



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

**COMPENSATION RESOURCE MANUAL
2019 – 2020**

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
COMPENSATION RESOURCE MANUAL

TABLE OF CONTENTS

	Page
BOARD OF TRUSTEES	1
COMPENSATION PROGRAM	2
COMPENSATION STRUCTURE	3
JOB CLASSIFICATIONS	3
TEACHER PAY SCHEDULE	3
MIDPOINT PAY RANGES	6
PAYMENT OF COMPENSATION	23
SALARY ADJUSTMENTS	24
COMPENSATION REVIEWS	26
OTHER PAY RATES	27
SUBSTITUTE PAY RATES	28
PART-TIME PAY RATES	30
DIFFERENTIAL PAY RATES	32
INTERIM ASSIGNMENT PAY RATES	33
EXTRA DUTY PAY RATES	34
SUMMER SCHOOL PAY RATES	35
STIPENDS	36
ALLOWANCES	40
EMPLOYMENT CONTRACTS	41
JOB ANALYSIS REVIEW	42
OVERTIME EXEMPTION STATUS	43
APPENDIX	45

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES

Patti Radle	District 5	President
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SUPERINTENDENT

Pedro Martinez

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

COMPENSATION PROGRAM

The San Antonio Independent School District's mission is to transform the District into a national model urban school district where every child graduated is educated so that he or she is prepared to be a contributing member of the community. The Compensation Program is designed to support the attraction, motivation and retention of high performing employees that provide support to the district's mission.

The Compensation Department is a strategic partner in the planning, design, implementation, administration and communication of all compensation programs which includes job architecture.

A combination of job architecture, job hierarchies and market intelligence lay the framework for the District's compensation program. Base Pay is the primary pay element; and on an as needed basis, other elements may be used to provide additional compensation in the form of stipends or supplemental pay for specific, defined bodies of work performed beyond the normal responsibilities of the job. When appropriate, allowances will be assigned as reimbursement for travel or phone expenses.

The objective of the 'Base Pay' is intended to facilitate the attainment of a number of objectives:

- **Internal equity** - the pay relationship among jobs or levels within the District. Comparison within an organization, tends to focus on four aspects of job content: Skill, Effort, Responsibility, and Working Conditions.
- **External competitiveness** - the competitive market. The goal is to pay what is necessary to attract, retain and motivate qualified candidates.
- **External Equity** - the market rate of comparable jobs. Equity extends to the total compensation package which factors such as employee benefits, job security, physical work environment, commuting distance, opportunity for advancement and employment practices.
- **Compliance with Laws and Regulations** - Legislation, regulation, executive orders and judicial decisions must be considered in the development and administration of the District's compensation plan; including compliance issues related to:
 - The Equal Pay Act
 - The Age Discrimination in Employment Act
 - Title VII of the Civil Rights Act of 1964
 - Fair Labor Standards Act, and
 - Title I of the Americans with Disabilities Act of 1990.
- **Administrative efficiency** - The District has limited resources to administer the compensation plan, therefore administration time and cost to implement is taken into consideration.

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

COMPENSATION STRUCTURE

The compensation structure is comprised of an array of pay ranges, each including a minimum or entry pay rate value, a midpoint value which is representative of the average market value and a maximum pay rate value.

Job categories and pay levels are used to group positions that have similar relative internal value based on a multitude of elements such as the job's minimum education, experience, and credential requirements; job duties and responsibilities; market data; internal equity; and district impact. A job classification level will be assigned to a pay range by the Compensation Department, based on its functional area and derived value.

The pay range spread is targeted at 40%. The minimum is established at a compa-ratio between 80% and 85%; and the maximum value at a compa-ratio of 120%. Due to prior compensation practices, the current pay ranges may have a minimum value greater than an 85% compa-ratio. Over-time, the intention is for those minimum values to align with 85%. The midpoint of the range is not the true midpoint of the range; it is the value aligned with the market for the positions assigned to the range. The spread between midpoint values is targeted at 5.5% for lower pay ranges and 8.0% for higher pay ranges (*Note, 'compa-ratio' is the term used for the comparison ratio of the salary divided by the midpoint of the pay range.*)

JOB CLASSIFICATIONS

Jobs will be grouped into job classification and pay ranges in the following categories:

- Teachers, Librarians and Nurses (RNs) (teacher pay schedules)
- Classified (M/S/F)
- Clerical / Paraprofessional (D)
- Instructional / Paraprofessional (I)
- Police Service (P)
- Technology (T)
- Administrative Program (W)
- Administrative Management (X, XX)

TEACHER PAY SCHEDULES

Teacher Pay Schedules apply to CERTIFIED classroom teachers, librarians and nurses. As required by law, the pay schedule will not be less than the minimum monthly salary on the state salary schedule based on years of experience. The maximum years of experience credited is 28, in 2020-2021 it will increase to 29, and in 2021-2022 it will cap at 30.

Teachers with a master's degree, who signed with the District on or after August 1, 2002, are on a pay schedule with an annualized rate \$2,000 higher than the standard (bachelor's) teacher pay schedule.

Pay schedules are communicated in annualized pay rates, based on a 187 workday/10-month work calendar.

Initial Pay Rate - Teacher, Librarian and Nurse (RN)

All teachers excluding JROTC, CATE and Vocational Instructors, are required to hold a bachelor's degree and certification as required by the Texas Education Agency (TEA) and the State Board of Educator Certification (SBEC).

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

The initial salary of a teacher, librarian or nurse is based upon the creditable years of (TEA) validated experience related to the position in which hired; and the level of degree achieved. Experience is credited for teachers and librarians according to the commissioner's rules on creditable service (19 TAC 153.1021). Registered nurses are assigned a daily rate associated with the number years of experience and related degree. Annualized pay rates may vary based on the number of workdays in the Workday Calendar assigned to the position.

The maximum number of creditable years of (TEA) validated experience shall be capped at 28 years of experience for newly hired Teachers, Librarians and Nurses.

All teachers, librarians and nurses will initially be assigned the entry rate on the Bachelor Degree Teacher Pay Schedule. The actual pay rate will be determined once the official service records and educational transcripts have been received by the District. New teachers should expect to receive credit for their first year of experience at the completion of the first school year in which they complete a minimum of 90 workdays. If they are received prior to the first payroll period cutoff of the start of the new school year, the actual pay rate will be assigned for the first paycheck. Otherwise, the employee will receive the entry rate on the Bachelor Degree Teacher Pay Schedule and pay will be retro-actively paid in the next payroll pay period once records are received.

Junior Reserve Officers Training Corps (JROTC) Instructors

JROTC instructors will be paid JROTC personnel will be paid in compliance with active duty Armed Forces pay requirements stated on his/her Military Instructor Pay (MIP) letter assignment. The Director, Compensation and the Director, Army Instruction together determine new hire pay rates. Both school experience and active duty experience may be counted for local salary credit (Texas Admin Code §153.1021(d)(2)). Should the JROTC instructor transfer into a full-time teaching position, military experience will not be credited unless it meets the TEA guidelines.

Career and Technology Education (CATE) Teachers

Trade, health science and marketing professionals who join the District as a non-certified career and technology teacher will receive a maximum of two years' of directly related experience in determining their initial salary on the teacher pay schedule. Experience must be verified on the employee's Service Record or Experience Affidavit.

Teachers moving from an Instructional Assistant position

Instructional Assistants who accept a position as a certified teacher will receive a maximum of two years' of directly related experience in determining their initial salary on the teacher pay schedule. Experience must be verified on the employee's Service Record (Amendment 19 Texas Admin Code §153.1021m).

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
COMPENSATION RESOURCE MANUAL

2019-2020 New Teacher Pay Schedule				
Years of Experience	Bachelor's Degree Pay Schedule		Master's Degree Pay Schedule	
	Annualized Rate (187 Days)	Daily Rate	Annualized Rate (187 Days)	Daily Rate
00	\$53,400	\$285.56	\$55,400	\$296.26
01	\$53,921	\$288.34	\$55,921	\$299.04
02	\$53,921	\$288.34	\$55,921	\$299.04
03	\$54,106	\$289.34	\$56,106	\$300.03
04	\$54,263	\$290.18	\$56,263	\$300.87
05	\$54,421	\$291.02	\$56,421	\$301.72
06	\$54,844	\$293.28	\$56,844	\$303.98
07	\$55,002	\$294.13	\$57,002	\$304.82
08	\$55,160	\$294.98	\$57,160	\$305.67
09	\$55,319	\$295.82	\$57,319	\$306.52
10	\$55,477	\$296.67	\$57,477	\$307.36
11	\$55,741	\$298.08	\$57,741	\$308.78
12	\$56,005	\$299.49	\$58,005	\$310.19
13	\$56,269	\$300.90	\$58,269	\$311.60
14	\$56,533	\$302.31	\$58,533	\$313.01
15	\$56,803	\$303.76	\$58,803	\$314.45
16	\$57,072	\$305.20	\$59,072	\$315.89
17	\$57,346	\$306.66	\$59,346	\$317.36
18	\$57,615	\$308.10	\$59,615	\$318.80
19	\$57,879	\$309.51	\$59,879	\$320.21
20	\$58,148	\$310.95	\$60,148	\$321.65
21	\$58,423	\$312.42	\$60,423	\$323.12
22	\$58,687	\$313.83	\$60,687	\$324.53
23	\$58,961	\$315.30	\$60,961	\$325.99
24	\$59,225	\$316.71	\$61,225	\$327.41
25	\$59,500	\$318.18	\$61,500	\$328.88
26	\$59,764	\$319.59	\$61,764	\$330.29
27	\$60,038	\$321.06	\$62,038	\$331.76
28	\$60,307	\$322.50	\$62,307	\$333.19

Notes:

- Years of Experience represents Creditable Years of Service.
- Neither past nor future salaries can be predicted or calculated from this schedule.

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

MIDPOINT PAY RANGES

Midpoint Pay Ranges apply to all positions not assigned to the teacher pay schedule. Employees are paid according to the pay range assigned to their position; and individual pay rates are based on years of related experience in comparison to the peer group. Employees' annual salary is based on the number of work days and is paid over a 12-month period. Employees being promoted or hired into the Administrative Management Executive job classification must be approved by the Board of Trustees.

New Hire or New Position Pay Rate

The pay rate for District positions is determined by aligning the new hire's related work experience to the pay rate of the internal peer group (incumbents in the same job and classification pay level) with the same years of experience.

A salary offer shall not exceed 100% of the midpoint of the pay range. Exempt level salary offers between 100% and 110% compa-ratio will require the approval of the Chief Talent Officer; non-exempt salary offers between 100% and 110% compa-ratio will require the approval of the Director, Compensation. The Superintendent's approval is required for any offers that exceed 110% compa-ratio.

Returning Employees

Former San Antonio ISD employees who return to the district will be placed at the appropriate pay level for the position in which they are newly hired, which may be different from the job classification and pay level they previously occupied at the time of their departure from the district. Teachers will receive creditable years of services not to exceed the cap of 28 years of service.

Years of Experience Verification and Documentation

Years of experience for candidates must be documented prior to the final determination of salary credit. New employees are required to submit to Talent Management within 30 days of hire, a completed "Experience Affidavit" form specifying all information such as previous employers, positions held, dates of employment, hours worked and contact information of person that can verify employment (for each employer). *Please note, if this information is not received, the employee will only receive the entry rate for their position until which time the documentation is received. The employee is responsible for ensuring Talent Management receives this information; the District will not follow-up on the employee's behalf.*

In the event it is discovered that not all information was provided within 3 months of hire, a revised experience affidavit will be required. Talent Management will review revised information and will update the system of record to capture the additional years of experience; *there will not be an adjustment to pay.* However, future pay actions will consider the updated years of experience. To receive credit for prior work experience, years of experience must be verified. If the new hire was previously employed in education, documentation of service must be provided to the Talent Management Department on an official Texas Education Agency (TEA) approved record and must be validated by the appropriate institutional official. *[See TEA Chapter 153 subchapter CC]*

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

The following are acceptable forms of documentation:

- Service records from previous school employment
- Contracts or letters of appointment
- First and last pay stub from employer (private employer only)
- Tax record or W2 from employer (private employer only)
- Verification of prior work experience from prior employer

Additional documentation may be necessary to complete the verification of prior experience before salary credit is assigned.

Degree Accreditation

Three positions assigned to the Midpoint Pay Ranges are eligible for additional salary consideration for the employee's degree accreditation: Instructional Coach, Instructional Specialist, and Implementation Specialist. All other jobs assigned to the midpoint pay ranges are ineligible for this consideration.

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

MANUAL TRADES JOB CLASSIFICATIONS (M,F,S)

GRADE	MIN	MDPT	MAX	CODE	TITLE	HRS
M/F/S 01	\$15.00	\$15.50	\$18.60	T113	BUS MONITOR	4.0
				J130	CUSTODIAN	8.0
				J140	PORTER	8.0
M/F/S 02	\$15.25	\$15.83	\$18.99	T110	BUS DRIVER ASSISTANT	4.0
				F350	FOOD SERVICE COOK 5.0HRS	5.0
				F360	FOOD SERVICE COOK 6.0HRS	6.0
				F365	FOOD SERVICE COOK 6.5HRS	6.5
				F370	FOOD SERVICE COOK 7.0HRS	7.0
				M910	GROUNDSKEEPER I	8.0
M/F/S 03	\$15.50	\$16.70	\$20.03	M918	CONSTRUCTION HELPER	8.0
				M91A	CREW LEADER (<i>Custodial</i>)	8.0
				M916	DRIVER (<i>Delivery Truck</i>)	8.0
				F130	FOOD SERVICE ASSISTANT MANAGER	8.0
				M911	GROUNDSKEEPER II	8.0
M/F/S 04	\$15.75	\$17.61	\$21.14	M905	ASSISTANT LEADER, GROUND CREW	8.0
				T100	BUS DRIVER	4.0
				P140	COURIER	8.0
				J120	CUSTODIAN, ASSISTANT HEAD	8.0
				J113	CUSTODIAN, HEAD - SMALL CAMPUS	8.0
				M937	FOOD SERVICE DRIVER/WAREHOUSEMAN	8.0
				F211	FOOD SERVICE MANAGER INTERN	8.0
				T231	SPECIALIST, TIRES	8.0
				M945	SPECIALIST, WAREHOUSE PARTS	8.0
				M920	WAREHOUSEMAN	8.0
				M/F/S 05	\$16.00	\$18.58
M906	ASSISTANT PLUMBER	8.0				
T115	BUS DRIVER TRAINER	4.0				
M203	COORDINATOR, EQUIPMENT & SUPPLIES	8.0				
J112	CUSTODIAN, HEAD - MID SIZE CAMPUS	8.0				
M931	ELECTRICIAN ASSISTANT	8.0				
M942	FARM MANAGER	8.0				
F111	FOOD SERVICE MANAGER, ES (NON-CERTIFIED)	8.0				
M518	GLAZIER	8.0				
M904	HEAVY EQUIPMENT OPERATOR	8.0				
M518	JOURNEYMAN, GLAZIER	8.0				
M513	JOURNEYMAN, MASON	8.0				
M517	JOURNEYMAN, PAINTER	8.0				
M515	JOURNEYMAN, ROOFER	8.0				
M510	JOURNEYMAN, SHDE/STG	8.0				
M932	HVAC TECHNICIAN	8.0				
M938	LEAD WAREHOUSEMAN (<i>Food Service</i>)	8.0				
M909	LEADER I, GROUND CREW	8.0				
M513	MASON	8.0				
TBD	MECHANIC III	8.0				
M934	PRESS OPERATOR	8.0				
M515	ROOFER	8.0				
M923	SERVICE CENTER DISPATCHER	8.0				
M943	SEWING TECHNICIAN	8.0				
M510	SHADE/STAGE	8.0				
M511	JOURNEYMAN, WELDER	8.0				

*Replaces Shade/Stage through attrition
Eliminating through attrition*

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

MANUAL TRADES JOB CLASSIFICATIONS (M,F,S)

GRADE	MIN	MDPT	MAX	CODE	TITLE	HRS
M/F/S 06	\$16.25	\$19.60	\$23.53	M921	ACCESS CTRL/ELEC TCH	8.0
				M306	ASSISTANT FOREMAN - HEAVY CONSTRUCTION	8.0
				M302	ASSISTANT FOREMAN - MILL SHOP	8.0
				M939	BLDG INFO-DRAFT/DES	8.0
				M520	JOURNEYMAN, CARPENTER I	8.0
				J111	CUST, HEAD - LARGE CAMPUS	8.0
				J114	CUST, HEAD - FLOATER	8.0
				M941	FOOD SERVICE MAINTENANCE TECHNICIAN	8.0
				F112	FOOD SERVICE MANAGER, MS/ACADEMY (CERTIFIED)	8.0
				M903	HER/CHEM APPLICATOR	8.0
				M940	HVAC TECHNICIAN II	8.0
				M508	JOURNEYMAN, MECHNICS	8.0
				M512	JOURNEYMAN, MILLMAN	8.0
				M902	PESTICIDE APPLICATOR	8.0
				T120	ROUTE COORDINATOR	8.0
TBD	MECHANIC II	8.0				
M/F/S 06.1	\$16.90	\$20.68	\$24.82	M508	MECHANIC I	8.0
				M302	ASSISTANT FOREMAN, MILLSHOP	8.0
M/F/S 06.2	\$18.00	\$21.82	\$26.18			
M/F/S 06.3	\$19.56	\$23.02	\$27.62	M514	VM MECHANIC I	8.0
M/F/S 07	\$20.20	\$24.29	\$29.14	M925	ASBESTOS ABATEMENT TECHNICIAN	8.0
				M944	ASSISTANT BAND REPAIR	8.0
				M305	ASSISTANT FOREMAN, WAREHOUSE	8.0
				M307	ASSISTANT FOREMAN, PAINTER/GLAZER	8.0
				M922	BURGLAR ALARM TECHICIAN	8.0
				M204	COORDINATOR, ATHLETIC FIELDS/GROUND	8.0
				F113	FOOD SERVICE MANAGER, HS (CERTIFIED)	8.0
				M501	JOURNEYMAN, APPL REP	8.0
				M519	JOURNEYMAN, CARPENTER II	8.0
				M505	JOURNEYMAN, W/T SPEC	8.0
				M933	LEAD PRESS OPERATOR	8.0
				TBD	MECHANIC, SENIOR	8.0
				M505	WATER TREATMENT SPECIALIST	8.0
<i>Eliminating Through Attrition</i>						
M/F/S 07.1	\$20.50	\$25.62	\$30.75	M516	ELECTRICIAN/APPLIANCE REPAIR	8.0
				M504	JOURNEYMAN, ELECTRONICS	8.0
				M503	JOURNEYMAN, ELECTRICIAN	8.0
				M502	JOURNEYMAN, HVAC	8.0
				M506	JOURNEYMAN, PLUMBER	8.0
M/F/S 08	\$21.63	\$27.03	\$32.44	M303	ASSISTANT FOREMAN, PLUMBING	8.0
				M308	ASSISTANT FORMAN, HVAC	8.0
				B375	COORDINATOR, CUSTODIAN TRAINING	8.0
				M205	COORDINATOR, HAZ/MAT & IAQ	8.0
M/F/S 09	\$24.24	\$28.52	\$34.22	M929	A/C CONTROL MONITOR	8.0
				M117	FOREMAN, CARPENTRY/MILL	8.0
				M110	FOREMAN, HEAVY CONST	8.0
				M106	FOREMAN, PAINTR/GLZR	8.0
				M116	FOREMAN, PRINTSHOP	8.0
				M115	FOREMAN, ROOFING	8.0
				M108	FOREMAN, WAREHOUSE	8.0
				M403	SUPERVISOR, ACCESS CONTROL	8.0
				T210	VEHICLE MAINT SUPV	8.0
				M/F/S 09.1	\$25.57	\$30.09
T217	ROUTING SUPERVISOR	8.0				
M/F/S 10	\$26.97	\$31.74	\$38.09	M113	FOREMAN, ELECTRICIAN	8.0
				M118	FOREMAN, HVAC	8.0
				M101	FOREMAN, PLUMBING	8.0

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

POLICE SERVICE JOB CLASSIFICATIONS (P)

GRADE	MIN	MDPT	MAX	CODE	TITLE	HRS
P01	\$16.00	\$18.58	\$22.30	P131	POLICE DISPATCHER	8.0
P01.1	\$16.25	\$19.60	\$23.53			
P01.2	\$16.90	\$20.68	\$24.82			
P02	\$18.00	\$21.82	\$26.18	P126	SUPERVISOR, POLICE DISPATCH	8.0
P03	\$19.56	\$23.02	\$27.62	P120	POLICE, OFFICER	8.0
P03.1	\$20.20	\$24.29	\$29.14			
P03.2	\$29.50	\$25.62	\$30.75			
P03.3	\$21.63	\$27.03	\$32.44			
P04	\$24.24	\$28.52	\$34.22	P110	POLICE, SERGEANT	8.0

CLERICAL / PARAPROFESSIONAL JOB CLASSIFICATIONS (D)

GRADE	MIN	MDPT	MAX	CODE	TITLE	HRS
D01	\$15.00	\$15.50	\$18.60	S21B	CLERK, CAMPUS	8.0
				S224	CLERK, MAILROOM	8.0
				S225	CLERK, OFFICE	8.0
				S232	CLERK, SPECIAL EDUCATION MS/RS	8.0
				S231	CLERK, TEXTBOOK	8.0
D02	\$15.25	\$15.83	\$18.99	S216	CLERK, ATTENDANCE	8.0
				S212	CLERK, HIGH SCHOOL	8.0
				S55F	PARENT & FAMILY SUPPORT	8.0
				S553	PARENT LIAISON, SPECIAL EDUCATION	8.0
				S552	PARENT FACILITATOR-HEAD START	8.0
				S141	SECRETARY, ASSISTANT PRINCIPAL	8.0
				S151	SECRETARY, COUNSEL-HS	8.0
D02.1	\$15.50	\$16.70	\$20.03			
D03	\$15.75	\$17.61	\$21.14	S236	CLERK, CUSTOMER SERVICE	8.0
				S219	CLERK, DATA ENTRY	8.0
				S221	CLERK, DEPARTMENT	8.0
				S233	CLERK, DEPARTMENT SERS	8.0
				S247	CLERK, DISPATCH TRANSPORTATION	8.0
				S248	CLERK, MAINTENANCE	8.0
				S250	CLERK, RESEARCH	8.0
				S239	CLERK, NCLB SCHOOL IMPROVEMENT	8.0
				S530	SWITCHBOARD OPERATOR	8.0
D03.1	\$16.00	\$18.58	\$22.30			
D04	\$16.25	\$19.60	\$23.53	S514	ACCOUNTING CLERK PRINTING	8.0
				S22A	ASSISTANT, STAFFING	8.0
				S600	BOOKKEEPER	8.0
				S215	CLERK, ADMIN	8.0
				S245	CLERK, BILINGUAL	8.0
				S246	CLERK, ADMIN INSTR	8.0
				S21E	CLERK, ADMIN EMP BNF	8.0
				S222	CLERK, FIXED ASSETS	8.0
				S21E	CLERK, OPER SUPP FLX	8.0
				S226	CLERK, PAYROLL	8.0
				S21A	CLERK, PAYROLL DEPT	8.0
				S55G	GED PROGRAM EXAMINER	8.0
				S605	REGISTRAR	8.0
				S120	SECRETARY, DEPARTMENT	8.0
				S131	SECRETARY, ELEMENTARY	8.0
				S160	SECRETARY, HEAD START	8.0
				S132	SECRETARY, MIDDLE SCHOOL	8.0
S134	SECRETARY, SPECIAL SCHOOL	8.0				

Supports Director (Level W9+/X9+)

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

CLERICAL / PARAPROFESSIONAL JOB CLASSIFICATIONS (D)

GRADE	MIN	MDPT	MAX	CODE	TITLE	HRS
D04.1	\$16.90	\$20.68	\$24.82			
D05	\$18.00	\$21.82	\$26.18	S51D	ADMINISTRATIVE SPECIALIST, PURCHASING	8.0
				S51P	ASSISTANT, FEDERAL PROGRAMS BUDGET ANALYST	8.0
				S22B	ASSISTANT, ADMINISTRATIVE	8.0
				S213	CLERK, ACCOUNTS PAYABLE	8.0
				S244	CLERK, APPL ANALYST	8.0
				S217	CLERK, BID	8.0
				S230	CLERK, DATA ANALYST	8.0
				S241	CLERK, FEDERAL PROGRAMS	8.0
				S249	CLERK, PROCUREMENT	8.0
				S243	CLERK, PURCHASING	8.0
				S55Q	DATA PROGRAM SPECIALIST	8.0
				S51C	EXECUTIVE ASSISTANT, FOOD & CHILD	8.0
				S51N	EXECUTIVE ASSISTANT, INET SCO	8.0
				S517	EXECUTIVE ASSISTANT, CNTRL REC	8.0
				S503	EXECUTIVE ASSISTANT, EMPLOYEE BENEFITS	8.0
				S501	EXECUTIVE ASSISTANT, ITCCS	8.0
				S51Q	INFORMATION SYSTEM DATA SPECIALIST III	8.0
				S110	SECRETARY, ADMINISTRATIVE	8.0
				S133	SECRETARY, HIGH SCHOOL	8.0
				S249	SPECIALIST, PROCUREMENT	8.0
				S55R	TECHNICIAN, ACCOUNTING	8.0
				<i>Supports Executive Director</i>		
D06	\$19.56	\$23.02	\$27.62	S515	ACCOUNTING SPECIALIST	8.0
				S55K	SPECIALIST, ACCOUNTING	8.0
				S55U	CHILD NUTRITION SPECIALIST	8.0
				S554	CONSTRUCTION SUPPORT SPECIALIST	8.0
				S556/S55V/B74	DEPARTMENT GENERALIST	8.0
				S51G	EMPLOYEE BENEFITS SPECIALIST	8.0
				S507	HUMAN RESOURCES SPECIALST	8.0
				S55T	PRODUCTION ARTIST	8.0
				S105	SECRETARY, EXECUTIVE	8.0
				S55S	SPEC, ACA & SCH LDRSHP	8.0
				S55Z	SPECIALIST, CONTRACT	8.0
				S55N	SPECIALIST, OFFICE OF ACADEMICS	8.0
				S55I	SPECIALIST, QUALTY ASSURANCE	8.0
				S55M	SPECIALIST, BIDS	8.0
				S55L	SPECIALIST, FEDERAL PROGRAM	8.0
				S55J	SPECIALIST, PAYROLL	8.0
				S51L	ASSISTANT, ADMIN & INTERNAL AUDIT	8.0
				<i>Supports Senior Executive Director & Assistant Superintendent</i>		
D06.1	\$20.20	\$24.29	\$29.14			
D06.2	\$20.50	\$25.62	\$30.75			
D07	\$21.63	\$27.03	\$32.44	S223	CLERK, FUNDS MANGEMENT	8.0
				S237	CLERK, SENIOR PAYROLL	8.0
				S238	CLERK, SENIOR PAYROLL/HUMAN RESOURCES	8.0
				S242	CLERK, SENIOR ACCOUNTS PAYABLE	8.0
				S240	CLERK, SENIOR-FOOD & CHILD	8.0
				S51T	INFORMATION SYSTEM DATA SPECIALIST I	8.0
				S103	SECRETARY, SENIOR EXECUTIVE	8.0
				S51M	SENIOR BUDGET SPECIALIST	8.0
				S51H	SENIOR FINANCE SPECIALIST	8.0
				S55Y	SPECIALIST, FUNDS MANAGEMENT	8.0
				S55X	SPECIALIST, PROJECT CONTROLS	8.0
				S55P	SPECIALIST, TIF-FINANCE	8.0
				S50B	STAFFING MGMT SPECIALIST	8.0
				S50C	STAFFING OPERATIONS SPECIALIST	8.0
				<i>Supports Deputy and Associate Superintendent</i>		
D07.1	\$24.24	\$28.52	\$34.22			
D08	\$25.57	\$30.09	\$36.10	S516	PAYROLL SUPERVISOR	8.0
				S100	SECRETARY, SUPERINTENDENT	8.0
				S55X	SENIOR INFORMATION SYSTEM DATA SPECIALIST	8.0
				<i>Supports Superintendent</i>		
D08.1	\$26.97	\$31.74	\$38.09			

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

PARAPROFESSIONAL / INSTRUCTIONAL ASSISTANTS JOB CLASSIFICATIONS (E)

GRADE	MIN	MDPT	MAX	CODE	TITLE	HRS
E01	\$15.00	\$15.50	\$18.60	I117	INSTRUCTIONAL ASSISTANT, PK ED SUP	7.5
				I101	INSTRUCTIONAL ASSISTANT, BILINGUAL	7.5
				I115	INSTRUCTIONAL ASSISTANT, GENERAL	7.5
				I106	INSTRUCTIONAL ASSISTANT, PRE-K	7.5
				I119	INSTRUCTIONAL ASSISTANT, PRE-K/BILINGUAL	7.5
				I146	INSTRUCTIONAL ASSISTANT, HEAD START	7.5
				I105	INSTRUCTIONAL ASSISTANT, PE	7.5
				I108	INSTRUCTIONAL ASSISTANT, TITLE I	7.5
E02	\$15.25	\$15.83	\$18.99	I154	INSTRUCTIONAL ASSISTANT, CHILD CARE PROV	8.0
				I111	INSTRUCTIONAL ASSISTANT, DAEP	7.5
				I155	INSTRUCTIONAL ASSISTANT, HALL MONITOR	7.5
				S534	INSTRUCTIONAL ASSISTANT, HEALTH ASSISTANT	7.5
				I107	INSTRUCTIONAL ASSISTANT, ST COMP	7.5
E03	\$15.50	\$16.70	\$20.03	I104	INSTRUCTIONAL ASSISTANT, LIBRARY	8.0
				I126	INSTRUCTIONAL ASSISTANT, PPCD	7.5
				I144	INSTRUCTIONAL ASSISTANT, PPCD INCLUSION	7.5
				I122	INSTRUCTIONAL ASSISTANT, SPED-BAC	7.5
				I121	INSTRUCTIONAL ASSISTANT, SPED-GEC	7.5
				I137	INSTRUCTIONAL ASSISTANT, SPED-JC	7.5
E04	\$15.75	\$17.61	\$21.14	I103	INSTRUCTIONAL ASSISTANT, COMPUTER LAB	8.0
				I128	INSTRUCTIONAL ASSISTANT, MENTAL HEALTH	8.0
E04.1	\$16.13	\$18.58	\$22.30	I13A	INSTRUCTIONAL ASSISTANT, SPECIAL EDUCATION - ACE	7.5
D04.2	\$16.25	\$19.60	\$23.53			
E05	\$16.90	\$20.68	\$24.82	I153	INSTRUCTIONAL ASSISTANT, DEAF SUPPORT SPECIALIST	8.0
				S533	LVN	8.0
E05.1	\$18.00	\$21.82	\$26.18			
E05.2	\$19.56	\$23.02	\$27.62			
E05.3	\$20.20	\$24.29	\$29.14			
E06	\$20.50	\$25.62	\$30.75	I135	DEAF INTERP-CERTIF I & II	8.0
				I133	INSTRUCTIONAL ASSISTANT, BRAILLER	8.0
E06.1	\$21.63	\$27.03	\$32.44			
E07	\$24.24	\$28.52	\$34.22	I13B	DEAF INTERP-CERT ADV III	8.0
E08	\$25.57	\$30.09	\$36.10	I13C	DEAF INTERP-CERT MSTR IV & V	8.0
E08.1	\$26.97	\$31.74	\$38.09			
E09	\$28.46	\$33.49	\$40.18	I151	INSTRUCTIONAL ASSISTANT, OCCUPATIONAL THERAPIST ASST	8.0

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

TECHNOLOGY BASED JOB CLASSIFICATIONS (T) - HOURLY POSITIONS

GRADE	MIN	MDPT	MAX	CODE	TITLE	HRS
T02	\$20.20	\$24.29	\$29.14	S55B	DATA SPECIALIST, PEIMS	8.0
				S55C	DATA SPECIALIST, SEMS/SERS	8.0
				B63A	TECHNICIAN, HELP DESK	8.0
				S558	TECHNICIAN, COMPUTER	8.0
T02.1	\$20.50	\$25.62	\$30.75			
T03	\$21.63	\$27.03	\$32.44	C635	TECHNICAL SUPPORT SPECIALIST I	8.0
				S55W	TECHNICIAN, TELE/VOIP/WIRELESS	8.0
				S561/C638/B638	TECHN II, COMPUTER/NETWORK	8.0
				S55A	TECHNICIAN, TELECOM/VOIP	8.0
T03.1	\$24.24	\$28.52	\$34.22			
T03.2	\$25.57	\$30.09	\$36.10			
T03.3	\$26.97	\$31.74	\$38.09			
T03.4	\$28.46	\$33.49	\$40.18			
T03.5	\$29.15	\$35.33	\$42.39			
T04	\$29.63	\$37.27	\$44.73	C390	COORDINATOR, TECHNICAL SUPPORT	8.0
T05	\$32.50	\$39.32	\$47.19	B63F	TECH III, COMPUTER/NETWORK	8.0

TECHNOLOGY BASED JOB CLASSIFICATIONS (T) - SALARIED POSITIONS

GRADE	MIN	MDPT	MAX	CODE	TITLE
T03 (230 DAYS)	\$173.00 \$39,790.00	\$216.25 \$49,737.50	\$259.50 \$59,685.00	B706	INSTRUCTIONAL TECHNICAL SPECIALIST, SPED
T03.1 (230 DAYS)	\$193.92 \$44,601.60	\$228.16 \$52,476.80	\$273.76 \$62,964.80		
T03.2 (230 DAYS)	\$204.56 \$47,048.80	\$240.69 \$55,358.70	\$288.83 \$66,430.90		
T03.3 (230 DAYS)	\$215.76 \$49,624.80	\$253.93 \$58,403.90	\$304.72 \$70,085.60		
T03.4 (230 DAYS)	\$227.68 \$52,366.40	\$267.90 \$61,617.00	\$321.48 \$73,940.40		
T03.5 (230 DAYS)	\$233.17 \$53,629.10	\$282.63 \$65,004.90	\$339.16 \$78,006.80		
T04 (230 DAYS)	\$237.04 \$54,519.20	\$298.18 \$68,581.40	\$357.81 \$82,296.30	B45D B46T B474 B37M B648 B644 B64D B64E B64B	ANALYST, COLLEGE DATA ANALYST, DATABASE ANALYST, GRAPHIC INFORMATION COORDINATOR, WEB DESIGN MULTI MEDIA SPECIALIST PROGRAMMER/ANALYST I SYSTEMS SPECIALIST, OPERATIONS & INTEGRATIONS SYSTEMS SPECIALIST, BUS/TECH SYSTEMS SPECIALIST, TESTING
T05 (230 DAYS)	\$260.00 \$59,800.00	\$314.56 \$72,348.80	\$377.52 \$86,829.60	B479 B45A B46N B46W B46M B63G B551 B64F B64D B312	ANALYST, ACNTBLTY SYSTEMS ANALYST, RES DATA II ANALYST, STDNT GRDBK ANALYST, SYSTEMS VOIP ANALYST, DQ-PEIMS PROJ SUPPORT SPECIALIST (<i>Bond, Erate and Project Management</i>) SUPERVISOR, HELP DESK SYSTEMS SP II SYSTEMS SP, OP/INTG WEB ADMINISTRATOR
T05.1 (230 DAYS)	\$288.77 \$66,417.10	\$339.74 \$78,140.20	\$407.69 \$93,768.70		

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

TECHNOLOGY BASED JOB CLASSIFICATIONS (T) - SALARIED POSITIONS

GRADE	MIN	MDPT	MAX	CODE	TITLE
T06 (230 DAYS)	\$302.00 \$69,460.00	\$366.92 \$84,391.60	\$440.31 \$101,271.30	C188/B45C B46P B46Q B46R B46U C386 B35W B35Q B497 B63D B513 B63C B63B	ANALYST, EDUCATION SYSTEM BUSINESS ANALYST, FIN/HR BUSINESS ANALYST, FIN/TECH BUSINESS ANALYST, HR/RISK BUSINESS ANALYST, TECHN LGY COORDINATOR, CAST COORDINATOR, ED TECH & DESIGN COORDINATOR, DLED EXEC PROG EVALUATOR PROJECT MGR, TECH SYSTEM ADM, FED PROGRAM SYSTEMS ADMIN SYSTEMS ADM,STDNT APP
T06.1 (230 DAYS)	\$330.00 \$75,900.00	\$396.28 \$91,144.40	\$475.53 \$109,371.90		
T07 (230 DAYS)	\$345.00 \$79,350.00	\$427.98 \$98,435.40	\$513.57 \$118,121.10	B454 B46S B46X B487 B25G B31T B31V B31U B31S	ANALYST, SENIOR NETWORK ANALYST, SENIOR PROGRAMMER ANALYST, INFORMATION TECHNOLOGY SECURITY DATABASE ADMINISTRATOR DIRECTOR, RESEARCH OPERATIONS MANAGER, DATA CENTER & SECURITY MANAGER, ENTERPRISE APPLCTNS & DATA WRHSE MANAGER, NETWORK & TELECOMMUNICATIONS MANAGER, PEIMS
T08 (230 DAYS)	\$392.88 \$90,362.40	\$462.22 \$106,310.60	\$554.66 \$127,571.80	B388 B387 B24Y B24Z B31H B31A B31B B31C B31D B31F	COORDINATOR, ACCOUNTABILITY & COMPLIANCE COORDINATOR, INSTITUTION & COMMUNITY BASED RESEARCH DIRECTOR, ACCBLTY & COMPLIANCE DIRECTOR, INSTITUTION & COMMUNITY RES MANAGER, BOND PROJECT MANAGER, COMPUTER OPERATIONS/SYSTEM INTEGRATION MANAGER, DATA WAREHOUSE MANAGER, NETWORK / OPERATIONAL SUPPORT MANAGER, PEIMS/DATA SERVICES MANAGER, TELECOM/SYSTEMS SECURITY
T09 (230 DAYS)	\$401.15 \$92,264.50	\$499.19 \$114,814.28	\$599.03 \$137,777.13	B21N B21L B21M B332	DIRECTOR, APPLCTNS, DATA SYSTM S & REPORTING DIRECTOR, IT SERVICE DELIVERY DIRECTOR, INFRASTRUCTURE 7 SECURITY SENIOR MANAGER, TECHNOLOGY, BUSINESS & STUDENT SVCS
T10 (230 DAYS)	\$442.00 \$101,660.00	\$539.13 \$123,999.90	\$646.95 \$148,798.50		

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

ADMINISTRATIVE PROGRAM JOB CLASSIFICATIONS (W)

GRADE	MIN	MDPT	MAX	CODE	TITLE
W00	\$25,000	<i>flat rate for internship</i>		C697	CLINICAL TEACHING INTERN (<i>OLLU - RODRIGUEZ</i>); (<i>TAMUSA-Stewart</i>);
	\$30,000	<i>flat rate for internship</i>		C695	RELAY RESIDENT (<i>OGDEN/STORM</i>)
	\$25,000	<i>flat rate for internship</i>		C696	TEACHING INTERN (<i>TAMUSA - XXX</i>)
	\$18,204	<i>flat rate for internship</i>		C699	TRINITY RESIDENT INTERNS (<i>ADVANCED LEARNING ACADEMY</i>)
	\$65,000			B611	LSSP INTERN
			C698	TRINITY ADMIN INTERN	
W01 (230 DAYS)	\$168.71 \$38,803.30	\$216.25 \$49,737.50	\$259.50 \$59,685.00	B27F I1999 C686 I1998	ASSISTANT DIRECTOR, CHILD CARE LEAD MARIACHI INSTRUCTOR FAMILY & COMMUNITY ENGAGEMENT SPECIALIST MARIACHI INSTRUCTOR
W01.1 (230 DAYS)	\$193.92 \$44,601.60	\$228.16 \$52,476.80	\$273.76 \$62,964.80		
W01.2 (230 DAYS)	\$204.56 \$47,048.80	\$240.69 \$55,358.70	\$288.83 \$66,430.90		
W02 (230 DAYS)	\$215.76 \$49,624.80	\$253.93 \$58,403.90	\$304.72 \$70,085.60	B242 B71A B724	DIRECTOR, CHILD CARE TRAINER CAMPUS SPT SPECILAIST VOL & PARNTER SERVICES
W02.1 (230 DAYS)	\$227.68 \$52,366.40	\$267.90 \$61,617.00	\$321.48 \$73,940.40		
W03 (187 DAYS) (197 DAYS)	\$233.17 \$43,602.79 \$45,934.49	\$282.63 \$52,851.81 \$55,678.11	\$339.16 \$63,422.92 \$66,814.52	C186 C392	LIC CHEM DEPNT COUN COORDINATOR, ADMISSIONS & ENRICHMENT
W03.1 (230 DAYS)	\$237.04 \$54,519.20	\$298.18 \$68,581.40	\$357.81 \$82,296.30		

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

ADMINISTRATIVE PROGRAM JOB CLASSIFICATIONS (W)

GRADE	MIN	MDPT	MAX	CODE	TITLE
W04	\$268.12	\$327.89	\$393.46	B716	ADULT ED SPECIALIST
(188 DAYS)	\$50,406.56	\$61,642.49	\$73,970.48	B700	ATHLETIC TRNR, ASSISTANT
(197 DAYS)	\$52,819.64	\$64,593.46	\$77,511.62	B767	BEHAVIOR IMPLEMENTATION SPECIALIST
(198 DAYS)	\$53,087.76	\$64,921.35	\$77,905.08	B732	BEHAVIOR SPECIALIST
(215 DAYS)	\$57,645.80	\$70,495.40	\$84,593.90	B744	BILINGUAL EDUCATION SPECIALIST
				C726	CAMPUS IMPLEMENTATION SPECIALIST
				C171	CAMPUS STEWARD
				C685	COLLEGE BOUND ADVISOR
				B38A	COORDINATOR, C&T EDUCATION
				C384	COORDINATOR, MAGNET
				C394	COORDINATOR, OPERATIONS FLX
				B35Z	COORDINATOR, POSTSECONDARY
				B36G	COORDINATOR, PROGRAM
				B350	COORDINATOR, PROGRAM SPT
				C387	COORDINATOR, SITE TX ACE
				C223	COORDINATOR, SPECIALIST PROGRAMS
				B38L	COORDINATOR, SUCCESS MENTR
				B38T	COORDINATOR, STUDENT BEHAVIOR
				C381	COORDINATOR, TESTING
				B769	CURR MGT SPECIALIST
				C116	DEAN OF STUDENTS
				B775	DTL SPECIALIST
				B745	ECE EDUCATION SPECIALIST
				B737	EDUCATION SPECIALIST- HEAD START
				C169	FACILITATOR, ACAD SEL
				B58P	FACILITATOR, EDUCATION OPP CTR
				B57E	FACILITATOR, FULL SERV COM
				C588	FACILITATOR, PRJ BASD LRNG
				B57B	FACILITATOR, PROGRAM
				C581	FACILITATOR, STUDENT ENGAGEMENT I
				B774/C724	FAMILY ENGAGEMENT SPECIALIST
				B764	IMPLEMENTATION SPECIALIST
				C728	IMPLEMENTATION SPECIALIST, IB
				B773	IMPLEMENTATION SPECIALIST, AP
				B782	IMPLEMENTATION SPECIALIST, BILINGUAL
				B763	IMPLEMENTATION SPECIALIST, G/T
				C730	IMPLEMENTATION SPECIALIST, TIF
				C636	INSTRUCTIONAL COACH
				C63D	INSTR COACH, IB
				C63E	INSTR COACH, TIF
				C63F	INSTR COACH, STEAM
				B78A	INSTRUCTIONAL SPEC
				B78E/C731	INSTR SPEC, BEHAVIOR
				B78D	INSTR SPEC, BILNGUAL
				B78C	INSTR SPEC, AP
				B78B	INSTR SPEC, GT
				C634	INSTRUCTIONAL TECHNOLOGY SPECIALIST
				B777	LIASON, MIGRANT PROGRAM
				B31W	MANAGER, INTERNATIONAL WELCOME CENTER
				B781	PROGRAM SPECIALIST, DYSLEXIA
				B768	PROGRAM SPECIALIST, SPECIAL EDUCATION
				B661/C185	SOCIAL WORKER
				B662	SOC WKR, FOSTER CARE
				B660	SOCIAL WORKER, TRANS
				B663	SOCIAL WORKER, LEAD
				B723	SPECIALIST, CONST & CUST EXP
				C722	SPECIALIST, WORK BASE LEARNING
				B75B	SPECIALIST, CTE SPCL POPS
				B68A	T/SP, ADAP PHY ED

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

ADMINISTRATIVE PROGRAM JOB CLASSIFICATIONS (W)

GRADE	MIN	MDPT	MAX	CODE	TITLE
W05	\$288.77	\$344.28	\$413.13	B728	BEHAVIOR ANALYST
(187 DAYS)	\$53,999.99	\$64,380.36	\$77,255.31	B783	COLLEGE ALUMNI ADVISOR
(202 DAYS)	\$58,331.54	\$69,544.56	\$83,452.26	B733	CONSTITUENT SPECIALIST
(210 DAYS)	\$60,641.70	\$72,298.80	\$86,757.30	B38I	COORDINATOR, COMMUNITY SCHOOL
				C391	COORDINATOR, EXTENDED DAY/SUMMER
				B392	COORDINATOR, HEAD START FAMILY
				B389	COORDINATOR, HEAD START PROGRAM
				B38B	COORDINATOR, HEALTH/PE
				C393	COORD, MENTOR
				B355	COORDINATOR, NURSING
				B38E	COORD, SCIENCE
				B35X	COORD, SECNDRY COUNS
				B35T/B38H	COORDINATOR, STUDENT SUPPORT
				B37X	COORD, TIF GRANT
				C120	COUNSELOR
				C121	COUNSELOR, LEAD
				B808	COUNSELOR, ENG LRNR
				B235	DIRECTOR, ARMY INSTRUCTOR
				B620	EDUCATIONAL DIAGNOSTICIAN
				B610	LICENCED SPECIALIST SCHOOL PSYCHOLOGIST
				B630	NURSE PRACTITIONER
				B605	OCCUPATIONAL THERAPIST
				B607	ORIENTATION & MOBILITY SPECIALIST
				B600	PHYSICAL THERAPIST
				B58L	SPEECH PATHOLOGIST
				B571	SPEC, LEAD RETENTION
				B589	SPEC, RETENTION
				C201	SENIOR COORDINATOR, OPERATIONS
W06	\$302.00	\$366.92	\$440.31	C113	ASSISTANT PRINCIPAL, ELEMENTARY
(210 DAYS)	\$63,420.00	\$77,053.20	\$92,465.10	C112	ASSISTANT PRINCIPAL, MIDDLE SCHOOL
(230 DAYS)	\$69,460.00	\$84,391.60	\$101,271.30	C114	ASSISTANT PRINCIPAL, SPECIAL SCHOOL
				C215	ATHLETIC TRAINER
				B28X	ASSISTANT DIRECTOR, IB
				B35L	COORDINATOR, ADVANCE PLACEMENT
				B380	COORDINATOR, AFTER SCHOOL PROGRAM
				B35P	COORDINATOR, ASSESSMENT MANAGEMENT
				B37N	COORDINATOR, BILINGUAL
				B38A	COORDINATOR, C & T EDUC
				B35I/B31X	COORDINATOR, CAMPUS SUPPRT
				B38G	COORDINATOR, COLLEGE READINESS
				B39D	COORDINATOR, CURRICULUM & ASSESSMENT
				B350	COORDINATOR, CURRICULUM & INSTRUCTION
				TBD	COORDINATOR, DISTRICT EXTENDED DAY/SUMMER
				B38J	COORDINATOR, DUAL CREDIT
				B378	COORDINATOR, DYSLEXIA
				B38N	COORDINATOR, ELAR & WRITING
				B38R	COORDINATOR, EX DAY LRN/SUM
				B394	COORDINATOR, FINE ARTS
				B37U	COORDINATOR, GT PRGRM
				B390	COORDINATOR, HEAD START DIS
				B35M	COORDINATOR, INTERNATIONAL BACCALAUREATE
				B36R	COORDINATOR, LEADERSHIP INSTRUCTION
				B35N	COORDINATOR, LIBRARY MEDIA SERVICES
				B38D	COORDINATOR, MATH
				B39C	COORDINATOR, ORGANIZATIONAL LEARNING
				B35C	COORDINATOR, PROFESSIONAL DEVELOPMENT
				B39B	COORDINATOR, PROFESSIONAL DEVELOPMENT MGMT SYSTEMS
				B36G	COORDINATOR, PROGRAM
				B36Z	COORDINATOR, RDSPD
				B35G	COORDINATOR, RTI
				B37F	COORDINATOR, SCHOOL IMPROVEMENT
				B38E	COORDINATOR, SCIENCE
				B38M	COORDINATOR, SOCIAL STUDIES
				B362	COORDINATOR, SPECIAL ED
				B38K	COORDINATOR, SPECIAL PROJECTS
				B39U	COORDINATOR, SPECIAL PROJECTS - IB
				B37Q	COORDINATOR, ST COMP EDUC
				B35S	COORDINATOR, TEXTBOOK/DIGITAL/BLENDED LEARNING
				B35E	COORDINATOR, WORLD LANGUAGE
				C149	DIRECTOR, OPERATIONS (Relay)
				B31X	MANAGER, CAMPUS SUPPORT
				C10J	PRINCIPAL FELLOWS
				C10C	PRINCIPAL, RELAY

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

ADMINISTRATIVE PROGRAM JOB CLASSIFICATIONS (W)

GRADE	MIN	MDPT	MAX	CODE	TITLE
W07	\$330.00	\$396.28	\$475.53	B281	ASSISTANT DIRECTOR, ATHLETICS
(215 DAYS)	\$70,950.00	\$85,200.20	\$102,238.95	B271	ASSISTANT DIRECTOR, BOYS ATHLETICS
(220 DAYS)	\$72,600.00	\$87,181.60	\$104,616.60	B28C	ASSISTANT DIRECTOR, FINE ARTS
(230 DAYS)	\$75,900.00	\$91,144.40	\$109,371.90	B272	ASSISTANT DIRECTOR, GIRLS ATHLETICS
				C111	ASSISTANT PRINCIPAL, HIGH SCHOOL
				C114	ASSISTANT PRINCIPAL, SP SCHOOL
				C389	COORDINATOR, P-TECH
				C119	DEAN, INSTRUCTIONAL (secondary)
				B25L	DIRECTOR, FAM & STUDENT SUPPORT SVC
				B26L	DIRECTOR, STDNT SUPPORT
				B770	DISTRICT MANAGER, INSTRUCTIONAL SUPPORT
				B58K	FACILITATOR, DISTRICT EPN
				B58Q	FACILITATOR, SENIOR
				B580	FACILITATOR, PROJECT
				B578	FACILITATOR, STUDENT & COMMUNITY
				B787	SENIOR ADVISOR, LEADERSHIP INSTRUCTION
				B34P	SENIOR COORDINATOR
				B34R	SENIOR COORDINATOR, ADULT EDUC
				B34N	SENIOR COORDINATOR, BILINGUAL
				B34L	SENIOR COORDINATOR, FAMILY/STUDENT
				B34B	SENIOR COORDINATOR, HEALTH & PE
				B34M	SENIOR COORDINATOR, LEADERSHIP INSTRUCTION
W08	\$345.00	\$427.98	\$513.57	C10H	ASSOC PRINCIPAL, ELEMENTARY
(220 DAYS)	\$75,900.00	\$94,155.60	\$112,985.40	C10G	ASSOC PRINCIPAL, MIDDLE SCHOOL
(230 DAYS)	\$79,350.00	\$98,435.40	\$118,121.10	C108	ASSOC PRINCIPAL, HIGH SCHOOL
				C10N	ASSOC PRIN, NTRWK
				C10K	ASSOC PRIN, IB
				B25D	DIRECTOR, ACAD SUPPORT
				B255	DIRECTOR, ADULT COMMUNITY EDUCATION
				B228	DIRECTOR, BILINGUAL/ESL
				B22Q	DIRECTOR, CTE
				B26T	DIRECTOR, COLLEGE & CAREER
				B26B	DIRECTOR, DYSLEXIA/504
				B26Q	DIRECTOR, EXTENDED DAY/SUMMER SCHOOL
				B25B	DIRECTOR, EXTENDED LEARNING
				B23B	DIRECTOR, MTSS/SEL
				B26R	DIRECTOR, ON LINE LEARNING
				B22N	DIRECTOR, P-S AWARE & ACS
				C136	DIRECTOR, P-TECH
				B217	DIRECTOR, SATELLITE CAMPUS
				B24R	DIRECTOR, STDNT BEHAV & DISCP
				B26F	DIRECTOR, SPECIAL EDUCATION
				TBD	DIRECTOR, MTSS & SEL
				B58R	FACILITATOR, LEAD
				B570	HEARING OFFICER
				C109	PRINCIPAL, ECHC
				C103	PRINCIPAL, ELEMENTARY
				C104	PRINCIPAL, SP SCHOOL
W09	\$392.88	\$462.22	\$554.66	B234	DIRECTOR, ADVANCED ACADEMICS
(230 DAYS)	\$90,362.40	\$106,310.60	\$127,571.80	B212	DIRECTOR, ATHLETICS
				B22M	DIRECTOR, EARLYCHILD/HS
				B26J	DIRECTOR, LEADERSHIP DEVELOPMENT
				B22L	DIRECTOR, SCHOOL IMPROVEMENT
				B26N	DIRECTOR, TIF MAC OFFICE OF ACADEMICS
				B23A	DIRECTOR, ELAR
				B218	DIRECTOR, MATH
				B233	DIRECTOR, SCIENCE
				B231	DIRECTOR, SOCIAL STUDIES
				C107	PRINCIPAL, LARGE ELEMENTARY
				C102	PRINCIPAL, MIDDLE SCHOOL
				C10M	PRINCIPAL, NETWORK
				C104	PRINCIPAL, SPECIAL SCHOOL
				B25E	DIRECTOR, TIF MT PROGRAM
W09.1	\$401.15	\$499.19	\$599.03		
(230 DAYS)	\$92,264.50	\$114,813.70	\$137,776.90		
W10	\$442.00	\$539.13	\$646.95	C10A	PRINCIPAL, CAST
(187 DAYS)	\$82,654.00	\$100,817.31	\$120,979.65	C101	PRINCIPAL, HIGH SCHOOL
(202 DAYS)	\$89,284.00	\$108,904.26	\$130,683.90	C10L	PRINCIPAL, NETWORK HS
				C10D	PRINCIPAL, CAST MED

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

ADMINISTRATIVE MANAGEMENT JOB CLASSIFICATIONS (X) - HOURLY POSITIONS

GRADE	MIN	MDPT	MAX	CODE	TITLE	HRS
X04	\$28.46	\$33.49	\$40.18	S506	BUDGET ANALYST (hourly)	8.0
X04.1	\$29.15	\$35.33	\$42.39			
X04.2	\$29.63	\$37.27	\$44.73			

ADMINISTRATIVE MANAGEMENT JOB CLASSIFICATIONS (X) - SALARIED POSITIONS

GRADE	MIN	MDPT	MAX	CODE	TITLE
X03 (230 DAYS)	\$173.00 \$39,790.00	\$216.25 \$49,737.50	\$259.50 \$59,685.00	B470 B515 B798 B505 B514 B799 B523 B524 B529 B494/B786 B64G B761 B554 B492	ANALYST, ASSISTANT BUDGET BAND REPAIR, CHIEF BOARD SERVICES MANAGER CONSTRUCTION INSPECTOR GRANTS SPECIALIST HR MANAGER MANAGER, GROUNDS MANAGER, CUSTODIAL SAFETY SPECIALIST SPECIALIST, GRAPHIC DESIGN SPECIALIST, PAYROLL STUDENT RECRUITMENT SPECIALIST SUPERVISOR, CUSTODIAL TRANSLATOR
X03.1 (230 DAYS)	\$193.92 \$44,601.60	\$228.16 \$52,476.80	\$273.76 \$62,964.80	B48C	INTERNAL AUDITOR III
X03.2 (230 DAYS)	\$204.56 \$47,048.80	\$240.69 \$55,358.70	\$288.83 \$66,430.90		
X03.3 (230 DAYS)	\$215.76 \$49,624.80	\$253.93 \$58,403.90	\$304.72 \$70,085.60		
X04 (230 DAYS)	\$227.68 \$52,366.40	\$267.90 \$61,617.00	\$321.48 \$73,940.40	B436 B46V/S506 B462 B46Y B405 B708 B393 B38Q B812 B755 B58N B507 B78A B526 B771 B75A B572 B545 B546 B77B B718 B485	ACCT, FACILITIES SRV ANALYST, BUDGET ANALYST, BUDGT/FUNDS ANALYST, TIF GRANT ASSISTANT COMPTROLLER COMPLIANCE MONITOR COORDINATOR, ERSEA COORDINATOR, FOOD SERVICE PURCHASING DIETITIAN SPECIALIST,WORKERS COMPENSATION/LEAVE FACILITATOR, HIRING GRANT WRITER INSTRUCTIONAL SPECIALIST MANAGER, EMPLOYEE RELATIONS PROJECT MANAGER SPECIALIST, LEAVE/COMP/RET SPECIALIST, STRATEGIC ENGAGEMENT SUPERVISOR, AREA CHLD NUTR SUPERVISOR, FOOD SERVICE TALENT ACQUISITION MANAGER TRAINER/SUPV TRANS VIDEOGRAPHER
X04.1 (230 DAYS)	\$233.17 \$53,629.10	\$282.63 \$65,004.90	\$339.16 \$78,006.80		
X04.2 (230 DAYS)	\$237.04 \$54,519.20	\$298.18 \$68,581.40	\$357.81 \$82,296.30	B48B	INTERNAL AUDITOR II

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

ADMINISTRATIVE MANAGEMENT JOB CLASSIFICATIONS (X) - SALARIED POSITIONS

GRADE	MIN	MDPT	MAX	CODE	TITLE
X05 (230 DAYS)	\$260.00 \$59,800.00	\$314.56 \$72,348.80	\$377.52 \$86,829.60	B330	ACCOUNTANT, SENIOR
				B456	ANALYST, SENIOR BUDGET
				B45B	ANALYST, SENIOR SP PRJ/ADM
				B667	ATHL FACILITIES SPECIALIST
				B734	COMMUNITY REL SPECIALIST
				B484	CONT ADM, MAT/PUR/WT
				B38C	COORD, COMPL/SP PRJ
				B36W	COORDINATOR, COMPLIANCE
				B37P	COORDINATOR, FOOD SERVICE NUTRITION
				B391	COORDINATOR, HEAD START HLTH
				B37J	COORDINATOR, HEAD START NUTR
				B35V	COORD, HVAC
				B38F	COORDINATOR, PRJ HVAC SYST
				B36S	COORDINATOR, SPECIALIST SYS PROJ
				B809	CULINARY SPECIALIST
				B810	FOOD SERVICE COMPLIANCE SPECIALIST
				B811	FOOD SERVICE SANITATION SPECIALIST
				B48A	INTERNAL AUDITOR I
				B31N	MANAGER, CONSTRUCTION PROJECTS
				B31Y	MANAGER, TALENT SYSTEMS OPERATIONS
				B521	MILITARY PROP MGR
				B522	MILITARY PROP SPEC
				B410	PUBLIC RELATIONS MARKETING SPECIALIST
				B491	PUBLICATIONS EDITOR
				B512	TESTING SPECIALIST
X06 (230 DAYS)	\$288.77 \$66,417.10	\$339.74 \$78,140.20	\$407.69 \$93,768.70	B438	ACCOUNTANT, SR-HEAD START
				B439	ACCOUNTANT, SR FEDERAL PROGRAM
				B27U	ASSISTANT DIRECTOR, BUSINESS DIVERSITY
				B27M	ASSISTANT DIRECTOR, CHILD NUTRITION
				B27G	ASSISTANT DIRECTOR, COMMUNICATIONS
				B270	ASSISTANT DIRECTOR, CONTRACT MGMT
				B27S	ASSISTANT DIRECTOR, CN FINANCE
				B27T	ASSISTANT DIRECTOR, CN OPERATIONS
				B27X	ASSISTANT DIRECTOR, CUSTODIAL GROUNDS
				B279	ASSISTANT DIRECTOR, DISBURSEMENT
				B27B	ASSISTANT DIRECTOR, ELECTRICAL
				B27W	ASSISTANT DIRECTOR, ENVR HEALTH
				B282	ASSISTANT DIRECTOR, ENVIRO PGM
				B289	ASSISTANT DIRECTOR, FIXED ASSET
				B283	ASSISTANT DIRECTOR, FOOD SERVICE CONSTR
				B275	ASSISTANT DIRECTOR, FOOD SERVICE OPER
				B274	ASSISTANT DIRECTOR, FUNDS MGT
				B27E	ASSISTANT DIRECTOR, MECHANICAL
				B27Q	ASSISTANT DIRECTOR, MEP
				B27I	ASSISTANT DIRECTOR, NUTRITION ED/STF
				B277	ASSISTANT DIRECTOR, OPERATIONS
				B280	ASSISTANT DIRECTOR, PAYROLL
				B27D	ASSISTANT DIRECTOR, PLM/HC/ROF
				B27N	ASSISTANT DIRECTOR, PLAN/CONSTRUCTION
				B27Z	ASSISTANT DIRECTOR, PROCUREMENT
				B273	ASSISTANT DIRECTOR, PURCHASING
				B27J	ASSISTANT DIRECTOR, QUALITY ASSURANCE
				B27R	ASSISTANT DIRECTOR, RECRUITMENT
				B27L	ASSISTANT DIRECTOR, SP PROJ
				B27V	ASSISTANT DIRECTOR, SUPPORT SERVICES
				B286	ASSISTANT DIRECTOR, TESTING
				B299	ASSISTANT DIRECTOR, FACILITY MNT
				B481	AUDITOR, SENIOR
				B489	AUDITOR, CONSTRUCTION BOND
				B36T	COORD, DIST CLIN MEDI
				B36Q	COORD, MEDICAID REIMB
				B35B	COORDINATOR, COMMUNITY REL
				B382	COORDINATOR, INSTRUCTIONAL SUPPORT
				B340	INTERNAL AUDITOR, SENIOR
				B509	LAND SUPPORT ADMIN
				B409	MARKETING MANAGER
				B20C	POLICE, LIEUTENANT
				B34S	SENIOR COORDINATOR, OFFICE FINANCIAL SERVICES
X06.1 (230 DAYS)	\$302.00 \$69,460.00	\$366.92 \$84,391.60	\$440.31 \$101,271.30		

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

ADMINISTRATIVE MANAGEMENT JOB CLASSIFICATIONS (X) - SALARIED POSITIONS

GRADE	MIN	MDPT	MAX	CODE	TITLE
X07 (230 DAYS)	\$330.00	\$396.28	\$475.53	B437	ACCT, GENERAL MANAGER
	\$75,900.00	\$91,144.40	\$109,371.90	B291	ASSISTANT DIRECTOR, COMPENSATION & SYSTEMS MGMT
				B280	ASSISTANT DIRECTOR, PAYROLL
				B35Y	COORD, UNIV PART & CR
				B24P	DIRECTOR, CHILD NUTRITION COMPLIANCE
				B21Q	DIRECTOR, FLEET MAINTENANCE
				B266	DIRECTOR, FOOD SERVICE OPERATION
				B21R	DIRECTOR, CHILD NUTRITION SUPPORT
				B21F	DIRECTOR, PRINTING SERVS
				B25A	DIRECTOR, TRANSPORTATION - LOCAL
				B262	DIRECTOR, TRANSPORTATION - SPECIAL ED
				B647	DISTR MASTER SCHEDULER
				B76A	DISTR MANAGER, MED REIMBURSEMENT
				B31L	MANAGER, DISTRICT GRANTS
				B327	SENIOR COMPLIANCE OFFICER
X08 (230 DAYS)	\$345.00	\$427.98	\$513.57	B311	ADMIN OFFICER
	\$79,350.00	\$98,435.40	\$118,121.10	B317	TALENT PARTNER
				B31P	ADMIN OFFICER, RISK MANAGEMENT
				B24X	DIRECTOR, ANLY HRV FELLOW
				B26C	DIRECTOR, GRANTS
				B26Y	DIRECTOR, LEGISLATURE & STRATEGY
				B240	DIRECTOR, PERFORMANCE MANAGEMENT
				B26M	DIRECTOR, PROJECT MANAGEMENT
				B24I	DIRECTOR, RETENTION/NEW TEACHER
				B20A	CHIEF OF POLICE
X08.1 (230 DAYS)	\$392.88	\$462.22	\$554.66	B31R	MANAGER, INTERNAL AUDIT
\$90,362.40	\$106,310.60	\$127,571.80			
X09 (230 DAYS)	\$401.15	\$499.19	\$599.03	B20A	CHIEF OF POLICE
	\$92,264.50	\$114,814.28	\$137,777.13	B223	DIRECTOR, AUDITING
				B22I	DIRECTOR, CASH/TREASURY MANAGEMENT
				B26S	DIRECTOR, CAPITAL IMPROVEMENT
				B21S	DIRECTOR, COMPENSATION & SYSTEMS MGMT
				B24L	DIRECTOR, CONSTR SUPPORT
				B26W	DIRECTOR, EBRMS
				B24Q	DIRECTOR, ENERGY & SUSTAINABILITY
				B257	DIRECTOR, FACILITY MAINT
				B22K	DIRECTOR, FAMILY ENGAGEMENT
				B21G	DIRECTOR, FEDERAL PROGRAM
				B211	DIRECTOR, FINANCIAL ACCOUNTING
				B26X	DIRECTOR, FOOD SERVICES
				B226	DIRECTOR, FUNDS MANAGEMENT
				B264	DIRECTOR, HEALTH SERVICES
				B261	DIRECTOR, HUMAN RESOURCES
				B22P	DIRECTOR, INTERNAL AUDIT
				B236	DIRECTOR, MEDICAID REIMBURSEMENT
				B24F	DIRECTOR, MEDICARE / HEALTH SERVICES
				B241	DIRECTOR, MEP MAINT
				B21S	DIRECTOR, OPERAITONS BUSINESS SERVICES
				B240	DIRECTOR, OPERATIONS
				B21A	DIRECTOR, PAYROLL/ACCOUNTS PAYABLE
				B24V	DIRECTOR, PERFORMANCE MANAGEMENT & SPECIAL PROJ
				B224	DIRECTOR, PLANNING/BUDGET
				B238	DIRECTOR, PLANNING/CONSTRUCTION
				B222	DIRECTOR, PURCHASING
				B25R	DIRECTOR, RECRUITMENT & TALENT
				B24U	DIRECTOR, SCH DESIGN & CHARTER
				B26U	DIRECTOR, STRATEGIC SCHOOLS
			B24M	DIRECTOR, STRATEGIC INITIS	
			B23C	DIRECTOR, TALENT MANAGEMENT STRATEGY & OPERATIONS	
			B213	DIRECTOR, TESTING	
			B25E	DIRECTOR, TIF MASTER TEACHER PROGRAM	

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

ADMINISTRATIVE MANAGEMENT JOB CLASSIFICATIONS (XX) - SALARIED POSITIONS

GRADE	MIN	MDPT	MAX	CODE	TITLE
XX1 (230 DAYS)	\$442.00 \$101,660.00	\$539.13 \$123,999.90	\$646.95 \$148,798.50	B19B B18R B18P B18Y B18H B18U B18W B18K B18I B19C B18X	EXECUTIVE DIRECTOR, 21ST CENTURY EXECUTIVE DIRECTOR, RSCH,EVAL&AC EXECUTIVE DIRECTOR, C & I EXECUTIVE DIRECTOR, ENTROLLMENT EXECUTIVE DIRECTOR, FINE ARTS EXECUTIVE DIRECTOR, INFO TECH EXECUTIVE DIRECTOR, ORGANIZATIONAL LEARNING EXECUTIVE DIRECTOR, STUDENT SUPPORT EXECUTIVE DIRECTOR, STD ACA SS EXECUTIVE DIRECTOR, RECRUITMENT/TALENT MANAGEMENT EXECUTIVE DIRECTOR ADVANCED ACADEMICS
XX2 (230 DAYS)	\$494.92 \$113,831.60	\$582.26 \$133,919.80	\$698.71 \$160,703.30	B209 B328 B326 B17G B16S B19P B17L B17C B17F B17E B17M	CHIEF COMMUNICATIONS OFFICER CHIEF INTERNAL AUDIT CHIEF OF STAFF SENIOR EXECUTIVE DIRECTOR, ACAD SUPP SENIOR EXECUTIVE DIRECTOR, ATHLETICS SENIOR EXECUTIVE DIRECTOR, CHILD NUTRITION SENIOR EXECUTIVE DIRECTOR, CLG/CR/ML SENIOR EXECUTIVE DIRECTOR, FINANCIAL SERVICES SENIOR EXECUTIVE DIRECTOR, SPECIAL EDUCATION SENIOR EXECUTIVE DIRECTOR, TRANSPORTATION SENIOR EXECUTIVE DIRECTOR, FACILITIES SENIOR EXECUTIVE DIRECTOR, RCH, EVL & T
XX3 (230 DAYS)	\$534.51 \$122,937.30	\$628.84 \$144,633.20	\$754.61 \$173,560.30	B160 B15A B16X B15B B16I B16G B002 B180 B16H B001 B128 B129	ASSISTANT SUPERINTENDENT, ADMINSTRN ASSISTANT SUPERINTENDENT, ALL LEVEL ASSISTANT SUPERINTENDENT, BIL,ESL,M ASSISTANT SUPERINTENDENT, BEH & DIS SV ASSISTANT SUPERINTENDENT, DTLI/UVA ASSISTANT SUPERINTENDENT, ELEMENTARY ASSISTANT SUPERINTENDENT, IB ASSISTANT SUPERINTENDENT, INNOV SCHOOLS ASSISTANT SUPERINTENDENT, SECONDARY ASSISTANT SUPERINTENDENT, TEACHING & ORG CHIEF INNOVATION OFFICER CHIEF INFORMAITON TECHNOLOGY OFFICER
XX4 (230 DAYS)	\$577.27 \$132,773.02	\$679.15 \$156,203.55	\$814.98 \$187,444.26	B158 B147 B141 B142 B127 B12A B138 B137	ASSOCIATE SUPERINTENDENT, C&I ASSOCIATE SUPERINTENDENT, CONSTRUCTION ASSOCIATE SUPERINTENDENT, FIN/BUS ASSOCIATE SUPERINTENDENT,HUMAN RESOURCES CHIEF OPERATIONS OFFICER DEPUTY SUPERINTENDENT, A & S LDR DEPUTY SUPERINTENDENT, SCHOOLS DEPUTY SUPERINTENDENT, TALENT MANAGEMENT
XX4.1 (230 DAYS)	\$623.46 \$143,394.86	\$733.48 \$168,699.84	\$880.17 \$202,439.81		CHIEF TALENT OFFICER CHIEF ACADEMIC OFFICER
XX4.2 (230 DAYS)	\$673.33 \$154,866.45	\$792.16 \$182,195.83	\$950.59 \$218,634.99		
XX4.3 (230 DAYS)	\$727.20 \$167,255.77	\$855.53 \$196,771.49	\$1,026.63 \$236,125.79		
XX4.4 (230 DAYS)	\$785.37 \$180,636.23	\$923.97 \$212,513.21	\$1,108.76 \$255,015.85		
XX4.5 (230 DAYS)	\$848.20 \$195,087.13	\$997.89 \$229,514.27	\$1,197.47 \$275,417.12		

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

PAYMENT OF COMPENSATION

Payroll Period

In order to provide employees with year-round income, employees' annualized income shall be prorated over a twelve (12) months or twenty-six (26) bi-weekly pay periods with the exception of bus drivers, bus assistants and bus monitors who are on a 22 pay periods.

Proration of Pay for Reduced Number of Workdays

If an employee works less workdays than the full workday calendar for the position, the employee's pay will be prorated. There are steps that need to be taken to determine the proration. *First*, calculate actual salary for the balance of the school year by determining the number of workdays remaining in the work-year calendar. *Second*, multiply the number of remaining days by the daily rate (or hourly rate x work hours). *Last*, divide the prorated salary by the number of paychecks remaining in the school year. *Note: the fiscal school year is July 1st through June 30th.*

Paycheck Deductions

Paycheck deductions include but are not limited to:

- all applicable income tax withholdings (based on personal exemption and income bracket)
- social security coverage (FICA)
- benefit deductions (paid one month in advance, 1st paycheck may include two months of benefit deductions)
- other deductions as appropriate (such as additional elections, United Way, etc.)

Release of Paychecks

Paychecks will not be released to any person other than the district employee named on the check without prior written authorization and verification of identification.

Back Payments

A back payment occurs when an employee is paid less than the amount the employee should have been paid under the assigned pay grade and/or any relevant supplemental pay. If a request for back payment is presented in the current school year, the Compensation Department will rectify the issue by paying the difference back to the employee's start in the position for the current school year.

Overpayment

An overpayment occurs when an employee is paid more than the amount the employee should have been paid under the assigned pay grade and/or any relevant supplemental pay. Pay corrections will be made and overpayments will be deducted from the employee's paycheck, as appropriate.

Movement Between Pay Cycles

Movement between pay cycles, due to a change in position, may result in a lump sum payout of the current position prior to moving into the new position; this is more typical of movement between a monthly and biweekly pay schedule. Movement may also affect the number of paychecks the employee would receive. Employees paid on a monthly pay cycle typically receive 12 paychecks, biweekly 26.

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

SALARY ADJUSTMENTS: General Pay Increase (GPI)

Employee salaries and wages will be reviewed annually. General pay increases may be given to employees to reward continued service to the District.

The Superintendent of Schools may recommend an amount for employee salary adjustments as a part of the annual budget. Budget recommendations for general pay increases will be based on available revenue, changes in minimum pay laws, competitive job markets and district compensation objectives. The Superintendent of Schools or designee shall approve salary adjustments for employees within the Board approved budgeted amounts and in accordance with the Compensation Guidelines.

To receive a Board-approved annual pay adjustment, an employee must be in an active status or on an approved leave of absence at the time of the issuance of the first payroll reflecting the annual pay adjustment.

Employees that have a salary at or over the maximum of the respective pay grade, may receive the annual employee pay adjustment as part of their base pay rate.

SALARY ADJUSTMENTS: Job Movement via Job Posting & Selection

Promotion Adjustments

A promotion occurs when an employee moves to a new assignment in a pay range with a midpoint value greater than their current position. This movement is associated with the employee being selected for the position in response to a job posting. The amount of the increase to the daily or hourly rate will be determined by the Compensation Department and shall not be less than the minimum rate of the new pay range. To determine the employee's new salary, his/her years of experience for pay is aligned with the pay rate of the peer group (incumbents in the same job and/or same classification pay level) with similar or the same years of experience.

Demotion Adjustments

A demotion occurs when an employee moves to a new assignment in a pay range with a midpoint of lesser value than their current position. This movement is associated with the employee being selected for the position in response to a job posting. The amount of the decrease to the daily or hourly rate will be determined by the Compensation Department. To determine the employee's new pay rate, his/her years of experience for pay will be aligned with the pay rate of the peer group (incumbents in the same job and classification pay level) with the same or similar years of experience.

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

Lateral Transfer and Adjustment

A lateral move occurs when the employee moves to a new assignment in a pay range with the same midpoint value as their current position. This movement is associated with the employee being selected for the position in response to a job posting. Typically, this type of move would not warrant a compensation adjustment other than number of workdays, if changed.

Transfers Between Workday Calendars

An overlap in employee calendars may occur with transfers between campuses/department positions. Due to varied contract beginning and ending dates there may be a reduction or increase in compensable days for the remainder of the respective school year. When days are increased or reduced, the employee's pay may be adjusted accordingly.

SALARY ADJUSTMENTS: Reassignment

An administrative decision to reassign and employee to a lower grade level position shall be accompanied by a letter of assignment and shall include the new job title, change in compensation, number of workdays and the effective date.

SALARY ADJUSTMENTS: Reclassifications

Once an employee begins working in the new school year, their salary may not be adjusted. The only exception may be when there is a significant and sustained change in the job description in which the employee is assigned; or changes in the competitive job market. This type of change is described as a **'reclassification'** and can be an upward or downward movement in terms of potential pay. Adjustments made through the reclassification process will become effective in the following school year, unless otherwise approved by the Superintendent.

Executive job reclassifications must be approved by the Board, Exempt (non-executive) and Non-Exempt job reclassifications require Superintendent approval and the Board must be informed. See the Reclassification section in this manual for more detailed information. **Administrative Procedure D20 addresses position reclassification.**

Vacant positions, if considered for reclassification, will use the midpoint of the range to determine approximately change in compensation. The position will be identified as 'vacant' on the reclassification documentation submitted to the Board for approval.

Equity Adjustments

The Superintendent may make special adjustments to individual employee's compensation to correct identified pay equity issues. Equity adjustments may be made to retain incumbents in jobs at risk due to dramatic market shifts or remedy internal pay alignment based on relevant compensable factors. All equity adjustments will be classified as a **'reclassification'** and will require the same approvals. Any equity adjustments will be reported to the Board in accordance with the DEA (Local).

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

COMPENSATION REVIEWS

Salaries of employees typically do not change once the employees begin working in the new school year. Any request for a salary review must be submitted through the department/campus executive leadership prior to engaging the Compensation Department.

Request for Individual Compensation Review

A manager may request a job reclassification review by following the administrative procedure for reclassification, D20. After a review has been conducted, if a change in pay grade assignment and/or compensation is warranted, the change shall be submitted to the Board for approval via the 'job reclassification' process. Reclassifications are typically presented to the Board.

If an individual employee believes their position has been improperly classified or if the content and scope of responsibilities has substantially changed at least by 30%, they should discuss their concerns with their supervisor or manager. The manager should be the initiator of the formal reclassification request after obtaining executive leadership approval.

Request for Department Compensation Review

If a manager believes two or more positions are improperly classified, the content and scope of responsibilities have substantially changed, or that retention or recruitment issues exist, they may make a formal request for a re-evaluation. Department Reviews are performed once during the school year. After a review has been conducted, if a change in pay grade assignment and/or compensation is warranted, the change shall be submitted to the Board for approval via the 'job reclassification' process.

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

OTHER PAY RATES

Other pay rates apply for situations based on the work being performed, the allocation, who is performing the work and the timing of the work to be performed. These rates include:

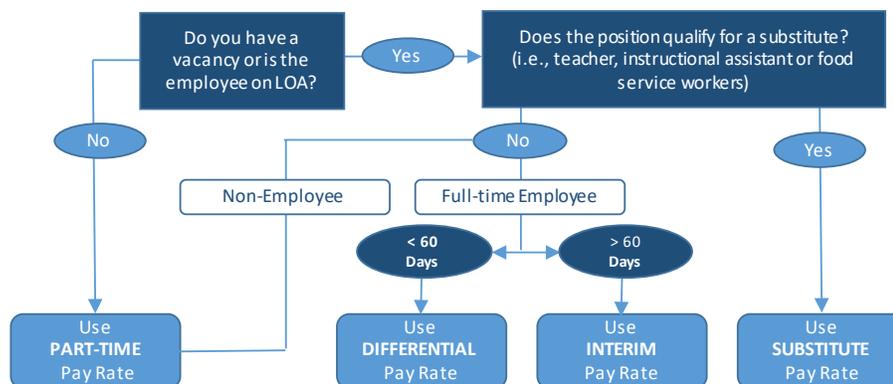
Substitute Pay – applies to existing positions (a unit has been allocated) that are vacant or an employee is absent (planned or otherwise) for a single day, multiple days or an extended period of time.

Part-Time Pay – applies to temporary employees. These positions are valid for one school year only, from July 1st through June 30th. Weekly hours for part-time should not exceed 25 hours per week; these positions are not able to accrue compensatory time.

Differential Pay – applies when a full-time employee is asked to assume the role and/or responsibilities of a higher level position which may be in addition to retaining the responsibilities of his/her current assignment; for a period of time no less than 10 business days and not longer than 60 business days.

Interim Pay – applies to full-time employees or external retired principal hires. For full-time employees it applies when the employee is asked to assume the role and/or responsibilities of a higher level position for an undetermined period of time. The employee's title is changed to 'Interim'. For external retired principal hires, it applies to positions providing guidance and assistance to campus administrators or administrative team. The roles include: Principal, Master Principal, and Mentor Principal

Illustration for determining the appropriate pay element to use:



Miscellaneous Pay Rates – applies to extra duty work based on the type of work being performed. The rates apply to full-time employees which includes: teachers, nurses, librarians, counselors, LSSPs, social workers, diagnosticians, instructional coaches, teacher specialists and assistant principals. The rates are consistent with the duties performed which fall outside the employee's normal responsibilities and/or contract work year.

Stipends – applies to teaching positions. It is additional compensation to their salaries, through the assignment of additional supplemental duties. Types of stipends include: athletics, fine arts, campus-based, campus-specific, academic-based, consulting/mentoring, position-based, special education and bilingual.

Allowances – applies to full-time employees who incur a regular expense in performing their responsibilities for the District. Allowances applies only to personal cell phone usage and travel within the district.

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

SUBSTITUTES

Substitutes positions are limited to positions in which an allocation exists and the positions is either vacant or an employee is absent (planned or otherwise) for a single day, multiple days or an extended period of time. If this situation does not exist, please refer to the Part-Time Rates section of the Compensation Resource Manual.

Positions Eligible for Substitute Coverage:

Only the positions listed below are authorized to request a substitute through the district Absence Management System:

- **Teachers**
- **Instructional Assistants** (Head Start and Special Education only)
- **Food Service Cooks** (via their Cafeteria Manager)

Nurses and Health Assistants secure coverage through Student Health Services.

Positions Ineligible for Substitute Coverage:

Positions outside of the eligible list for substitutes (listed above) are not authorized to request a substitute without approval. These positions include the following:

- **Principals**
- **Assistant Principals***
- **Secretaries and Clerks**
- **Counselors**
- **Instructional Coaches**
- **Digital Media Librarians**
- **Library Instructional Assistants**

* Note, campuses without Assistant Principal are eligible for substitutes

Submission Requirement:

Eligible positions: the request MUST be entered into the Absence Management System; this will generate a confirmation number which MUST be provided to secure the substitute.

Positions ineligible for substitutes: Any position that is not authorized to receive a substitute (Principals, Assistant Principals, Clerks, etc.) may request a substitute for approval for extended absences (*5 or more consecutive days*). Such requests require prior written approval from the campus Assistant Superintendent and the Director of Recruitment & Talent Management. A substitute for positions outside of eligible employees may not be secured without prior written authorization. Requests for substitutes outside of eligible employees should NOT be submitted using the Absence Management System. Request for substitutes outside of eligible employees should be made to the Substitute Department in Talent Management and the respective Assistant Superintendent.

More information detailing the process for requesting a substitute can be found in [Administrative Procedures \(D6\)](#).

Funding Requirement:

Substitutes will be paid through budget codes provided by Budget Services. A substitute for positions ineligible for substitute coverage may not be secured without prior written authorization. If the request for substitutes outside of the eligible positions is denied, the campus may pay for the substitute out of their budget.

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

Pay Rates for Substitute Eligible Positions:

Substitute rates apply to positions that are vacant or an employee is absent (planned or otherwise) for a single day, multiple days or an extended period of time. The substitute rates are listed below by position. Any deviation from these rates must be pre-approved by the Compensation Department in Talent Management before the substitute is communicated a rate of pay.

Teacher Substitutes

Type of Substitute	Starting Pay	Beginning Day 6	Beginning Day 16
Retired Certified ⁽²⁾ <i>[Must be certified for the assignment]</i>	\$100.00	-	\$200.00 ⁽¹⁾
Certified in assignment ⁽²⁾	\$90.00	\$100.00 ⁽¹⁾	\$140.00 ⁽¹⁾
Certified but not in assignment ⁽²⁾	\$90.00	\$100.00 ⁽¹⁾	-
Degreed	\$80.00	\$90.00	-
Non-Degreed	\$77.00	\$87.00	-

⁽¹⁾ Long term pay begins on the 6th consecutive day for certified teachers and the 16th consecutive day for retired certified teachers in the same assignment for the same teacher. Long term pay is discontinued if the substitute is out for all or part of one scheduled work day, resulting in a break in service of continuous days worked.

⁽²⁾ Certification must be from the State of Texas.

Instructional Assistant Substitutes

Type of Substitute	Starting Pay	Beginning Day 6	Beginning Day 16
All Levels	\$75 daily (\$9.37 per hour) ⁽¹⁾	\$85 daily (\$10.62 per hour) ⁽¹⁾	-

⁽¹⁾ Weekly hours not to exceed 40 hours in a work week.

Food Service Substitutes

Type of Substitute	Starting Pay	Beginning Day 6	Beginning Day 16
Food Service Worker	\$9.25 per hour	-	-

Note: Pay rates for positions other than the above, which have been approved for substitute coverage, can be found in Appendix A of the Compensation Resource Manual.

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

PART-TIME PAY RATES

Part-time employees are temporary employees hired by Talent Management for campuses and departments. Part-time positions are valid for one school year only, from July 1st through June 30th; as a result, all part-time personnel must reapply each year. Any deviation from these rates must be pre-approved by Talent Management. Weekly hours for part-time positions should not exceed 25 hours per week. Part-timers may not accrue compensatory time.

Part-Time Classified Positions <i>(includes Manual Trades, Custodial Services and Food Services Classifications)</i>	Hourly Rate
All classifications and grades	\$9.25

Part-Time Paraprofessional Positions <i>(includes Clerical Paraprofessional and Instructional Assistant Paraprofessional Classifications)</i>	Hourly Rate
High School Student	\$7.25
Pay Grades 1 through 4	\$9.25
Pay Grades 5 and 6	\$12.00
Pay grade 7 and higher <i>must have prior approval from the Compensation Department in Talent Management</i>	\$18.00

Part-Time Professional/Administrative / Administrative Support Positions <i>(includes Administrative Programs, Administrative Management and Technology Classifications)</i>	Hourly Rate
College Student Tutor	\$12.00
Teacher degreed / non-certified <i>(includes Adult Education Teachers)</i>	\$20.00
Teacher degreed / certified <i>(includes Adult Education Teachers)</i>	\$30.00
Non-Administrative (Non-Management) exempt level positions in the <ul style="list-style-type: none"> • Administrative Program Job Classification • Administrative Management Job Classification • Technology Job Classification 	\$30.00
Administrator (Management) exempt level positions	\$35.00

Part-Time Athletic Event Positions	Hourly Rate
Athletic / Stadium Parking Attendant	\$10.00
Cleaners	
Ticket Takers	

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

Part-Time Pay Rates – Special Education Services

Part-Time Position	Service Provided	Hourly Rate
Child Care Contracts	Provide child care and supervision services to children during Parent Support Group Meetings	\$12
Counseling Services (Master Level)	Provide counseling to students as a related service Qualifications: LPC / LSW	\$52
In Home Training Teacher	Conduct training to parents of children with autism or pervasive developmental disorder	\$30
Education Diagnostician	Provide individual evaluations	\$35
LSSP	Provide individual evaluations	\$55
LSSP Intern	Provide evaluation, counseling, consultation with parents and staff under the supervision of an LSSP	\$122/day \$24,644/202 days
Administrative Personnel: Program Review Team (PRT)	Monitor program compliance to ensure special education services to students	\$35
Translators/Interpreter	Translate i.e., foreign language or sign language	\$25
Brailist	Provide braille service	\$17
Parent Support Group Facilitator	Co-facilitate parent support group and sign language classes for parents of special education students	\$25
Psychologist-PhD Level	Provide supervision of LSSP interns, consultation and evaluations as needed	\$85
Drug Counseling – LCDC	Substance abuse counseling @ AEP campus	\$25
Visual/Auditory Impaired Teacher	Provide adaptive visual skills instruction, conduct evaluations with VI or AI students and consultation services to parents / students / staff	\$55
Adaptive Equipment Tech	Makes or adjusts adaptive equipment for students	\$15
Clerical (grade 5 & 6)	Clerk to assist with RF Tracker data and other special education data reports	\$12
Degreed Certified Personnel		
Homebound Teacher	Provide homebound services	\$30
Teacher or Educational Specialist	Consult with private school staff; provide individual academic intervention services to non-public school students identified with disabilities or provide training on program development and coaching support to special education staff	\$30
Teacher SP ED Crisis Substitute	Provide teaching services for SP ED students for one or more students (<i>pay aligns with substitute rates</i>)	Daily Rate = \$80 Beginning Day 6 = \$90
Therapists		
Music Therapist	Provide assessment and services for music therapy	\$30
Art Therapist	Provide assessment and services for art therapy as related services	\$55
Physical Therapist	Provide physical therapy to special education students	\$55
Occupational Therapist	Provide occupational therapy to special education students	\$55
Speech Therapist	Provide speech therapy services to special education students	\$55
Speech Assistant Therapist	Provide speech services	\$30

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

DIFFERENTIAL PAY

Occasionally a position becomes vacant through resignation, retirement, leave of absence, or an extended employee absence. During these situations, the supervisor may find it necessary to delegate the responsibilities of that position to another employee for continued efficiency within the department or school. The employee delegated these responsibilities assumes these added responsibilities in addition to the employee's regular duties and responsibilities. In such situations, the employee's supervisor may request approval to award that employee "differential pay" for the period of time during which the employee performs these added responsibilities.

- Differential pay is only available for assignments exceeding two weeks (10 business days).
- The length of the assignment may not exceed a period of sixty (60) working days except in unusual circumstances approved by the Compensation Department in Talent Management.
- If awarded, differential pay begins on the eleventh (11th) day of the assignment and the situation must result from an extended vacancy.

Differential Pay Rate

The rate of differential pay will be calculated by determining the pay rate had the employee been assigned to the position permanently and subtracting his/her current pay rate. The net amount is the differential pay rate. The calculation is aligned with the District's pay practices for determining pay rates for new hires, promotions and internal movement.

Approval Process for Differential Pay

The following forms must be completed and submitted to the Compensation Department for review and approval:

- Request for Differential Pay [FORM D24-A]; and
- Memo of Understanding Regarding Differential Pay [FORM D24-B]

Authorization to approve 'differential pay' for an employee is limited to the Director, Compensation, Chief Talent Officer or the Superintendent.

Communication to Employees

No commitment should be made to an employee by a supervisor, regarding 'differential pay', prior to receiving approval from the Director, Compensation.

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

INTERIM ASSIGNMENT PAY RATES

Interim assignments are determined by Compensation Department.

The interim assignment rates are listed below, any deviation from these rates must be pre-approved by the Compensation Department before the rate of pay is communicated.

Paraprofessional & Classified Assignments

Type of Interim Assignment	Beginning Day 11
All	apply differential rate

Professional Administrative & Administrative Support Assignments

Type of Interim Assignment	Beginning Day 11
All	apply differential rate

Principal Interim - Assistant Principal Assumes Responsibilities

Type of Interim Assignment	Beginning Day 11
All	apply differential rate

RETIRED or FORMER EMPLOYEES HIRED FOR INTERIM ASSIGNMENTS:

Master / Mentor Principal Assignments (*Applies to Retired Principals*)

Type of Interim Assignment	Elementary / Middle Schools	High Schools
Master Principal (Retired Principal) <i>Provides guidance and assists campus administrative team. Has decision-making authority.</i>	W9 Midpoint Hourly Rate	W10 Midpoint Hourly Rate
Mentor Principal (Retired Principal) <i>Advises and guides current principal. Provides insight and recommendations for the principal's consideration.</i>	W9 Midpoint Hourly Rate	W10 Midpoint Hourly Rate

Professional Administrative & Administrative Support Assignments

Type of Interim Assignment	Starting Rate
All	Entry Rate of position

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

EXTRA DUTY PAY RATES *(applies before or after contract year)*

Hourly employees who are required to attend special program activities or training outside the normal work day to include any District holidays and summer breaks, **MUST BE COMPENSATED** for their time in accordance with their hourly rate for the assignment or a blended rate at time and one-half for hours that exceed 40 work hours in the work week.

Salaried employees, during the contract work year should not be paid for regular duties performed after normal work hours, including weekends and holidays.

Extra duty rates are dependent upon the duties performed.

The following rates apply to full-time permanent professional employees which includes **teachers, nurses, librarians, counselors, LSSPs, social workers, diagnosticians, instructional coaches, teacher specialists and assistant principals** **before the reporting date or after the end date of the contract year**. See **workday calendar for specific dates, they are available on the Compensation webpage of the District website.**

Duties Performed	Degreed NON-CERTIFIED Personnel	Degreed CERTIFIED Personnel
<ul style="list-style-type: none"> • Tutoring Students Curriculum Writing; • Professional Development <i>[attendance required only];</i> • Preparation time for Professional Development <i>[during non-contract days]</i> 	\$20 per hour	\$25 per hour
<ul style="list-style-type: none"> • Work beyond contract days <i>[during non-contract days only, i.e., during the summer]</i> • Teacher <i>[during non-contract days only, i.e., during the summer]</i> 	\$20 per hour	\$35 per hour
<ul style="list-style-type: none"> • Facilitator Professional Development <i>[during non-contract days only]</i> • Assistant Principals who work beyond contract days <i>[prior approval required from campus principal and the Compensation Department]</i> 	-	\$35 per hour
Registration (Professional)	\$25 per hour	

Not Eligible for Extra Duty Pay

- Professional Development – attendance not required
- Administrative Program exempt positions performing the above duties during the contract year
- Receiving a stipend for extra duty
- Receiving a stipend for extended day
- All organizational learning, professional learning or staff development presented during the contract period do not receive preparation time compensation
- Work performed on contract workdays

The following rates apply to paraprofessionals working prior to their reporting date or after their end date.

Duties Performed	Hourly Rate	Conditions
Registration (paraprofessional)	\$9.25 per hour	<ul style="list-style-type: none"> • Cannot accrue compensatory time • Hours may <u>not exceed 25 hours per week</u> • Individuals working post-retirement need to be approved each school year • Non-exempt employees (paraprofessional and classified staff) may NOT volunteer their time for registration – they must be paid
Clerical	Refer to Part-Time Rates	

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

SUMMER SCHOOL PAY RATES

Summer School pay rates apply to positions directly related to the administration of summer school.

Summer School Position / Service	Rate
Professional who provides before / after school supervision	\$10.00 per day
Student support provider	\$12.00 per hour
Cafeteria Manager	\$12.00 per hour
Cafeteria Cook	\$9.25 per hour
Summer Brailers	Hourly rate ⁽¹⁾
Deaf Interpreters	Hourly rate ⁽¹⁾
Summer School Teacher, degreed & certified	\$30.00 per hour
Professional Non-Administrative <i>[includes counselors, instructional coaches, campus instructional specialists, etc.]</i>	\$35.00 per hour
Summer School Administrator / Principal	\$35.00 per hour

⁽¹⁾ See part-time rates for special education services

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

STIPENDS

Employees may receive compensation, in addition to their salaries, through the assignment of additional supplemental duties. Stipends are assigned by the Principal, Department, or the Compensation Department. The additional compensation is typically prorated and paid in monthly increments throughout the school year. Otherwise, a stipend may be paid as supplemental pay annually or biannually.

Employees are responsible for communicating any missed stipend assignments to compensation during the school year in which the stipend should have been assigned. Stipend assignments are not retroactive to prior school years.

The assignment of duties aligned with a stipend is intended to compensate teachers for performance of those duties in the school year assigned; continuation of the assignment for the following year is subject to change and dependent on availability of funding. Assignment of a stipend to a non-teacher, if not already defined in this section, requires approval from both the department executive and the Director, Compensation.

Athletic Stipends

DISCIPLINE	POSITION	ACADEMY	MIDDLE SCHOOL	HIGH SCHOOL	SPECIAL CAMPUS ⁽¹⁾
TRAINER	Trainer			10100	
	Assistant Trainer			7300	
ATHLETIC COORDINATOR	Athletic Coordinator	750	1300	7000	4100
BASEBALL	Head Coach			5500	
	Assistant Coach			3500	
BASKETBALL	Head Coach	2500	3200	13900	6900
	Assistant Coach	1300	1300	4000	4000
CROSS COUNTRY	Head Coach	1400	1400	4000	1400
DIVING	Instructor			3000	
FOOTBALL	Head Coach		3200	15600	
	1st Assistant Coach			9700	
	Assistant Coach		1600	7300	
	Coach 7 on 7	2500		2500	
GOLF	Head Coach	1400	1400	6400	
SOCCER	Head Coach	2500	2700	5500	2700
	Assistant Coach	1000	1300	3500	1300
SOFTBALL	Head Coach			5500	
	Assistant Coach			3500	
SWIM/WATERPOLO ⁽²⁾	Coach			6400	
TENNIS	Head Coach	1400	1400	6400	1400
	Assistant Coach			4000	
TRACK	Head Coach	2500	2700	5500	5500
	Assistant Coach	1075	1300	3500	1300
VOLLEYBALL	Head Coach	2500	3200	6900	6900
	Assistant Coach	1600	1600	4400	1600
WRESTLING	Head Coach			5000	
	Assistant Coach			3200	

⁽¹⁾ YWLA

⁽²⁾ Swim = 4400; Water Polo = 2000

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

Fine Arts Stipends

DISCIPLINE	POSITION	ELEM SCHOOL	ACADEMY	MIDDLE SCHOOL	HIGH SCHOOL
BAND	Director		\$3,000 <i>(non-UIL)</i>	\$7,000	\$15,000
	Director – No Marching Band				\$11,000
	Assistant Director			\$5,000	\$9,000
	Director - Twirler				\$4,700 <i>(Jefferson)</i>
ORCHESTRA/ STRINGS	Director	\$1,500 <i>(4 & 5)</i>	\$1,500 <i>(non-UIL)</i>	\$3,500	\$6,000
	Assistant Director			\$2,000	\$3,500
CHOIR	Director		\$1,500 <i>(non-UIL)</i>	\$3,500	\$6,000
	Assistant Director			\$2,000	\$3,500
DANCE/ SPIRIT	Fine Arts Dance (No Spirit)		\$3,000	\$3,000	\$3,000
	Director – Dance Team/FA Dance				\$11,100
	Director – Dance Team/ FA Dance (004)				\$7,770
	Director - Cheer				\$7,000
	Assistant Dir Dance/ Pep Squad				\$7,000
	Assistant Dir Dance /Pep Squad (004) <i>(No Football Season)</i>				\$4,900
THEATRE ARTS	Director		\$1,500 <i>(6th Grade only)</i>	\$3,500	\$6,000
	Assistant Director			\$2,000	\$3,500
MARIACHI	Director		\$1,500 <i>(6th Grade only)</i>	\$5,700	\$7,100
	Assistant Director			\$2,000	\$3,500
	Lead Instructor				\$5,000

Campus Based Stipends

DISCIPLINE	POSITION	ELEM SCHOOL	ACADEMY	MIDDLE SCHOOL	HIGH SCHOOL	SPECIAL CAMPUS
CLASS SPONSOR	Sponsor				1200	800 ⁽¹⁾
NEWSPAPER	Sponsor		400	400	1400	
NATIONAL HONORS SOCIETY	Sponsor		500	500	500	500 ⁽¹⁾
SPEECH & DEBATE	Sponsor				2700	
STUDENT COUNSEL	Sponsor		600	600	1200	800 ⁽¹⁾
YEARBOOK	Sponsor		800	800	1500	800 ⁽³⁾
MASTER SCHEDULER ⁽²⁾				900	1500	

⁽¹⁾ St Phillips ECHS, Travis ECHS, YWLA

⁽²⁾ Recommended by Principal, approved by District Master Scheduler

⁽³⁾ YWLA

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

Academic Based Stipends

DISCIPLINE	POSITION	EHC & ELEM SCHOOL	ACADEMY	MIDDLE SCHOOL	HIGH SCHOOL
AP-LEAD TEACHER ⁽¹⁾	<i>ELA, Fine Arts, LOTE, Math, Science, Social Studies</i>				2000
ACADEMIC COORDINATOR	<i>Pre-K through 8th Grade, Elementary SP ED</i>	1000	1000		
	<i>Core Studies (English, Math, Science, Social Studies)</i>	1000	1600	1200	4000
	<i>Non-Core Studies (Fine Arts, Multi-Language, SP ED, Vocational)</i>	1000	1200	1200	1600
SECONDARY SUPPLEMENT ⁽¹⁾	<i>Math</i>			2000	2000
	<i>Science</i>			2000	2000

⁽¹⁾ Recommended by Principal, Approved by Department

Consulting / Mentoring Stipends

DISCIPLINE	ELEM SCHOOL	MIDDLE SCHOOL	HIGH SCHOOL
MENTORING ASPIRING PRINCIPAL	7000	8000	10000
MENTOR TEACHER 1ST YEAR	500		
MENTOR TEACHER 2ND YEAR	250		
CONSULTING TEACHER	7500		

⁽¹⁾ Fox Tech Only

⁽²⁾ Recommended by Principal, Approved by Department

Campus Specific Stipends

DISCIPLINE	POSITION	AMOUNT
ADVANCED LEARNING ACADEMY	Campus Technology Facilitator	500
	Recruiting Coordinator / Chair	3500
	School Strategy (<i>AP Eligible Only</i>)	3500
ESTRADA	R4 Supplement (<i>Professional Extra Duty</i>)	1000
DAVIS MIDDLE SCHOOL	Extended Day	Up to 3500
LAMAR ELEMENTARY SCHOOL	Extended Day	Up to 3500
OGDEN ELEMENTARY SCHOOL	Extended Day	Up to 3500
STORM ELEMENTARY SCHOOL	Extended Day	Up to 3500
(4 campuses assigned)	Verizon Instructional Coach	7500

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

Special Education Stipends

DISCIPLINE	AMOUNT
ESL	2000
Reading Specialist	2000
Special ED Supplement (ACE, BAC, PPCD, DSP, VI, BSC)	2000
Speech Pathologist CCC's (Cert of Clinical Competence) /Equivalent	2000
Speech Pathologist – Bilingual	2000
Special ED Assessment – Bilingual	2000

Bilingual Stipends

DISCIPLINE	AMOUNT
Bilingual Stipend (paid two times a year)	1000
Bilingual Lead	500

Position Based Stipends

DISCIPLINE	AMOUNT
PRINCIPALS	
PK/K-8 PRINCIPAL STIPEND	4000
TIF CAMPUS PRINCIPAL POSITION STIPEND	10000
TIF CAMPUS PRINCIPAL PERFORMANCE STIPEND	Up to 10000
MASTER TEACHERS	
MASTER TEACHER - ADDITIONAL DAYS 15 additional days (excluding Ogden/Storm)	5625
MASTER TEACHER - ADDITIONAL DAYS 15 additional days (Ogden/Storm Only)	5000
MASTER TEACHER - EXTENDED TIME (additional time required of the program)	9375
ROTC / LOTC TEACHERS	
ROTC	3500
LOTC	1750
NON-TEACHER POSITIONS	
BEHAVIOR PROGRAM SPECIALIST	7000
IINSTRUCTIONAL SPECIALISTS/COACHES (formerly Implementation Specialists)	7500

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

ALLOWANCES

An allowance is not a compensation element but rather a reimbursement of an expense incurred by an employee in performing their work for the district. The reimbursement can be for the use of the employee's personal mobile phone or regular, routine travel within the district.

Phone Allowance

A mobile phone can be a valuable resource for campus and department employees in the performance of their job duties by providing increased accessibility for District related matters. The issuance of a phone allowance is dependent on a number of variables which includes job scope and responsibilities, level of access required, primary work is performed outside the office and executive level approval is obtained. Recipients of the allowance are required to provide their own mobile phone and service contract.

The standard reimbursement amount is \$50 per month for the months the employee is actively working during the school year (e.g., 10, 11 or 12 months).

Due to the nature of the work, the following jobs are automatically assigned a phone allowance:

- Assistant Superintendents
- Principals
- Nurses
- Social Workers

Employees who have access to a work phone and whose position does not require extensive time out of the office would not be consider eligible for a phone allowance.

Travel Allowance

A travel allowance is intended to reimburse an employee for their 'daily/weekly routine' travel within the District in order to fulfill their regular job responsibilities. Any routine travel and parking expenses would be covered by the allowance.

The issuance of a travel allowance is dependent on a number of variables which includes that the job responsibilities require travel within the District, the travel required on a daily or weekly basis is extensive and executive level approval is obtained.

Not covered by the allowance are 'non-routine' travel or parking expenses; such as one-time expenses for attendance at association meeting, etc. Non-routine travel or parking expenses may be submitted for reimbursement via the travel expense reimbursement process.

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

EMPLOYMENT CONTRACTS

District Professional level employees typically work under an employment contract.

Certified positions are covered by a Chapter 21 contract assigned by position; this includes Probationary/Term Administrator, Probationary/Term Other Professional and Probationary/Term Educators.

Non-certified professional positions are covered by a Non-Chapter 21 contract.

Continuing Contract Changes

The Board of Trustees approved revisions to the Board Policy DCA (Local). The revision specified that no employee hired on or after September 1, 2019 (including rehires or internal changes) shall be offered or would be eligible to receive a Continuing Contract. Upon completion of the probationary period, Term Contracts would be issued to SBEC certified employee are statutorily required to receive them, i.e., principals, assistant principals, teacher, school counselors, diagnosticians, librarians, nurses and athletic directors. Term contracts will also be issued to full-time professional employees in other positions for which the District requires SBEC certification.

Teachers, nurses and librarians hired prior to September 1, 2019 and currently on a probationary contract will be eligible to receive a Continuing Contract after completion of their probationary period.

Employees on a Continuing Contract as of September 1, 2019 shall remain on a Continuing Contract.

Deadline Changes

The Board of Trustees approved a change to the resignation deadline. The resignation deadline is now 70 days before the first day of instruction of the following school year. The resignation requires no further action by the District and is accepted upon receipt. The resignation deadline is stricter than the statutory penalty-free resignation date. The District's purpose for a stricter resignation deadline is for the benefit of District students, as it allows the District to determine vacancies earlier and fill them with quality candidates.

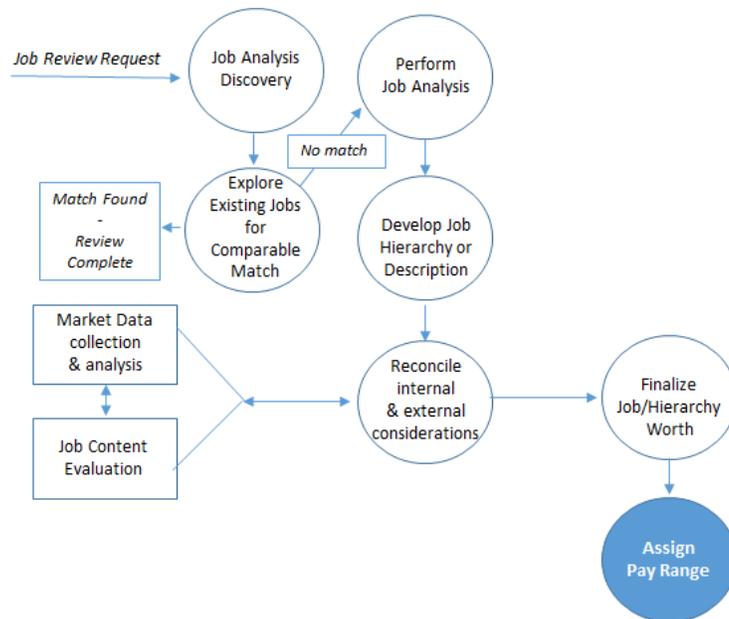
SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

JOB ANALYSIS REVIEW

Determining the appropriate pay range involves a job analysis review. A job analysis is the systematic process of collecting and evaluating relevant information about jobs. The data collected should clarify the nature of work being performed (including primary tasks, duties and responsibilities) as well as the level of work being performed. Conducting a job review for a single job or job hierarchy involves a series of steps:

1. job analysis discovery / explore existing job catalog
2. job hierarchy / description
3. Job worth hierarchy (competitive market approach / job content approach)
4. competitive market data collection and analysis
5. establishment of job value and appropriate pay range assignment

Job Review Process



The determination of a pay range assignment is based on external competitiveness (the market rates for comparable jobs); and internal equity (management's judgement as to the relative internal worth of a job's content.) The two values are blended to derive the final pay range assigned.

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

OVERTIME EXEMPTION STATUS

The Wage and Hour Division of the Department of Labor administers and enforces the Fair Labor Standards Act, known as FLSA. The FLSA establishes the federal minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local government. Executive, administrative, teachers, professional, and certain computer-related occupations are exempt from overtime pay. The exemption is defined and enforced by the Department of Labor. The Compensation Department is responsible for applying, determining, and reviewing all positions within the School District to comply with the Department of Labor's exemption regulation. The Fair Labor Standards Act (FLSA) Exemption test is applied to each position.

Non- Exempt Positions

Non-exempt positions are those positions that failed the FLSA exemption tests. This means that employees in these positions must be paid overtime according to the Department of Labor requirements; the position are classified as non-exempt or hourly.

Basis of Pay for Non-Exempt Employees

Non-Exempt employees are paid on an hourly wage basis for all hours worked each week. Employees who are non-exempt will receive compensation for additional hours worked in the form of compensation time or pay. Non-exempt employees who work in excess of 40 hours within the defined District's workweek are subject to overtime regulations in accordance with the Fair Labor Standards Act.

The District's workweek begins at 12:00 a.m. on Saturday and ends at 11:59 p.m. Friday. Overtime must be paid or accrued as compensatory time; it cannot be waived by voluntary agreement between the District and the employee nor can it be 'donated' or paid at a reduced rate.

Supervisors must ensure employees understand how they will be compensated for overtime (compensatory time or pay) prior to the employee working overtime hours. A supervisor must approve ALL overtime in advance of work being performed. Supervisors are responsible for preventing unauthorized overtime. Employees who work unauthorized overtime may be subject to disciplinary action.

Overtime is one and a half (1 ½) times the employee's regular rate of pay and is paid for hours worked beyond 40 worked hours in a workweek; anything less than 40 worked hours in a workweek is paid at the regular rate of pay.

Employees who have accrued compensation time must use that time before using other accrued leave, unless approved by the Department Head prior to the absence. Compensatory time earned by nonexempt employee may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours, the employee will be required to use compensatory time or, at the District's option, receive overtime pay.

The District does not permit non-exempt employees to be assigned coaching or other extra-curricular activities, especially those that are paid in the form of a stipend.

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

For specific information regarding the computation of overtime at a premium or standard rate, or compensatory time in lieu of monies, refer to Administrative Procedure C3.

Exempt Positions

Exempt positions are those positions that passed an FLSA exemption test. For a position to qualify as exempt, it means that the position met certain tests regarding the nature of work in the course of daily business operations, scope of decision making and impact on the business and on the salary basis per week. This means that employees in these positions are exempt from the Department of Labor overtime regulations.

Basis of Pay- Exempt Employees

Exempt employees are paid on a salary basis for the contract period/school year which is their annual employment period. The salaries of the employees are intended to cover all hours worked and the District shall not make deductions that are prohibited under the FLSA.

Salaried employees are not eligible for additional pay during the contracted employment period. Provided the District approves in advance, a salaried employee may receive compensation for additional days worked after the end of the contract year or prior to the start of the new reporting date; the compensation amount is typically not the employee's prior daily rate but a reduced amount established in the compensation manual.

Exempt employees do not receive overtime compensation; paying an exempt employee overtime compensation could jeopardize the exemption status of the position and unintentionally convert the position to non-exempt and all incumbents would then be subject to overtime laws regulated by the Department of Labor.

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

APPENDIX A: ADDITIONAL SUBSTITUTE RATES FOR SPECIAL REQUESTS

The following positions are not authorized to receive a substitute, but one may be requested for approval for extended absences (*5 or more consecutive days*). Such requests require prior written approval from the campus Assistant Superintendent and the Director of Recruitment & Talent Management. A substitute for positions outside of eligible employees may not be secured without prior written authorization.

Requests for substitutes outside of eligible employees should NOT be submitted using the Absence Management System. Request for substitutes outside of eligible employees should be made to the Substitute Department in Talent Management and the respective Assistant Superintendent.

More information detailing the process for requesting a substitute can be found in [Administrative Procedures \(D6\)](#).

Funding Requirement:

Substitutes will be paid through budget codes provided by Budget Services. A substitute for positions ineligible for substitute coverage may not be secured without prior written authorization. If the request for substitutes outside of the eligible positions is denied, the campus may pay for the substitute out of their budget.

Substitute Pay Rates:

Substitute rates apply to positions that are vacant or an employee is absent (planned or otherwise) for a single day, multiple days or an extended period of time. The substitute rates are listed below by position. Any deviation from these rates must be pre-approved by the Compensation Department in Talent Management before the substitute is communicated a rate of pay.

Paraprofessional Substitutes

(Applies to Clerks, Secretaries, Instructional Assistants, Health Assistants, etc.)

Type of Substitute	Starting Pay	Beginning Day 6	Beginning Day 16
All Levels	\$75 daily rate ⁽²⁾	\$85 daily rate ^(1,2)	-

⁽¹⁾ Does not apply to department clerical substitutes regardless of the number of days in assignment

⁽²⁾ Weekly hours not to exceed 40 hours in a work week.

LVN Substitutes

Type of Substitute	Starting Pay	Beginning Day 6	Beginning Day 16
Licensed ⁽²⁾	\$77.00	\$87.00	-

⁽¹⁾ Long term pay beginnings on the 6th consecutive day in the same assignment. It discontinues if the substitute is out for all or part of one scheduled work day, resulting in a break in service of continuous days worked.

⁽²⁾ License must be from the State of Texas.

Food Service Substitutes

Type of Substitute	Starting Pay	Beginning Day 6	Beginning Day 16
Food Service Manager	\$18.25 per hour	-	-

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

Professional Administrative & Administrative Support Substitutes

Type of Substitute	Starting Pay	Beginning Day 16
All	Entry Rate of position	
TRS Retirees who are working part-time in a full-time vacant position ⁽¹⁾	Entry Rate of position	
Retired from higher position	Entry Rate of position	Midpoint pay rate OR Rate at Retirement ⁽²⁾

⁽¹⁾ Must be pre-approved through the Compensation Department.

⁽²⁾ The pay rate increase to midpoint daily rate or rate at retirement whichever is lower.

Principal Substitutes

Type of Substitute	Starting Pay	Beginning Day 16
Retired Principal	Entry Rate of position	Rate at Retirement ⁽⁴⁾

⁽⁴⁾ The pay rate increases to the daily rate at retirement unless the entry rate is higher.