

COMPENSATION PLAN

2021-2022

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.

All compensation items are subject to review and approval by Northwest ISD. The Northwest ISD Compensation Plan is for the 2021-2022 school year only, and does not make any representation or promise regarding any future years' compensation.

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, 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.

Administrators/Non-Teaching Professional Employees. 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, 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.

PERFORMANCE PAY: TEACHER INCENTIVE ALLOTMENT

For any funds received by Northwest ISD for a designated teacher under the Teacher Incentive Allotment (TIA), 90 percent will be paid to the designated teacher. The remaining 10 percent will be used for training and support of the system, expansion of the system, administrative expenses, professional development. Should the district receive funding for a designated teacher who has resigned or retired, the district will forward payment to the resigned or retired teacher as soon as practicable.

TEACHERS WITH ADVANCED DEGREES

Official transcripts showing master's degrees or doctoral degrees need to be received by the Office of Human Resources by September 1st so that the pay can be adjusted for the current year.

Pay Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
A05			Daily	237.80	290.00	342.20
	Benefits Specialist	235	235 Days	55,883	68,150	80,417
	Coordinator - Security	235				
	Records Manager	235				
	Senior Buyer	235				
	PEIMS/Research Specialist	235				
	Specialist – Community Engagement/Marketing	235				
	Program Access & Mkt Spec.	235				
	Federal Compliance Manager	235				
	Payment Solutions Manager	235				
	Substitute Specialist	235				
	Risk Management Specialist	235				
	Community Relations Specialist	235				
	College & Career Readiness Comp. Specialist	235				
	Bond Program Specialist	235				
	Planning Specialist	235				
	Accountant	235				
A10			Daily	267.96	319.00	370.04
	Accts Payable Supervisor	235	235 Days	62,971	74,965	86,959
	Asst. Director - Purchasing	235				
	Payroll Supervisor	235				
	Specialist - Human Resources	235				
A15	Bachelor's Degree		Daily	302.14	354.84	404.03
	Athletic Trainer	205, 224	187 Days	56,500	66,356	75,554
	Band Director	187	189 Days	57,104	67,064	76,361
	Behavior Intervention Specialist	187	194 Days	58,615	68,838	78,381
	Dyslexia Facilitator	187	197 Days	59,521	69,903	79,593
	Behavior Intervention Specialist	187	202 Days	61,032	71,677	81,614
	Intervention Specialist	187	205 Days	61,938	72,742	82,826
	Librarian, ES, HS, MS	197	224 Days	67,679	79,484	90,502
	Literacy Specialist	187				
	Music Therapist	189				
	Nurse (RN)	187				
	Orientation & Mobility Specialist	187				
	Reading Specialist	187,				
	Reading Specialist Lead	197				
	Teacher	187, 197, 202,				
	Teacher Audio Impaired	187				
	Facilitator College & Career	194				
	Facilitator Student Services	189, 194				
	Facilitator Academy	197				
	Instructional Technology Coach	197				
	Instructional Coach	197				
	Asst. Speech Path	194				
	Occ Therapist	189				

A20 Master's Degree			Daily		\$310.16	362.02	411.21
Athletic Trainer	205, 224		187	Days	\$58,000	67,698	76,896
Band Director		187	189	Days	\$58,620	68,422	77,719
Behavior Intervention Specialist		187	194	Days	\$60,171	70,232	79,775
Dyslexia Facilitator		187	197	Days	\$61,102	71,318	81,008
Intervention Specialist		187	202	Days	\$62,652	73,128	83,064
Librarian, ES, HS, MS		197	205	Days	\$63,583	74,214	84,298
Literacy Specialist		187	224	Days	\$69,476	81,092	92,111
Music Therapist		189					
Nurse (RN)		187					
Orientation & Mobility Specialist		187					
Reading Specialist		187					
Reading Specialist Lead	187, 197						
Teacher	187, 197, 202, 224						
Teacher Audio Impaired		187					
Administrator/Lead Teacher		187					
Facilitator College & Career		194					
Facilitator Student Services	189, 194						
Facilitator Academy		197					
Behavior Intervention Specialist		187					
Construction Specialist		244					
Instructional Technology Coach		197					
Instructional Coach		197					

A25			Daily		308.10	366.79	425.48
Counselor/Prevention Counselor - ES	194		189	Days	58,231	69,323	80,416
Prevention Counselor - HS	210		194	Days	59,771	71,157	82,543
Counselor - MS	205		202	Days	62,238	74,092	85,947
Diagnostician	202		210	Days	64,703	77,026	89,351
Energy Manager	235		235	Days	72,406	86,196	99,988
Truancy Intervention Counselor	194		244	Days	75,179	89,497	103,817
Intervention Counselor	194		205	Days	63,163	75,192	87,223
Board Certified Behavior Analyst	189						
LSSP	202						
Occupational Therapist (Master's)	189						
Physical Therapist (Master's)	189						
Construction Manager	244						
Speech Pathologist (Master's)	194						
At-Risk Counselor	194						

A30			Daily		326.59	388.80	451.01
Coord - Research & Assessment/District PEIMS	235		210	Days	68,584	81,648	94,712
Coordinator – Budget	235		220	Days	71,850	85,536	99,222
Asst Principal - ES	220		226	Days	73,809	87,869	101,928
Public Affairs Coordinator	235		235	Days	76,749	91,368	105,987
Coordinator of Communications & Community Engagement	235						
Coordinator – Early Childhood Ed	226						
Coordinator – Child Find	226						
Agriculture Coordinator	226						
Coordinator – STEM/Health							
Science/Business/Creative Media/Education & Training	210						
Career Access Coordinator	210						
Coordinator – Family, Parenting & Pregnancy	226						
Counselor HS	210						
Coordinator – HR Systems	235						

A35		Daily		346.19	412.13	478.07
Asst Director - Athletics	235	220	Days	76,162	90,669	105,175
Asst Principal - MS	220	226	Days	78,239	93,141	108,044
Campus Coord – Athletics/Head Football Coach	220	235	Days	81,355	96,851	112,346
Curriculum Coord - Advanced Academics	226	244	Days	84,470	100,559	116,649
Curriculum Coord – RDG Language Arts, Ele & Sec.	226					
Curriculum Coord – Math, Elem & Secondary	226					
Curriculum Coord - Outdoor Learning	226					
Curriculum Coord – Science, Elem & Secondary	226					
Curriculum Coord - Social Studies	226					
HEAD Director – Band HS	220					
District 504 At Risk Coordinator	226					
Aquatic Center Director	244					
Health Service Coordinator	226					
Transition Coordinator	226					
Curriculum Coord – Bilingual/World Language	226					
Coordinator Student Services	226					
Coordinator – Special Ed.	226					
A40		Daily		\$380.81	453.34	525.87
Asst Principal - HS	220	220	Days	83,778	99,735	115,691
Director - Athletics	235	235	Days	89,490	106,535	123,579
Director - College & Career	235					
Director - Counseling	235					
Director - Student Services	235					
Director – Human Resources	235					
Director – Fine Arts	235					
Director – Inst. Tech	235					
Director – Safety and Security	235					
Director – Spec Ed Eval I& Compliance	235					
Director – Spec Ed Inst & Related Services	235					
Principal - ES	220					
A45		Daily		421.06	489.61	558.16
Assoc Principal - HS	226	220	Days	92,633	107,714	122,795
Principal – MS	220	226	Days	95,160	110,652	126,144
Principal - Steele Acc. High School	226					
Principal – DAEP	220					
A50		Daily		\$448.75	\$515.80	\$582.85
Exec Director - Benefits and Risk Mgmt	235	235	Days	105,456	121,213	137,674
Exec Director - Communications	235	261	Days	117,123	134,623	152,123
Exec Director - Construction	235					
Exec Director – Planning	235					
Exec Director - Fine Arts	235					
Exec Director - Human Resources	235					
Exec Director – Special Ed	235					
Exec Director – Research Assessment	235					
Exec Director – Career Technical Ed & Post-Secondary Readiness	235					
Exec Director – Purchasing & Contracts	235					
Exec Director – Outsourced Operations	235					
Exec Director – Facilities	261					

A55		Daily		487.68	560.55	633.42
Principal - HS	235	235	Days	114,605	131,729	148,854
Exec Director - Curric & Staff Dev	235					
Exec Director - Health/PE/Ath	235					
Exec Director - Student Services	235					
Exec Director – Technology	235					
Exec Director – Secondary Ed.	235					
Exec Director – Elem Ed.	235					
Exec Director – Financial Services	235					
A60		Daily		610.52	701.75	792.98
Asst Superintendent – Human Resources	235	235	Days	143,472	164,911	186,350
Asst Superintendent - Facilities	235					
Asst. Superintendent – C & I	235					
Chief Financial Officer	235					
Attorney	235					

Pay Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
H05			Hourly	17.50	\$21.09	\$24.68
	Computer Technician I	207	207 Days	28,980	34,925	40,870
H10			Hourly	21.54	25.94	30.34
	Computer Technician II	207	207 Days	35,670	42,957	50,243
	Computer Technician II	235	235 Days	40,495	48,767	57,039
	Helpdesk Tech	235				
	Safety & Security Technician	235				
	PEIMS/Student Programs Spec.	235				
	PEIMS/Spec Ed Student Services Spec	235				
H15			Hourly	25.63	30.87	36.11
	Telecommunication Technician	235	235 Days	48,184	58,036	67,887
	Senior Computer Services Technician	235				
	Asset Control Manager	235				
T05			Daily	243.92	293.88	343.84
	Junior Network Engineer	235	235 Days	57,321	69,062	80,802
	Digital Materials Manager	235				
T20			Daily	258.55	311.51	364.47
	Student Data Services Application Analyst	235	235 Days	60,759	73,205	85,650
	Webmaster/Graphic Designer	235				
	Communications Specialist	235				
	Audio Visual Engineer	235				
	Communications/Media Specialist	235				
	Safety & Security Specialist	235				
T25			Daily	284.41	342.66	400.91
	Communications/Security Engineer	235	235 Days	66,836	80,525	94,214
	Systems Engineer	235				
	Campus Support Manager	235				
	Network Security Engineer	235				
T30			Daily	318.54	383.78	449.02
	Coordinator – Inst. Tech	226	226 Days	71,990	86,734	101,478
	Coordinator – PEIMS	235	235 Days	74,857	90,188	105,520
	Data Architect	235				
	Network Engineer	235				
	Data Architect/Programmer	235				
T35			Daily	382.85	445.18	507.51
	Director – Technology	235	235 Days	89,970	104,617	119,265
	Director – Data Services					

Pay Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
P05						
	Elem Campus Assistant I	187				
	Educational Assistant-Reg Ed	187				
	ACP Lab Assistant	187				
	Health Aide	187				
	PE Educational Asst	187				
	Fine Arts Aide	187				
P10						
	Family Involvement Parent Educator	187				
	Lead Elem Campus Asst	190				
	Ed Asst/Reading Recovery	187				
	Receptionist MS	187				
	Campus Office Asst. MS	187				
	Educational Asst. – Pre K	187				
	Educational Asst. - Comp	187				
	Attendance Clerk/MS	202				
	Educational Asst/ELL Support	187				
	Ed Asst/Title 1	187				
	Elementary Teacher Aide – SP ED	187				
	Intervener	187				
	Educational Asst-SP ED (Secondary)	187				
P15						
	Secondary Secretary/Asst Principal HS	202				
	Campus Sub Coordinator	202				
	PEIMS Clerk MS	220				
	Receptionist ES	187				
	Receptionist HS	202				
	Secretary - Counselor	202				
	Attendance Clerk HS	202				
P20						
	Registrar - HS	220				
	Textbook Coordinator	235				
P25						
	Bookkeeper - HS	207				
	Secretary II – Assoc. Principal HS	207				
P30						
	Office Manager I – Steele, AEP & DC	202, 220				
	Office Manager I - Principal ES	220				
	Office Manager I - Principal MS	220				
	Secretary III - Athletics	235				
	Secretary III - Curric & Instruction	235				
	Secretary III - District Receptionist	235				
	Secretary III - Finance, Accts Payable	235				
	Secretary III - Finance, Business Svcs	235				
	Secretary III - Finance, Payroll	235				

Hourly		12.05	15.00	17.55
187	Days	18,026	22,440	26,255

Hourly		13.45	16.20	18.95
187	Days	20,121	24,235	28,349
190	Days	20,444	24,624	28,804
202	Days	21,735	26,179	30,623

Hourly		15.00	18.07	21.14
187	Days	22,440	27,033	31,625
202	Days	24,240	29,201	34,162
220	Days	26,400	31,803	37,206

Hourly		16.40	19.76	23.12
220	Days	28,864	34,778	40,691
235	Days	30,832	37,149	43,466

Hourly		16.68	\$20.48	\$24.28
207	Days	27,622	33,915	40,208

Hourly		18.18	22.17	26.16
202	Days	29,379	35,827	42,275
220	Days	31,997	39,019	46,042
226	Days	32,869	40,083	47,297
235	Days	34,178	41,680	49,181

Secretary III – HR Assist/Camp. Services	235
Secretary III - HR Assistant	235
Secretary III – Payroll, TRS	235
Secretary III – HR Support Asst.	235
Secretary III – Energy Manager	235
Secretary III – CTE & CCR Secretary	235
Secretary III - Technology	235
Secretary III – Facilities	235
Secretary III – Fine Arts	235
Secretary III – Inventory Asst.	235
Secretary III – Education Foundation	235
Secretary III – Financial Services Asst.	235
Student Records Coordinator	226

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Admin Assistant I - Student Svcs Exec Dir	235
Admin Assistant I – Human Resources	235
Admin Assistant I - Athletics	235
Admin Assistant I – Secondary Ed	235
Admin Assistant I – Elementary Ed	235
Admin Assistant I – Curr/Staff Dev	235
Admin Assistant I - Construction	235
Admin Assistant I - Finance	235
Admin Assistant I - Communications	235
Admin Assistant I - Benefits	235
Admin Assistant I – Facilities	235
Admin Assistant I – Purchasing	235
Admin Assistant I - Special Ed	235
Admin Assistant I – Research & Assess	235
LVN	187
Brailist	187
Admin Assistant I – Fine Arts	235
Admin Assistant I – Aquatics Ctr	235
Admin Assistant I – CTE/Post Sec.	
Readiness	235
Office Manager II - Principal HS	226
Admin Assistant I – Exec Dir of Planning	235
Admin Assistant I – Exec Dir of Outsourced Operations	235

Hourly	19.71	24.04	28.37
187 Days	29,486	35,964	42,442
226 Days	35,636	43,464	51,293
235 Days	37,055	45,195	53,336

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Admin Assistant II - Asst Supt Human Res	235
Admin Assistant II – General Counsel	235
Admin Assistant II – Asst Supt C & I	235
Admin Assistant II – Asst. Supt Facilities	235
Admin Assistant II – CTO	235
Admin Assistant II – Payroll Lead	235
Admin Assistant II – CFO	235

Hourly	23.26	28.37	33.48
235 Days	43,726	53,336	62,942

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Exec Asst. Superintendent	235
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Hourly	32.81	\$39.53	\$46.25
235 Days	61,683	74,316	86,950

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum
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M10			Hourly	14.15	16.85	19.55
	Electrician (Apprentice)	261	261 Days	29,545	35,182	40,820

	Maintenance – Delivery Driver	261				
	Central Offices Facilities Attendant	261				

M15			Hourly	16.84	20.05	23.26
	Preventative Tech	261	261 Days	35,162	41,864	48,567

M20			Hourly	19.54	23.26	26.98
	Carpenter	261	261 Days	40,800	48,567	56,334

	Painter	261				
	Welder	261				

	Fleet Technician	261				
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M25			Hourly	22.18	26.40	30.62
	Locksmith	261	261 Days	46,312	55,123	63,935

	HS Maintenance Technician	261				
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	HS Tech II	261				
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	Stadium Manager	261				
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	Lead Carpenter	261				
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	Maintenance Projects Lead	261				
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	OLC Maintenance Tech	261				
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	Central Receiving & Distribution Lead	261				
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	Lead Painter	261				
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	Roofing & Waterproofing Technician	261				
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M30			Hourly	23.73	28.25	32.77
	Electrician (Journey)	261	261 Days	49,548	58,986	68,424

	HVAC Technician	261				
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	Kitchen Repair Technician	261				
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	Electrician Low Voltage	261				
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	Repair Plumber	261				
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	Plumber/Wastewater Tech	261				
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M33			Hourly	25.27	\$29.76	\$34.25
	Master Level Tradesman	261	261 Days	52,763	62,138	71,514

	Aquatic Center & Stadium Fac Tech.	261				
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M35			Hourly	28.17	33.54	38.91
	Dept. Head - Electrical	261	261 Days	58,819	70,031	81,244

	Dept. Head - Mechanical	261				
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	Dept. Head - Carpentry	261				
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Transportation Compensation

Pay Grade	Job Title	Calendars			Minimum	Midpoint	Maximum
B01							
	Bus Monitor (5.25 hours per Day)	180	180	Days	11.00 10,395	13.50 12,757.50	16.00 15,120
B02 a							
	Bus Driver (6.0 hours per day)	187	187	Days	20.00 22,440	24.00 26,928	28.00 31,416
B02 b							
	Bus Field Trip Coordinator	220	220	Days	18.00 31,680.	22.00 38,720.	26.00 45,760.
	Bus Dispatcher	235	235	Days			
	Bus Router	244	244	Days			
					33,840.	41,360.	48,880.
					35,136.	42,944.	50,752.
B03							
	Bus Driver/Trainer	187	187	Days	19.00 28,424.	23.00 34,408.	27.00 40,392.
B04							
	Mechanic- Transportation	261	261	Days	20.00 41,760.	25.00 52,200.	30.00 62,640.
B05							
	Safety Coordinator - Transportation	235	235	Days	22.00 41,360.	28.50 53,580.	35.00 65,800.
B06							
	Lead Router – Transportation	244	244	Days	25.00 48,800.	30.00 58,560.	35.00 68,320.
	Master Mechanic – Transportation	261	261	Days			
					52,200.	62,640.	73,080.
A04							
	Safety Manager - Transportation	235	235	Days	Daily 212.80 50,008.	255.32 60,000.	297.90 70,006.
A05							
	HR Coordinator – Transportation	235	235	Days	Daily 237.80 55,883.	290.00 68,150.	342.20 80,417.
	Maintenance Manager – Transportation	261	261	Days			
					62,065.	75,690.	89,314.
A07							
	Operations Manager – Transportation	244	244	Days	Daily 286.90 70,003.	327.90 80,007.	368.90 90,011.
A40							
	Director of Transportation	235	235	Days	Daily 380.81 89,490.	453.34 106,535.	525.87 123,579.

**NORTHWEST INDEPENDENT SCHOOL DISTRICT
EXTRA DUTY STIPENDS**

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

ATHLETICS

Campus Athletic Coordinator (220 Days)	10,000
Head Coach 1 Sport/Coordinators	10,000
Second Sport for Head Coach	2,000
Asst. High School Football Coach	8,000
Second Sport for Asst. High School Football Coach	4,000
Asst. High School Coach	6,000
Second Sport for Asst. High School Coach	4,000
Asst. Golf/Tennis/Swim/Soccer/Wrestling	4,000
Second Sport for Asst. Golf/Tennis/Swim/Soccer/Wrestling	4,000
Asst. Coach for one Sport with two Seasons	8,000
Head Athletic Trainer	5,500 (224-day contract)
Assistant Athletic Trainer	5,500 (205-day contract)
Middle School Campus Coordinator	7,000
Middle School Coaches	6,000 (3 sports)
Middle School Coach (part-time) (cross-country)	3,000

BAND/MUSIC

High School Band Director	6,500 (220-day contract)
High School Associate Band Director	9,500
High School Assistant Band Director	6,250
Middle School Head Band Directors	6,500
Middle School Assistant Band Directors	5,000
High School Head Choir Teacher	6,000
High School Assistant Choir Teacher	3,000
Middle School Head Choir Teachers	3,500
Middle School Asst. Choir Teacher	2,000

District Middle School Color/Winter Guard Facilitator	1,500
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Elementary School Choral Music Teachers	300
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District Elementary Honor Choir (3)	1,500
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High School & Middle School Orchestra Director	6,500
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Middle School Orchestra Asst. Director	5,000
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DRAMA

High School Drama Lead Teachers (includes extra PAC stipend)	6,000
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High School Asst. Drama Teacher	3,000
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Middle School Theater Director	2,000
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DRILL TEAM/DANCE

High School Drill Team/Dance Sponsor	3,500 (202-day contract)
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Assistant High School Drill Team/Dance Sponsor	2,500
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CHEERLEADING

Middle School Cheer District Facilitator	1,500
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High School Head Cheerleader Sponsor	3,500 (202-day contract)
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High School Asst. Cheerleader Sponsor	2,500
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Freshman Cheer Sponsor	2,000
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Middle School Cheerleader Sponsor (total for campus)	3,000 (may be split among 2 or more people)
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STUDENT COUNCIL/NATIONAL HONOR SOCIETY

High School Student Council Sponsor	1,200 (202-day contract)
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Assistant High School Student Council Sponsors	1,000
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Middle School Student Council Sponsors	1,000
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High School Honor Society Sponsor	1,000
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Middle School Honor Society Sponsor	1,000
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DEPARTMENT HEADS/TEAM LEADERS

High School, Middle School and Elementary Schools 1,500

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)
1,000 (for over 15 teachers)
2nd year mentor 250

Technology/Video Teacher (High Schools) 1,000

DUAL LANGUAGE TEACHER

Elem. Bilingual Certified/Dual Language 3,000

INTERVENTION SPECIALIST

Elementary Schools 1,500

ACADEMIC COACHES

High School Academic Decathlon 3,000
High School UIL Coordinator 1,800
High School UIL CX & Lincoln-Douglas Debate 1,500
High School UIL One-act Play 1,000
High School UIL (Coach for one Area) 600
Middle School UIL Coordinator 1,000
Middle School UIL (Coach for one Area) 500
Elementary UIL Coordinator 300
D.C. BEST (Career & Technology Competition)
(Denton Co. Boosting Engineering & Science Technology) 1,000
Destination Imagination Coordinator 300
CTE Academic Competition Sponsor 500

NEWSPAPER/YEARBOOK

High School Newspaper Sponsor	1,200
Middle School Newspaper Sponsor	1,000
High School Yearbook Sponsor	1,200
Middle School Yearbook Sponsor	1,000

SPECIAL ASSIGNMENTS

PAC Building Manager	7,000
Asst. PAC Building Manager	2,000
High School	400
Middle School Sponsors	300

DISTRICT FACILITATORS

Speech Pathologists, Gifted/Talented, Librarians, Fine Arts, Physical Education, Elem. Art, Secondary Art, Music, Elem. Counselors, Middle School Counselors, Mentors, CPR Lead, Diagnosticians & LSSP's	1,500
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DISTRICT INSTRUCTIONAL COACHES

Subject Area (Math, Literacy, etc.)	2,000
Facilitator (assigned by C & I)	2,000

TECHNOLOGY

Campus Technology Liaison	1,500
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EXTRA DUTY STIPENDS FOR OTHER PROFESSIONAL EMPLOYEES

Lead Teacher – DAEP	7,000
Lead Counselor – High School	6,000
Career Academy Facilitators	6,500
Collegiate Academy Facilitator	6,500

SPECIAL ED BEHAVIOR INTERVENTIONIST	1,000
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BEHAVIOR INTERVENTIONIST WITH BCBA CERT.	1,000
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SPECIAL OLYMPICS

Coach	1,000
AVID SITE COORDINATOR MS/HS	1,000
DUAL ENROLLMENT TEACHERS/ONRAMPS	1,500

Guest Educator/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 have been update as of May 18, 2020 and are as follows for the 2020-2021 school year.

Professional Substitute Teaching Assignment Daily Rate

Non-Degreed or Teacher Certification:	\$90.00/day
One-half day (up to five hours)	\$50.00/day
Bachelor Degree or above	\$100.00/day
LVN/Medical Training	\$100.00/day
One-half day (up to five hours)	\$60.00/day
Bachelor Degree or above and hold a valid Teacher Certification	\$105.00/day
Registered Nurse	\$105.00/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

Non-Degreed or Teacher Certification:	\$95.00/day
One-half day (up to five hours)	\$50.00/day
Bachelor Degree or above	\$105.00/day
LVN/Medical Training	\$100.00/day
One-half day (up to five hours)	\$60.00/day
Bachelor Degree or above and hold a valid Teacher Certification	\$110.00/day
Registered Nurse	\$105.00/day
One-half day (up to five hours)	\$60.00/day

Tier Two: After twenty-five consecutive days within the same teaching assignment. (Substitute must be degreed and certified)

Bachelor Degree or above and hold a valid Teacher Certification	\$134.00/day
Registered Nurse	\$134.00/day
One-half day (up to five hours)	\$70.00/day

Tier Three: After sixty consecutive days within the same teaching assignment. (Substitute must be degreed and certified)

Bachelor Degree or above and hold a valid Teacher Certification	\$200.00/day
Registered Nurse	\$200.00/day
One-half day (up to five hours)	\$70.00/day

Please note: Substitutes serving in a long-term assignment who miss more than two consecutive days will start at the Tier One rate upon their return.

Professional Long-Term Teaching Assignments- Vacant/Growth position

Substitutes assigned to a vacant or growth long-term teaching assignment must possess a Texas Teacher Certification, may be paid at a rate equal to the daily rate of a first year teacher, and may be eligible for benefits. This is must be approved by the Assistant Superintendent or Executive Director of Human Resources.

Paraprofessional Assignment Daily Rate and Long-Term Rate

The daily rate for paraprofessional assignments is the same regardless of the substitute's credentials with no tiered rating.

Educational Aide	\$75.00/day
One-half day (up to five hours)	\$40.00/day
Classroom Special Education Aide	\$85.00/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