



COMPENSATION PLAN

2019-2020

**NORTHWEST INDEPENDENT SCHOOL DISTRICT
PAY GUIDELINES
2019-2020**

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	55,471	66,834	78,196
	Coordinator - Security	235			
	Records Manager	235			
	Senior Buyer	235			
	PEIMS/Research Specialist	235			
	Specialist - Partners in Education	235			
	Program Access & Mkt Spec.	235			
	Federal Compliance Manager	235			
	Payment Solutions Manager	235			
	Budget & Financial Reporting Manager	235			
	Substitute Specialist	235			
	Risk Management Specialist	235			
	Community Relations Specialist	235			
	College & Career Readiness Comp. Specialist	235			
	Accountant	235			
A10		Daily	\$262.49	\$316.25	\$389.53
	Accts Payable Supervisor	235	61,685	74,318	91,539
	Asst. Director - Purchasing	235			
	Payroll Supervisor	235			
	Executive Assistant to the Superintendent	235			
	Specialist - Human Resources	235			
A15		Daily	\$296.80	\$337.19	\$393.60
	Bachelor Degree Teacher	187	55,500	63,055	73,603
	Student Service Facilitator Bachelor's Degree HS	194	56,095	63,729	74,390
	Behavior Intervention Spec Bachelor Degree	187	57,579	65,415	76,358
	Bachelor Degree Speech Path	194	58,469	66,426	77,539
	Bachelor Degree Teacher	202	60,844	69,123	80,688
	Bachelor Degree Teacher	224	66,483	75,530	88,166
	Bachelor Degree Occ Therapist	189	67,076	76,204	88,953
	Bachelor Degree Campus Health Coor.	187			
	Reading Specialist – Bachelor's Degree	187			
	Student Services Facilitator Bachelor's Degree MS	189			
	Literacy Specialist – Bachelor's Degree	187			
	Orientation & Mobility Specialist – Bachelor Degree	187			
	Academy Facilitator – Bachelor's Degree	197			
	Intervention Specialist – Bachelor's Degree	187			
	Music Therapist – Bachelor's Degree	189			
	Bachelor Degree Teacher	205			
	Instructional Coach Bachelor Degree	197			
A20		Daily	\$307.49	\$348.19	\$404.61
	Master Degree Teacher	187	57,500	65,112	75,662
	Student Services Facilitator Master's Degree HS	194	58,116	65,808	76,471
	Librarian Master Degree	197	59,653	67,549	78,494
	Master Degree Teacher	202	60,576	68,593	79,708
	Master Degree Teacher	224	62,113	70,334	81,731
	Master Degree Teacher	205	63,035	71,379	82,945
	Master Degree Dyslexia Facilitator	189	68,878	77,995	90,633
	Reading Specialist – Master's Degree	187	69,493	78,691	91,442
	Behavior Intervention Spec Master Degree	187	80,255	90,878	105,603
	Student Services Facilitator Master's Degree MS	189			
	Literary Specialist – Master's Degree	187			
	Academy Facilitator – Master's Degree	197			

Master Degree Campus Health Coor.	187
Music Therapist – Master’s Degree	189
Intervention Specialist – Master’s Degree	187
Instructional Coach Master’s Degree	197
Campus Health Coordinator Master’s Degree	187
Construction Specialist	261
Dyslexia Facilitator	187

A25		Daily	\$308.00	\$351.04	\$410.72
Counselor/Prevention Counselor - ES	194	189 Days	58,212	66,347	77,626
Counselor/Prevention Counselor - HS	210	194 Days	59,752	68,102	79,680
Counselor/Prevention Counselor - MS	210	202 Days	62,216	70,910	82,965
Diagnostician	202	210 Days	64,680	73,718	86,251
Energy Manager	235	235 Days	72,380	82,494	96,519
Truancy Intervention Counselor	210	244 Days	75,152	85,654	100,216

Intervention Counselor	194
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	\$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	210
RTI 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

Asst Director – PE, Health	235
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
District 504 At Risk Coordinator	226
Health Service Coordinator	226
Transition Coordinator	226
Curriculum Coord – Bilingual/World Language	226
Coordinator Student Services	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 – 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				
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
Principal - Steele Acc. High School	226				
Principal – AEP	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 – Career Technical Ed & Post-Secondary Readiness	235				
Exec Director – Purchasing & Contracts	235				
Exec Director – Facilities	261				
A55		Daily	\$484.64	\$557.06	\$629.48
Principal - HS	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 – Research Assessment	235				
Exec Director – Elem Ed.	235				
Exec Director – Financial Services	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				
Asst. Superintendent – C & I	235				
Chief Financial Officer	235				
Attorney	235				
Chief Technology Officer	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				
	Safety & Security Technician	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
	Digital Materials Manager	235				
T20			Daily	\$243.50	\$308.79	\$361.28
	Student Data Services Application Analyst	235	235 Days	57,222	72,565	84,900
	Webmaster/Graphic Designer	235				
	Communications Specialist	235				
	Audio Visual Engineer	235				
	Communications/Media Specialist	235				
	Safety & Security Specialist	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				
	Network Security Engineer	235				
	Communications/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				
	Data Architect/Programmer	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	190	190 Days	19,456	23,833	28,211
	Library Assistant	187	202 Days	20,684	25,338	29,992
	Receptionist MS	187				
	Campus Office Asst. MS	187				
	Educational Asst. – Pre K	187				
	Educational Asst. - Comp	187				
	Attendance Clerk/MS	202				
	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	220	207 Days	23,913	29,344	34,776
	Receptionist ES	187	220 Days	25,414	31,187	36,960
	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
	District Clerk	235				
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 - 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 – 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 - Technology	235
Secretary III – Facilities	235
Secretary III – Fine Arts	235
Secretary III – Inventory Asst.	235
Secretary III – Westside Operations Fac	235
Student Records Coordinator	226

P32	
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

P35	
Admin Assistant - 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 – CTE/Post Sec.	
Readiness	235
Admin Assistant I – Procurement Card	
Specialist	235
Office Manager II - Principal HS	226
Admin Asst I – Ex. Director of Planning	235

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

P40	
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 – CFO	235

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

P45	
Admin Assistant III - Deputy Supt.	235

Hourly		\$24.92	\$30.13	\$35.34
235	Days	46,849	56,644	66,439

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	
M05						
	Porter	261				
			Hourly	\$10.08	\$12.00	\$13.92
			261 Days	21,047	25,056	29,065
M10						
	Electrician (Apprentice)	261				
	Maintenance – Delivery Driver	261				
			Hourly	\$14.11	\$16.80	\$19.49
			261 Days	29,462	35,078	40,695
M15						
	Preventative Tech	261				
			Hourly	\$16.51	\$19.66	\$22.81
			261 Days	34,473	41,050	47,627
M20						
	Carpenter	261				
	Painter	261				
	Welder	261				
	Fleet Technician	261				
			Hourly	\$18.99	\$22.61	\$26.23
			261 Days	39,651	47,210	54,768
M25						
	Locksmith	261				
	HS Maintenance Technician	261				
	HS Tech II	261				
	Stadium Manager	261				
	Lead Carpenter	261				
	Maintenance Projects Lead	261				
	OLC Maintenance Tech	261				
	Central Receiving & Distribution Lead	261				
	Lead Painter	261				
	Roofing & Waterproofing Technician	261				
			Hourly	\$21.84	\$26.00	\$30.16
			261 Days	45,602	54,288	62,974
M30						
	Electrician (Journey)	261				
	HVAC Technician	261				
	Kitchen Repair Technician	261				
	Electrician Low Voltage	261				
	Repair Plumber	261				
	Plumber/Wastewater Tech	261				
			Hourly	\$23.59	\$28.08	\$32.57
			261 Days	49,256	58,631	68,006
M33						
	Master Level Tradesman	261				
	Aquatic Center & Stadium Fac Tech.	261				
			Hourly	\$25.27	\$29.76	\$34.25
			261 Days	52,763	62,138	71,514
M35						
	Dept. Head - Electrical	261				
	Dept. Head - Mechanical	261				
	Dept. Head - Carpentry	261				
			Hourly	\$27.12	\$32.29	\$37.46
			261 Days	56,627	67,422	78,216

**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

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 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

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 June 10, 2019 and are as follows for the 2019-2020 school year.

Professional Substitute Teaching Assignment Daily Rate

Non-Degreed or Teacher Certification:	\$80.00/day
One-half day (up to five hours)	\$50.00/day
Bachelor Degree or above	\$90.00/day
LVN/Medical Training	\$90.00/day
One-half day (up to five hours)	\$60.00/day
Bachelor Degree or above and hold a valid Teacher Certification	\$95.00/day
Registered Nurse	\$95.00/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:	\$80.00/day
One-half day (up to five hours)	\$50.00/day
Bachelor Degree or above	\$90.00/day
LVN/Medical Training	\$90.00/day
One-half day (up to five hours)	\$60.00/day
Bachelor Degree or above and hold a valid Teacher Certification	\$100.00/day
Registered Nurse	\$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, (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

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. Special consideration and availability for hard-to-fill positions must be approved by by the Assistant Superintendent or Executive Director of Human Resources.

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 and may be paid at a rate equal to the daily rate of a first year teacher and may be eligible for benefits. This 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	\$ 65.00/day
One-half day (up to five hours)	\$ 40.00/day
Classroom Special Education Aide	\$75.00/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