



COMPENSATION PLAN

2018-2019

**NORTHWEST INDEPENDENT SCHOOL DISTRICT
PAY GUIDELINES
2018-2019**

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, 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.

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	\$236.05	\$284.40	\$332.75
	Benefits Specialist	235	235 Days	55,471	66,834	78,196
	Coordinator - Security	235				
	Records Manager	235				
	Senior Buyer	235				
	PEIMS Specialist	235				
	Specialist - Partners in Education	235				
	Program Access & Mkt Spec.	235				
	Federal Programs (SHARS) Support Specialist	235				
	Payment Solutions Manager	235				
	Budget & Financial Reporting Manager	235				
	Substitute Specialist	235				
	Bid Specialist	235				
	Community Relations Specialist	235				
	College & Career Readiness Comp. Specialist	235				
A10			Daily	\$262.49	\$316.25	\$381.12
	Accts Payable Supervisor	235	235 Days	61,685	74,318	89,563
	Construction Manager	261	261 Days	68,509	82,541	99,472
	Payroll Supervisor	235				
	Executive Assistant to the Superintendent	235				
	Specialist - Human Resources	235				
	Asst. Director – Purchasing	235				
A15			Daily	\$288.77	330.57	\$385.88
	Bachelor Degree Teacher	187	187 Days	54,000	61,816	72,159
	Student Service Facilitator Bachelor's Degree	194	189 Days	54,577	62,477	72,931
	Behavior Intervention Spec Bachelor Degree	187	194 Days	56,021	64,130	74,860
	Bachelor Degree Speech Path	194	197 Days	56,887	65,122	76,018
	Bachelor Degree Dyslexia Facilitator	189	202 Days	58,331	66,775	77,947
	Bachelor Degree Teacher	202	205 Days	59,197	67,766	79,105
	Bachelor Degree Teacher	224	224 Days	64,684	74,047	86,437
	Bachelor Degree Occ Therapist	189	226 Days	65,262	74,708	87,208
	Bachelor Degree Campus Health Coord.	187				
	Reading Specialist – Bachelor's Degree	187				
	Literacy Specialist – Bachelor's Degree	187				
	Academy Facilitator – Bachelor's Degree	197				
	Intervention Specialist – Bachelor's Degree	187				
	Bachelor Degree Teacher	205				
	Instructional Coach Bachelor Degree	197				
A20			Daily	\$299.47	\$341.36	\$396.67
	Master Degree Teacher	187	187 Days	56,000	63,834	74,177
	Student Services Facilitator Master's Degree	194	189 Days	56,599	64,517	74,970
	Librarian Master Degree	197	194 Days	58,097	66,223	76,953
	Master Degree Teacher	202	197 Days	58,995	67,247	78,143
	Master Degree Teacher	224	202 Days	60,492	68,954	80,127
	Master Degree Teacher	205	205 Days	61,391	69,978	81,317
	Master Degree Dyslexia Facilitator	189	224 Days	67,081	76,464	88,854
	Reading Specialist – Master's Degree	187	226 Days	67,680	77,147	89,647
	Behavior Intervention Spec Master Degree	187				
	Literary Specialist – Master's Degree	187				
	Academy Facilitator – Master's Degree	197				
	Master Degree Campus Health Coord.	187				
	Intervention Specialist – Master's Degree	187				
	Instructional Coach Master's Degree	197				

A25		Daily	\$298.36	\$351.04	\$410.72
Counselor/Prevention Counselor - ES	194	189 Days	56,390	66,347	77,626
Counselor/Prevention Counselor - HS	210	194 Days	57,881	68,102	79,680
Counselor/Prevention Counselor - MS	210	202 Days	60,268	70,910	82,965
Diagnostician	202	210 Days	62,655	73,718	86,251
Energy Manager	235	235 Days	70,114	82,494	96,519
Truancy Intervention Counselor	210				
Intervention Counselor	194				
Board Certified Behavior Analyst	189				
LSSP	202				
Occupational Therapist (Master's)	189				
Physical Therapist (Master's)	189				
Speech Pathologist (Master's)	194				
At-Risk Counselor	194				

A30		Daily	\$314.67	\$379.12	\$443.57
Assessment Coord - Research & Assessment	235	220 Days	69,227	83,406	97,585
Asst Principal - ES	220	226 Days	71,115	85,681	100,247
Public Affairs Coordinator	235	235 Days	73,947	89,093	104,238
Coordinator of Communications & Community Engagement	235				
Coordinator – Early Childhood Ed	226				
Director of Outsourced Operations	235				
Coordinator – Child Find	226				
Agriculture Coordinator	226				
Coordinator – STEM/Health Science/Business/Creative Media/Education & Training	210				
Career Access Coordinator	226				

A35		Daily	\$339.84	\$409.45	\$479.06
Asst Director - Athletics	235	220 Days	74,765	90,079	105,393
Asst Principal - MS	220	226 Days	76,804	92,536	108,268
Campus Coord - Athletics	220	235 Days	79,862	96,220	112,579
Curriculum Coord - Advanced Academics	226				
Curriculum Coord - Language Arts, Elem & Sec.	226				
Curriculum Coord – Math, Elem & Secondary	226				
Curriculum Coord - Outdoor Learning	226				
Curriculum Coord – Science, Elem & Secondary	226				
Curriculum Coord - Social Studies	226				
Director - Band	220				
Coordinator – Fine Arts	235				
District 504 At Risk Coordinator	226				
Health Service Coordinator	226				
Transition Coordinator	226				
Supervisor Special Services - Special Ed	226				
Supervisor Special Services - SpEd Assess/Comp	226				
Curriculum Coord – Bilingual/World Language	226				
Coordinator – Special Ed.	226				

A40		Daily	\$380.30	\$442.21	\$504.12
Asst Principal - HS	220	220 Days	83,666	97,286	110,906
Director - Athletics	235	235 Days	89,370	103,919	118,468
Director - College & Career	235				
Director - Counseling	235				
Director - Student Services	235				
Director – Planning	235				
Director – Human Resources	235				
Director – Inst. Tech	235				
Director – Safety and Security	235				
Principal - ES	220				
Director – Secondary & Auxiliary Personnel	235				

A45		Daily	\$410.73	\$477.59	\$544.45
Assoc Principal - HS	226	220 Days	90,361	105,070	119,779
Principal – MS	220	226 Days	92,825	107,935	123,046
Director – Special Ed	235	235 Days	96,521	112,233	127,945
Director - Res/Assess/Acct	235				
Principal – AEP	220				
Principal – Steele Acc. High School	226				

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 - Fine Arts	235				
Exec Director - Human Resources	235				
Exec Director – Career Technical Ed & Post-Secondary Readiness	235				
Exec Director – Purchasing & Contracts	235				
Exec Director – Facilities	261				

A55		Daily	\$484.64	\$557.06	\$629.48
Exec Director – Secondary Ed	235	235 Days	113,890	130,909	147,927
Exec Director - Curric & Staff Dev	235				
Exec Director - Health/PE/Ath	235				
Exec Director - Student Services	235				
Exec. Director – Elementary Ed.	235				
Principal - HS	235				

A60		Daily	\$605.81	\$696.33	\$786.85
Asst Superintendent – Human Resources	235	235 Days	142,365	163,637	184,909
Asst Superintendent - Facilities	235				
Chief Technology Officer	235				
Asst. Superintendent – C & I	235				
Chief Financial Officer	235				
Attorney	235				

A65		Daily	\$637.50	\$750.00	\$862.50
Deputy Superintendent	235	235 Days	149,812	176,250	226,187

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	235	235 Days	39,273	47,319	55,347
	Helpdesk Tech	235				
	PEIMS/Student Programs Spec.	235				
	PEIMS/Spec Ed Student Services Spec	235				
H15			Hourly	\$24.65	\$29.70	\$34.74
	Telecommunication Technician	235	235 Days	46,342	55,836	65,311
	Senior Computer Services Technician	235				
	Asset Control Manager	235				
T05			Daily	226.70	291.99	344.48
	Junior Network Engineer	235	235 Days	53,274	68,617	80,952
T20			Daily	\$243.50	\$308.79	\$361.28
	Communications Engineer	235	235 Days	57,222	72,565	84,900
	Comm/Security Engineer	235				
	Webmaster/Graphic Designer	235				
	Communications Specialist	235				
	Communications/Media Specialist	235				
	Student Data Services Application Analyst	235				
T25			Daily	\$281.93	\$339.67	\$414.90
	Tech. Services Manager/Project Manager	235	235 Days	66,253	79,822	97,500
	Systems Engineer	235				
	Network Engineer	235				
	Campus Support Manager	235				
	Data Architect Junior	235				
	Network Security Engineer	235				
T30			Daily	\$310.12	\$373.64	\$437.16
	Coordinator – Inst. Tech	226	226 Days	70,087	84,442	98,798
	Coordinator – PEIMS	235	235 Days	72,878	87,805	102,732
	Data Architect	235				
T35			Daily	\$380.30	\$442.21	\$504.12
	Director – Technology	235	235 Days	89,370	103,919	118,468
	Director – Data Services					

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	
P05			Hourly	\$11.88	\$14.25	\$16.62
	Elem Campus Assistant I	187	187 Days	17,772	21,318	24,864
	Educational Assistant-Reg Ed	187				
	ACP Lab Assistant	187				
	Health Aide	187				
	PE Educational Asst	187				
P10			Hourly	\$12.80	\$15.68	\$18.56
	Family Involvement Parent Educator	187	187 Days	19,149	23,457	27,766
	Lead Elem Campus Asst	187				
	Library Assistant	187				
	Receptionist MS	187				
	Campus Office Asst. MS	187				
	Educational Asst. – Pre K	187				
	Educational Asst. - Comp	187				
	Attendance Clerk/MS	187				
	Elementary Teacher Aide – SP ED	187				
	Intervener	187				
	Educational Asst-SP ED (Secondary)	187				
P15			Hourly	\$14.44	\$17.72	\$21.00
	Secondary Secretary/Asst Principal HS	202	187 Days	21,602	26,509	31,416
	Campus Sub Coordinator	202	202 Days	23,335	28,636	33,936
	PEIMS Clerk MS	207	207 Days	23,913	29,344	34,776
	Receptionist ES	187				
	Receptionist HS	202				
	Secretary - Counselor	202				
	Attendance Clerk HS	202				
P20			Hourly	\$15.59	\$19.14	\$22.69
	Registrar - HS	220	220 Days	27,438	33,686	39,934
	Textbook Coordinator	235	235 Days	29,309	35,983	42,657
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				
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	235	235 Days	33,558	41,190	48,823
	Secretary III - Communications	235				
	Secretary III - Curric & Inst	235				
	Secretary III - District Receptionist	235				
	Secretary III - Finance, Accts Payable	235				
	Secretary III - Finance, Business Svcs	235				
	Secretary III - Finance, Payroll	235				

Secretary III – HR Assist/Camp. Services	235
Secretary III - HR Assistant	235
Secretary III - Assistant, Security	235
Secretary III – Payroll, TRS	235
Secretary III – HR Support Asst.	235
Secretary III – Energy Manager	235
Secretary III - OLC, Curric & Inst	235
Secretary III – CTE & CCR Secretary	235
Secretary III - Research & Assess	235
Secretary III - Special Ed	235
Secretary III - Technology	235
Secretary III – Facilities	235
Secretary III – Fine Arts	235
Secretary III – Inventory Asst.	235
Student Records Coordinator	226

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Admin Assistant – Payroll Lead	235
Admin Assistant - Accts Payable Lead	235

Hourly	\$18.35	\$22.66	\$26.77
235 Days	34,498	42,600	50,327

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Admin Assistant - Student Svcs Exec Dir	235
Admin Assistant I - Admin Svcs	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 - Fac, Plan, Constr	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
LVN	187
Brailist	187
Admin Assistant I – Fine Arts	235
Admin Assistant I – CTE/Post Sec.	
Readiness	235
Admin Assistant I – Procurement Card Specialist	235
Office Manager II - Principal HS	226

Hourly	\$19.09	\$23.44	\$27.79
187 Days	28,559	35,066	41,574
226 Days	34,515	42,380	50,244
235 Days	35,889	44,067	52,245

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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 – CTO	235
Admin Assistant II – Dist.	
Architect/Planner	235

Hourly	\$22.92	\$28.13	\$33.34
235 Days	43,089	52,884	62,679

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Admin Assistant III - Deputy Supt.	235
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Hourly	\$24.92	\$30.13	\$35.34
235 Days	46,849	56,644	66,439

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
	Maintenance – Delivery Driver	261				
M15			Hourly	\$16.51	\$19.66	\$22.81
	Preventative Tech	261	261 Days	34,473	41,050	47,627
M20			Hourly	\$18.99	\$22.61	\$26.23
	Carpenter	261	261 Days	39,651	47,210	54,768
	Painter	261				
	Welder	261				
M25			Hourly	\$21.84	\$26.00	\$30.16
	Locksmith	261	261 Days	45,602	54,288	62,974
	HS Maintenance Technician	261				
	Stadium Manager	261				
	Lead Carpenter	261				
	Maintenance Projects Lead	261				
	OLC Maintenance Tech	261				
	Central Receiving & Distribution Lead	261				
	Roofing & Waterproofing Technician	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				
	Electrician Low Voltage	261				
	Repair Plumber	261				
	Plumber/Wastewater Tech	261				
	Journeyman Plumber	261				
M33			Hourly	\$25.27	\$29.76	\$34.25
	Master Level Tradesman	261	261 Days	52,763	62,138	71,514
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 (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	5500 (224-day contract)
Assistant Athletic Trainer	5500 (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 (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	6000
High School Assistant Choir Teacher	3000
Middle School Head Choir Teachers	3500

Middle School Asst. Choir Teacher	2000
District Middle School Color/Winter Guard Facilitator	1500
Elementary School Choral Music Teachers	300
District Elementary Honor Choir (3)	1500
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	2000

DRILL TEAM/DANCE

High School Drill Team/Dance Sponsor	3500 (202-day contract)
Assistant High School Drill Team/Dance Sponsor	2500

CHEERLEADING

Middle School Cheer District Facilitator	1500
High School Head Cheerleader Sponsor	3500 (202-day contract)
High School Asst. Cheerleader Sponsor	2500
Freshman Cheer Sponsor	2000
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 (202-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 3000

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
CTE Academic Competition Sponsor	500

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, CPR Lead, Diagnosticians & LSSP's	1500
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DISTRICT INSTRUCTIONAL COACHES

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

TECHNOLOGY

Campus Technology Liaison	1500
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EXTRA DUTY STIPENDS FOR OTHER PROFESSIONAL EMPLOYEES

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

SPECIAL ED BEHAVIOR INTERVENTIONIST	1000
BEHAVIOR INTERVENTIONIST WITH BCBA CERT.	1000
SPECIAL OLYMPICS	
Coach	1000
AVID SITE COORDINATOR MS/HS	1000
DUAL ENROLLMENT TEACHERS/ONRAMPS	1500

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 2018-2019 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
LVN/Medical Training	\$85.00/day
one-half day (up to five hours)	\$60.00/day
Bachelor's Degree or above & Teacher Certification	\$90.00/day
Registered Nurse	\$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 and certified

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

Tier Three: After sixty consecutive days within the same teaching assignment the substitute must be degreed and certified

Bachelor's Degree or above & Teacher Certification	\$200.00/day
one-half day (up to five hours)	\$100.00/day

Note: 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 or the Executive Director of Human Resources. Substitutes who serve in consecutive long term assignments 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 of Administrative Services or the 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. Approval for obtaining a substitute for non-teaching assignments and rate of pay must be approved by the Assistant Superintendent for Administrative Services 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