administrative Services, the Executive Director of Human Resources, and the Human Resource Specialist.

The new salary rate shall be figured based on years of experience and qualifications for the new position.

1. The basis for computing a promotion increase shall be the employee's previous base pay rate, exclusive of stipends or supplements, and years of experience with the District.

2. If promotion increase does not advance employee to new grade minimum, adjust promoted employee's pay to at least the range minimum.

3. The district can, if necessary, exceed the promotion increase in order to keep at the current market value.

4. The adjusted salary for newly promoted employees shall normally not be started at a rate above the salary of other district employees with more experience in the job.

Increases are calculated on a monthly or hourly rate of pay. Increases over 30 percent in total pay must be approved by the Superintendent or designees, which shall be the Assistant Superintendent for Administrative Services, the Executive Director of Human Resources, and the Human Resource Specialist.

RECLASSIFICATION

On a periodic basis jobs may be reclassified into a different pay grade or salaries may be adjusted within pay grades in order to maintain the internal/external equity to other jobs of similar worth in the district. Reclassification of a job is not a promotion or demotion. Reclassification changes result when there has been a significant modification of job duties or qualifications as determined by the school district. If an employee's job is reclassified, no special increase has to be given unless the employee is below the minimum for the new pay grade or the current job incumbent's pay rate is in an inequitable position in comparison to comparable jobs. These job reclassifications and salary adjustments may be conducted at the direction and approval of the Superintendent or designees, which shall be the Assistant Superintendent for Administrative Services, the Executive Director of Human Resources, Executive Director of Benefits and Risk Management, and the Human Resource Specialist.

DEMOTION

For compensation purposes, a demotion occurs when an employee is placed in a lower pay grade except for general salary structure changes or position reclassification. At the direction of the Superintendent or designees, which shall be the Assistant Superintendent for Administrative Services, the Executive Director of Human Resources, and the Human Resource Specialist, an employee's pay rate may be reduced.

REASSIGNMENT

Placement in a lower pay grade not resulting from a demotion may not immediately reduce salary. Programmatic, organizational, or funding changes are examples of such actions which may create this condition. These guidelines apply:

1. If an employee's rate is within the pay range of the reassigned pay grade, then salary advancement will be the same as others in the same pay grade.

2. If an employee's rate is greater than the maximum of the lower pay grade, then the employee's salary may be "frozen" until such time as the lower pay grade range includes the employee's salary. When the rate is recaptured, the salary increases may be granted in accordance with normal practice.

SALARY RANGES

Annual salary ranges should be reviewed and recomputed to include updated economic information. Sources for making this determination include consumer price increases, chamber of commerce business changes, university reports, government statistics, and reputable economic periodicals. Adjustments to the salary structure are independent of individual pay actions.

Once the adjusting percent is discerned, this value should be applied to all job grade control points. The structure should be adjusted prior to computing new salary or wage increases.

Pay Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
A05			**Daily**	**$236.05**	**$284.40**	**$332.75**
	Benefits Specialist	238	**238 Days**	56,180	67,687	79,195
	Coordinator - Security	238				
	Records Manager	238				
	Senior Buyer	238				
	Specialist - Partners in Education	238				
	Webmaster/Graphics Design	238				

A10		Daily		$262.49	$316.25	$370.01
Accts Payable Supervisor	238	**238**	**Days**	62,473	75,268	88,062
Construction Manager	238					
Director - Safety and Security	238					
Payroll Supervisor	238					
Executive Assistant to the Superintendent	238					
Specialist - Human Resources	238					

A15		Daily		$269.85	$324.08	$378.31
Bachelor Degree Teacher	189	**189**	**Days**	51,000	61,250	71,500
Student Service Facilitator Bachelor’s Degree	194	**194**	**Days**	52,350	62,871	73,392
Bachelor Degree Teacher	204	**204**	**Days**	55,049	66,112	77,175
Bachelor Degree Teacher	226	**226**	**Days**	60,986	73,242	85,498

A20		Daily		$280.43	$334.66	$388.89
Master Degree Teacher	189	**189**	**Days**	53,000	63,250	73,500
Student Services Facilitator Master’s Degree	194	**194**	**Days**	54,403	64,924	75,444
Master Degree Teacher	204	**204**	**Days**	57,207	68,270	79,333
Master Degree Teacher	226	**226**	**Days**	63,377	75,633	87,889

A25		Daily		$291.36	$351.04	$410.72
Counselor/Prevention Counselor - ES	194	**189**	**Days**	55,067	66,347	77,626
Counselor/Prevention Counselor - HS	210	**194**	**Days**	56,524	68,102	79,680
Counselor/Prevention Counselor - MS	210	**202**	**Days**	58,855	70,910	82,965
Diagnostician	202	**210**	**Days**	61,186	73,718	86,251
Energy Manager	238	**238**	**Days**	69,344	83,548	97,751
LSSP	202					
Occupational Therapist (Bachelor's)	189					
Occupational Therapist (Master's)	189					
Physical Therapist (Master's)	189					
Speech Pathologist (Bachelor's)	194					
Speech Pathologist (Master's)	194					

A30		Daily		$314.67	$379.12	$443.57
Assessment Coord - Research & Assessment	226	**220**	**Days**	69,227	83,406	97,585
Asst Principal - ES	220	**226**	**Days**	71,115	85,681	100,247
Coordinator - Human Resources	238	**238**	**Days**	74,891	90,231	105,570
Coordinator of Communications & Community Engagement	238					
Outsourced Ops Manager	238					

A35		Daily		$339.84	$409.45	$479.06
Asst Director - Athletics	238	**220**	**Days**	74,765	90,079	105,393
Asst Principal - MS	220	**226**	**Days**	76,804	92,536	108,268
Campus Coord - Athletics	220	**238**	**Days**	80,882	97,449	114,016
Coordinator - Early Childhood Ed	226					
Coordinator - Health & PE (to be added 2016-17)	238					
Curriculum Coord - Advanced Academics	226					
Curriculum Coord - Language Arts	226					
Curriculum Coord - Math	226					
Curriculum Coord - Outdoor Learning	226					
Curriculum Coord - Science	226					
Curriculum Coord - Social Studies	226					
Director - Band	220					
Supervisor Special Services - Special Ed	226					
Supervisor Special Services - SpEd Assess/Comp	226					

A40		Daily		$380.30	$442.21	$504.12
Asst Principal - HS	220	**220**	**Days**	83,666	97,286	110,906
Director - Athletics	238	**238**	**Days**	90,511	105,246	119,981
Director - College & Career	238	**261**	**Days**	99,258	115,417	131,575
Director - Communication	238					
Director - Counseling	238					
Director - Maintenance	261					
Director - Student Services	238					
Principal - ES	220					

A45		Daily		$410.73	$477.59	$544.45
Assoc Principal - HS	226	**220**	**Days**	90,361	105,070	119,779
Director - Career and Tech	238	**226**	**Days**	92,825	107,935	123,046
Director - Purchasing and Contracts	238	**238**	**Days**	97,754	113,666	129,579
Director - Res/Assess/Acct	238					
Director - Special Ed	238					
Principal - AEP	220					
Principal - MS	220					

A50		Daily	$448.75	$515.80	$582.85
Exec Director - Benefits and Risk Mgmt	238	238 Days	106,803	122,760	138,718
Exec Director - Comms & Gov Relations	238				
Exec Director - Construction	238				
Exec Director - Fine Arts	238				
Exec Director - Human Resources	238				

A55		Daily	$484.64	$557.06	$629.48
Exec Director - Business	238	238 Days	115,344	132,580	149,816
Exec Director - Curric & Staff Dev	238				
Exec Director - Health/PE/Ath	238				
Exec Director - Inst & Campus Support	238				
Exec Director - Student Services	238				
Principal - HS	238				

A60		Daily	$605.81	$696.33	$786.85
Asst Superintendent - Admin Svcs	238	238 Days	144,183	165,727	187,270
Asst Superintendent - Curric & Inst	238				
Asst Superintendent - Fac, Plan, Constr	238				
Asst Superintendent - School Ops(to be added 2017-18)	238				
Chief Financial Officer	238				
Chief Technology Officer	238				

Pay Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
H05			**Hourly**	**$17.12**	**$20.63**	**$24.14**
	Computer Technician I	207	**207 Days**	28,349	34,155	39,961
H10			**Hourly**	**$20.89**	**$25.17**	**$29.44**
	Computer Technician II	207	**207 Days**	34,586	41,669	48,753
	Computer Technician II	238	**238 Days**	39,765	47,909	56,054
H15			**Hourly**	**$24.65**	**$29.70**	**$34.74**
	Audio Visual Technician	238	**238 Days**	46,922	56,532	66,143
	Senior Computer Services Technician	238				
	Telecommunication Technician	238				
H16			**Hourly**	**27.67**	**33.58**	**38.99**
	Specialist E School & Inst. Tech	238	**238 Days**	52,683	65,936	74,236
	PEIMS/Research Specialist	238				
T20			**Daily**	**$256.30**	**$308.79**	**$361.28**
	Communications Engineer	238	**238 Days**	60,999	73,492	85,985
	Student Data Services Application Analyst	238				
T25			**Daily**	**$281.93**	**$339.67**	**$397.41**
	Tech. Services Manager/Project Manager	238	**238 Days**	67,099	80,841	94,584
	Network Administrator	238				
	Data Architect Junior	238				
	Student Data Services Application Coordinator	238				
T30			**Daily**	**$310.12**	**$373.64**	**$437.16**
	Coordinator – Inst. Tech	226	**226 Days**	70,087	84,442	98,798
	Coordinator – PEIMS	238	**238 Days**	73,809	88,926	104,044
	Data Architect	238				
T35			**Daily**	**$380.30**	**$442.21**	**$504.12**
	Director – Inst. Tech	238	**238 Days**	90,511	105,246	119,981
	Director – Technology	238				

Pay Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
P05			**Hourly**	**$11.88**	**$14.25**	**$16.62**
	Campus Assistant I - ES	187	**187 Days**	17,772	21,318	24,864
	Teacher Assistant I	187				
	Teacher Assistant I - ACP Lab	187				
	Teacher Assistant I - Spec Ed	187				
P10			**Hourly**	**$12.80**	**$15.68**	**$18.56**
	Clerical Assistant I - Family Involvement	187	**187 Days**	19,149	23,457	27,766
	Media Assistant - Elementary	187				
	Media Assistant - Secondary	187				
	Office Assistant I - PEIMS MS	187				
	Office Assistant I - Receptionist MS	187				
	Teacher Assistant II	187				
	Teacher Assistant II - Spec Ed	187				
P15			**Hourly**	**$14.44**	**$17.72**	**$21.00**
	Office Assistant II - Asst Principal HS	202	**187 Days**	21,602	26,509	31,416
	Office Assistant II - Attendance MS	187	**202 Days**	23,335	28,636	33,936
	Office Assistant II - PEIMS MS	187	**207 Days**	23,913	29,344	34,776
	Office Assistant II - Receptionist ES	187				
	Office Assistant II - Receptionist HS	202				
	Secretary - Counselor	202				
	Secretary I - Asst Principal HS	202				
	Secretary I - Attendance/PEIMS HS	202				
	Secretary I - Attendance/PEIMS MS	187, 207				
	Secretary I - Receptionist HS	202				
P20			**Hourly**	**$15.59**	**$19.14**	**$22.69**
	Registrar - HS	220, 226	**220 Days**	27,438	33,686	39,934
	Textbook Coordinator	238	**226 Days**	28,187	34,605	41,024
			238 Days	29,683	36,443	43,202
P25			**Hourly**	**$16.68**	**$20.48**	**$24.28**
	Bookkeeper - HS	207	**207 Days**	27,622	33,915	40,208
	Secretary II - Assoc Principal HS	207	**220 Days**	29,357	36,045	42,733
	Secretary II - Asst Principal HS	207				
	Secretary II - Campus Asst ES	220				
P30			**Hourly**	**$17.85**	**$21.91**	**$25.97**
	Office Manager I - Principal AEP	202, 220	**202 Days**	28,846	35,407	41,968
	Office Manager I - Principal ES	220	**220 Days**	31,416	38,562	45,707
	Office Manager I - Principal MS	220	**226 Days**	32,273	39,613	46,954
	Secretary III - Athletics	238	**238 Days**	33,986	41,717	49,447
	Secretary III - Career and Tech	238				
	Secretary III - Communications	238				
	Secretary III - Construction	238				
	Secretary III - Curric & Inst	238				
	Secretary III - District Receptionist	238				
	Secretary III - Finance, Accts Payable	238				
	Secretary III - Finance, Business Svcs	238				
	Secretary III - Finance, Payroll	238				

Secretary III - HR Assistant	238
Secretary III - HR Assistant, Security	238
Secretary III - HR Assistant, Utility & CIS	238
Secretary III - Inst Tech	238
Secretary III - Maintenance	238
Secretary III - OLC, Curric & Inst	238
Secretary III - Purchasing Clerk	238
Secretary III - Research & Assess	238
Secretary III - Special Ed	238
Secretary III - Student Svcs	238
Secretary III - Technology	238
Student Records Coordinator	226

P35				
		Hourly	**$19.09**	**$23.44**	**$27.79**
Admin Assistant - Student Svcs Exec Dir	238	**187**	**Days**	28,559	35,066	41,574
Admin Assistant I - Admin Svcs	238	**226**	**Days**	34,515	42,380	50,244
Admin Assistant I - Athletics	238	**238**	**Days**	36,347	44,630	52,912
Admin Assistant I - Curric & Inst	238					
Admin Assistant I - Elementary Buyer	238					
Admin Assistant I - Fac, Plan, Constr	238					
Admin Assistant I - Finance	238					
Admin Assistant I - Special Asst to Supt	238					
Admin Assistant I - Benefits	238					
LVN	187					
Office Manager II - Curric & Inst	238					
Office Manager II - Principal HS	226					

P40				
		Hourly	**$22.92**	**$28.13**	**$33.34**
Admin Assistant II - Asst Supt Admin Svcs	238	**238**	**Days**	43,640	53,560	63,479
Admin Assistant II - CFO	238					
Admin Assistant II - Curric & Inst	238					
Admin Assistant II – CTO	238					
Admin Assistant II - Fac, Plan, Constr	238					

Pay Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
M05			**Hourly**	**$10.08**	**$12.00**	**$13.92**
	Porter	261	**261 Days**	21,047	25,056	29,065
M10			**Hourly**	**$14.11**	**$16.80**	**$19.49**
	Electrician (Apprentice)	261	**261 Days**	29,462	35,078	40,695
	Warehouse Worker/Driver	261				
M15			**Hourly**	**$16.51**	**$19.66**	**$22.81**
	OLC Ranch	261	**261 Days**	34,473	41,050	47,627
	Preventative Tech	261				
	Roofer	261				
M20			**Hourly**	**$18.99**	**$22.61**	**$26.23**
	Carpenter	261	**261 Days**	39,651	47,210	54,768
	Painter	261				
	Stadium Manager	261				
	Welder	261				
M25			**Hourly**	**$21.84**	**$26.00**	**$30.16**
	Alarm Technician	261	**261 Days**	45,602	54,288	62,974
	HS Maintenance Technician	261				
	Lead Carpenter	261				
	Maintenance Projects Lead	261				
	Central Receiving & Distribution Lead	261				
	Locksmith	261				
M30			**Hourly**	**$23.59**	**$28.08**	**$32.57**
	Electrician (Journey)	261	**261 Days**	49,256	58,631	68,006
	HVAC Technician	261				
	Kitchen Repair Technician	261				
	Plumber	261				
M35			**Hourly**	**$27.12**	**$32.29**	**$37.46**
	Dept. Head - Electrical	261	**261 Days**	56,627	67,422	78,216
	Dept. Head - Mechanical	261				
	Dept. Head - Carpentry	261				

NORTHWEST INDEPENDENT SCHOOL DISTRICT
EXTRA DUTY STIPENDS

(Stipend Amounts may be adjusted based on student enrollment or participation)

ATHLETICS

Campus Athletic Coordinator	10,000
Offensive and Defensive Coordinators at High School (assist with second sport)	9500
High School Head Coach for Basketball, Football, Volleyball, Baseball, Softball, Soccer, Track and Field/Cross Country, Wrestling (Assist with 2nd Sport)	9500
High School Head Coach for Tennis, Golf and Swimming (do not assist with 2nd Sport but have a Fall and Spring season)	9500
High School Golf Assistant (do not assist with 2nd Sport but have a Fall and Spring season)	6900
High School Assistant Coaches (assist with 2 sports)	6900
Head Athletic Trainer	5500 (226-day contract)
Assistant Athletic Trainer	5500 (207-day contract)
Middle School Campus Coordinator	6750
Middle School Coaches	5500 (3 sports)
Middle School Coach (part-time)	2750

BAND/MUSIC

High School Band Director (220 days)	6500
High School Associate Band Director	9500
High School Assistant Band Director	6250
Middle School Head Band Directors	6500
Middle School Assistant Band Directors	5000
High School Head Choir Teacher	5000
High School Assistant Choir Teacher	2500
Middle School Head Choir Teachers	2750

Middle School Asst. Choir Teacher	1500
Elementary School Choral Music Teachers	300
High School & Middle School Orchestra Director	6500
Middle School Orchestra Asst. Director	5000

DRAMA

Lead High School Theater Teachers	5000
High School Drama Teachers	3000
Middle School Theater Director	1500

DRILL TEAM/DANCE

High School Drill Team/Dance Sponsor	3500 (204-day contract)
Assistant High School Drill Team/Dance Sponsor	2500

CHEERLEADING

High School Head Cheerleader Sponsor	3500 (204-day contract)
High School Asst. Cheerleader Sponsor	2500
Freshman Cheer Sponsor	1500
Middle School Cheerleader Sponsor (total for campus)	3000 (may be split among 2 or more people)

STUDENT COUNCIL/NATIONAL HONOR SOCIETY

High School Student Council Sponsor	1200 (204-day contract)
Assistant High School Student Council Sponsors	1000
Middle School Student Council Sponsors	1000
High School Honor Society Sponsor	1000
Middle School Honor Society Sponsor	1000

DEPARTMENT HEADS/TEAM LEADERS

High School, Middle School and Elementary Schools	1500

MENTOR TEACHERS

High School	750
Middle Schools & Elementary Schools	750
Coordinator for Mentor Teachers	500 (for 1 to 5 teachers)
	750 (for 6 to 15 teachers)
	1000 (for over 15 teachers)
2nd year mentor	250

CAMPUS INSTRUCTIONAL TEACHER

High School, Middle School and Elementary Schools	2000

CAMPUS INSTRUCTIONAL TECH SPECIALIST

Assigned Campus	2000
Technology/Video Teacher (High Schools)	1000

DUAL LANGUAGE TEACHER

Elem. Bilingual Certified/Dual Language	1000

STAR TEACHER

Elementary Schools	1500

ACADEMIC COACHES

High School Academic Decathlon	3000
High School UIL Coordinator	1800
High School UIL Debate	1500
High School UIL One-act Play	1000
High School UIL (Coach for one Area)	600
Middle School UIL Coordinator	1000
Middle School UIL (Coach for one Area)	500
Elementary UIL Coordinator	300
Math Counts/TMSCA	500
D.C. BEST (Career & Technology Competition) (Denton Co. Boosting Engineering & Science Technology)	1000

Destination Imagination Coordinator	300

NEWSPAPER/YEARBOOK

High School Newspaper Sponsor	1200
Middle School Newspaper Sponsor	1000
High School Yearbook Sponsor	1200
Middle School Yearbook Sponsor	1000

SPECIAL ASSIGNMENTS

PAC Building Manager	7000
High School	400
Middle School Sponsors	300

DISTRICT FACILITATORS

Speech Pathologists, Gifted/Talented, Librarians, Area Health (Nurses), Physical Education, Elem. Art, Secondary Art, Music, Elem. Counselors, Middle School Counselors, Mentors, Diagnosticians & LSSP's	1500

DISTRICT INSTRUCTIONAL COACHES

Subject Area (Math, Literacy, etc.)	2000
Facilitator (assigned by C & I)	2000

TECHNOLOGY

Campus Technology Liaison	1500

EXTRA DUTY STIPENDS FOR OTHER PROFESSIONAL EMPLOYEES

Lead Teacher – Denton Creek	7000
Lead Counselor – High School	6000
Career Academy Facilitators	6500
Collegiate Academy Facilitator	3250

DUAL CREDIT INSTRUCTORS (As per MOU with NCTC)

Initial dual credit class	500
2nd semester dual credit class for same subject	250

SUBSTITUTE SALARY SCHEDULE

The salary rates for substitute teachers shall be set by the Northwest Independent School District Board of Trustees and recorded in Board minutes. The rates are as follows for the 2015-2016 school year:

Professional Substitute Teaching Assignment Daily Rate

No Degree or Teacher Certification	$70.00/day
one-half day (up to five hours)	$50.00/day
Bachelor's Degree or above	$85.00/day
one-half day (up to five hours)	$60.00/day
Bachelor's Degree or above & Teacher Certification	$90.00/day
one-half day (up to five hours)	$60.00/day

Professional Long Term Substitute Teaching Assignment Tiered Rate

Tier One: After ten consecutive days within the same teaching assignment

No Degree or Teacher Certification	$80.00/day
One-half day (up to five hours)	$50.00/day
Bachelor's Degree or above	$90.00/day
one-half day (up to five hours)	$60.00/day
Bachelor's Degree or above & Teacher Certification	$100.00/day
one-half day (up to five hours)	$60.00/day

Tier Two: After twenty-five consecutive days within the same teaching assignment the substitute must be degreed, certified, and meet the NCLB Highly Qualified Standard

Bachelor's Degree or above & Teacher Certification	$134.00/day
one-half day (up to five hours)	$ 70.00/day

* Substitutes serving in a long term teaching assignment who miss more than two consecutive days will start at the Tier One rate upon their return.
* Starting Tier rate may be adjusted due to market availability for hard-to fill positions and must be approved by the Assistant Superintendent for Administrative Services, Executive Director of Benefits and Risk Management, or Executive Director of Human Resources.
* Substitutes who serve in consecutive long term assignments without a break in service within the same school year may be eligible to retain their current Tier rate.

Professional Long Term Temporary Teaching Assignment – Vacant or Growth

Substitutes assigned to a vacant or growth long-term teaching assignment with 90 full days or greater remaining in the school year must possess a Texas Teacher Certification and may be paid at a rate equal to the daily rate of a first year teacher regardless of the substitute's years of experience and may be eligible for benefits but no contract will be offered. (The rate of pay may be adjusted due to market availability for hard-to fill positions and must be approved by the Assistant Superintendent for Administrative Services, Executive Director of Benefits and Risk Management, or Executive Director of Human Resources.)

Professional/Administrative Daily or Professional/Administrative Long Term Substitute Non-teaching Assignments

Substitute rates of pay for non-teaching professional or administrative positions will be established prior to services rendered with no tiered rating scheme and must be approved by the Assistant Superintendent for Administrative Services, Executive Director of Benefits and Risk Management, or Executive Director of Human Resources.

Paraprofessional Assignment Daily or Long Term Substitute Rate

The daily rate for paraprofessional assignments is the same regardless of the substitute's credentials (ie. degree or certification) with no tiered rating scheme.

Educational Aide	$60.00/day
one-half day (up to five hours)	$40.00/day
Classroom Special Educational Aide	$70.00/day
one-half day (up to five hours)	$50.00/day

TEMPORARY EMPLOYMENT COMPENSATION PLAN

Evaluating Temporary Employment Needs

Temporary employment may be appropriate in many situations, but the following examples are some of the most common:

- Additional help during period of abnormal or peak workloads;
- Assistance with special projects;
- Seasonal work; and
- Emergencies.

The nature of the work to be performed, duration of employment, work schedule, and budget constraints all play a role in determining temporary employment needs.

Determining if temporary employment is appropriate

The following example demonstrates how a supervisor might use the above guidelines to evaluate if hiring a temporary employment is appropriate:

- A department has an on-going need for someone to perform bookkeeping duties, but there is not enough work to justify a regular position. A qualified employee should be able to get the job done in about 10 to 12 hours per week. In this situation, the department could hire a temporary employee to work indefinitely as long as the hours worked per week do not exceed 19. Northwest ISD grants full benefits to employees working over 20 hours per week. The criteria established for a budgeted position would be that the job would have to be at least a 50% appointment (20 hours per week) for a minimum duration of one year.

Determining the Job Title and Level of Pay

Once the decision is made that an assignment meets the criteria for temporary employment, a determination should be made relative to the appropriate job title and level of pay. Any decision regarding the compensation level of a temporary employee must be determined based on the established pay structure for temporary positions within the district. The pay rate must be lower than the compensation rate for regular district employees and comparable to other temporary positions.

The majority of positions filled through Temporary Employment Services are either clerical or technical in nature, with varying levels of expertise required depending on the job. The job categories allow you as a supervisor to determine the level of skill you need, whether in a clerical or technical position, and select a category accordingly. The categories are broad enough to cover a variety of situations. Minimum qualifications for each category should be established. The Executive Director of Human Resources and the Human Resource Specialist will assist you in determining the appropriate job title.

Determining the appropriate pay rate

Hourly rates will be determined from the pay scale specified for the respective title. The Human Resource Specialist will assist hiring departments in determining appropriate rates of pay given the temporary employee's education and experience relative to the minimum qualifications, pay rates for other similarly classified temporary employees, and department budget considerations. Generally the pay rate will not be less than the minimum specified for the respective title, assuming that the temporary employee meets the minimum qualifications for the job. The department will have some flexibility in determining an appropriate pay rate, generally within established ranges. Year of experience should serve as a guide in determining where temporary employees should be paid within the range. Pay rates must be reviewed by the Human Resources Specialist to ensure the rate is within the perimeters of the district pay structure. Rate quotes are not final until this review is completed. If a temporary employee does apply for a regular position and an offer is made, the rate that is offered may or may not necessarily be the same rate that they are receiving as a temporary employee.

Job Summaries for Jobs in Temporary Services

TES General Labor – work of a temporary or part-time basis, performs a variety of unskilled labor tasks such as removing debris and litter, cleaning, loading and unloading materials or supplies, operating various types of equipment.
T1 Salary range $8.00 to $10.00 per hour

TES Service – work of a temporary or part-time basis; responsible for work resulting in or contributing to the comfort, convenience, or hygiene of others or which contribute to the upkeep and care of building or facilities.
T2 Salary range $8.00 to $10.00 per hour

TES Clerical – work of a temporary or part-time basis; responsible for recording and retrieving data and/or information and other paperwork required in an office and responsible for internal and external communications.
T3 Salary range $10.00 to $12.00 per hour

TES Craft – work of a temporary or part-time basis; responsible for work requiring specialized manual or mechanical skills or training acquired through licensure or on-the-job training.
T4 Salary range $10.00 to $17.00

TES Technician – work of a temporary or part-time basis; responsible for work requiring basic scientific or technical knowledge and manual skill obtained through specialized post-secondary education or through equivalent on-the-job training.
T5 Salary range $10.00 to $25.00

TES Paraprofessional – work of a temporary or part-time basis; responsible for some of the duties of a professional or technician in a supportive role which usually requires less formal education and/or experience normally required for the professional or technical status.
T6 Salary range $8.00 to $12.00

TES Information Technology – work of a temporary or part-time basis; responsible for work involved in the application of system analysis techniques and procedures; the design, development, documentation, analysis, creation, testing, or modification of computer systems or computer programs.
T7 Salary range $10.00 to $25.00

TES Professional – work of a temporary or part-time basis; responsible for work requiring specialized and theoretical knowledge which is usually acquired through a prolonged course of specialized intellectual instruction or work that requires supervision of two or more employees in a professional setting.
T8 Salary range $15.00 to $35.00

Teacher/Professional –work of a temporary or part-time basis; work requiring professional preparation such as tutoring, nursing support, or hourly instructional employment. The temporary rate option is available only for positions that do not fit under the full or half-time substitute rate.
T/P Salary range $15.00 to $25.00 per hour.

AP Testing Coordinator – Long Term Sub Rate