

# Birdville ISD

## Clerical/Paraprofessional Classification & Structure

### 2008 – 2009

#### **Pay Grade 1**

	<b>Duty Days</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
	<b>Hourly Rate</b>	<b>\$10.41</b>	<b>\$12.54</b>	<b>\$14.67</b>
Accounting I Payroll Clerk Clerk, General Office I	187 days	15,573	18,760	21,946
Data Entry Clerk, Diagnostician (.5)	205 days	17,072	20,566	24,059
Data Entry Clerk, Middle School	210 days	17,489	21,067	24,646
Educational Assistant, Kindergarten	220 days	18,322	22,070	25,819
Educational Assistant, Pre-K	236 days	19,654	23,676	27,697
Educational Assistant, Phys. Education				
Educational Assistant, REACH (HS)				
Educational Assistant, REACH (MS)				
Educational Assistant, Title I				
Educational Assistant, Title I Parent Receptionist				
Educational Assistant, High School Testing/187				
Mail/Copy Clerk/236				
Receptionist, Middle School				
Records Management Clerk/236				

#### **Pay Grade 2**

	<b>Duty Days</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
	<b>Hourly Rate</b>	<b>\$11.03</b>	<b>\$13.79</b>	<b>\$16.55</b>
Clerk, General Office II/Administrative	187 days	16,501	20,630	24,759
Educational Assistant, Deaf Ed	195 days	17,207	21,512	25,818
Ed. Asst., Auto Tech/Bldg & Const	197 days	17,383	21,733	26,083
Educational Assistant, Comp. Lab	205 days	18,089	22,616	27,142
Educational Assistant, Content Mastery	236 days	20,825	26,036	31,246
Educational Assistant, ESL				
Educational Assistant, HRR				
Educational Assistant, IBC				
Educational Assistant, IDEA Bilingual/Title I				
Educational Assistant, IDS				
Educational Assistant, Library				
Educational Assistant, MS BRC				
Educational Assistant, PDS				
Educational Assistant, PDS Inclusion				
Educational Assistant, PPCD				
Educational Assistant, Resource/CM				
Educational Assistant, SELF				
Educational Assistant, Special Ed				
Educational Assistant, Special Student				
Educational Assistant, Transitional				
High School Switchboard Operator				
Receptionist, Communications				

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#### **Pay Grade 3**

Administrative Clerk/195  
 Attendance Clerk  
 Campus Accounting Clerk/210  
 Counselor Clerk/210  
 Educational Assistant, Parent Liaison  
 ESL Data Entry Clerk/Sp Services/236  
 PEIMS/Records Clerk  
 Registrar, High School  
 Secretary, Assistant Principal/VP/195  
 Secretary, Assistive Technology  
 Secretary, Data Entry  
 Secretary, Special Education Records  
 Deaf Ed & Hearing Impaired Communication Aide/187

Duty Days	Minimum	Midpoint	Maximum
<b>Hourly Rate</b>	<b>\$12.02</b>	<b>\$15.03</b>	<b>\$18.04</b>
187 days	17,982	22,485	26,988
195 days	18,751	23,447	28,142
200 days	19,232	24,048	28,864
210 days	20,194	25,250	30,307
236 days	22,694	28,377	34,060

#### **Pay Grade 4**

Administrative Clerk, Central Stores  
 Secretary II, Building & Grounds  
 Secretary II, Child Nutrition  
 Secretary, Accountability & Research  
 Secretary, Advanced Academics  
 Secretary, Athletics  
 Secretary, Career & Technology  
 Secretary, Complex Manager  
 Secretary, Consultant  
 Secretary, Counseling Services  
 Secretary, Health Services  
 Secretary, Instruction  
 Secretary, Instructional Technology  
 Secretary, Special Services Consultant  
 Secretary, Staff Development  
 Secretary, Technology I

Duty Days	Minimum	Midpoint	Maximum
<b>Hourly Rate</b>	<b>\$13.10</b>	<b>\$16.38</b>	<b>\$19.66</b>
187 days	19,598	24,504	29,411
236 days	24,733	30,925	37,118

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#### **Pay Grade 5**

Braillest 1  
 Deaf Education Interpreter 1  
 LVN/Elem & Middle School/187  
 LVN/High School/192  
 Secretary, Auxiliary Personnel  
 Secretary, Building & Grounds  
 Secretary, Business Office  
 Secretary, Certification  
 Secretary, Child Nutrition  
 Secretary, Communications  
 Secretary, Elementary  
 Secretary, Fine Arts  
 Secretary, Middle School  
 Secretary, Personnel Assistant Director  
 Secretary, Personnel Coordinator  
 Secretary, Personnel Records & Data Entry  
 Secretary, Purchasing  
 Secretary, Special Services  
 Secretary, Student Services  
 Secretary, Substitute Office  
 Secretary, Technology II  
 Secretary, Transportation

Duty Days	Minimum	Midpoint	Maximum
<b>Hourly Rate</b>	<b>\$14.15</b>	<b>\$17.69</b>	<b>\$21.23</b>
187 days	21,168	26,464	31,760
192 days	21,734	27,172	32,609
200 days	22,640	28,304	33,968
205 days	23,206	29,012	34,817
236 days	26,715	33,399	40,082

#### **Pay Grade 6**

Accounts Payable Assistant  
 Benefits Specialist  
 Braillest 2  
 Buyer  
 Deaf Education Interpreter 2  
 Fiscal Assistant  
 Payroll Assistant  
 PEIMS & Student Records Assistant  
 Publications Specialist  
 Secretary, Accounting Director  
 Secretary, Finance  
 Secretary, High School  
 Secretary, Instruction Director  
 Secretary, Personnel Director  
 Secretary, Workers Compensation

Duty Days	Minimum	Midpoint	Maximum
<b>Hourly Rate</b>	<b>\$15.29</b>	<b>\$19.11</b>	<b>\$22.93</b>
187 days	22,874	28,589	34,303
236 days	28,868	36,080	43,292

# Birdville ISD

## Clerical/Paraprofessional Classification & Structure

### 2008 – 2009

#### **Pay Grade 7**

Braillest 3  
 Deaf Ed Interpreter 3  
 Secretary, Associate Superintendent,  
 Finance  
 Secretary, Associate Superintendent  
 Instruction  
 Secretary, Associate Superintendent  
 Staff/Student Services

Duty Days	Minimum	Midpoint	Maximum
<b>Hourly Rate</b>	<b>\$18.04</b>	<b>\$22.55</b>	<b>\$27.06</b>
187 days	26,988	33,735	40,482
236 days	34,060	42,574	51,089

#### **Pay Grade 8**

Assistant to Superintendent, Clerk  
 to the Board  
 Supervisor Payroll

Duty Days	Minimum	Midpoint	Maximum
<b>Hourly Rate</b>	<b>\$24.35</b>	<b>\$30.44</b>	<b>\$36.53</b>
236 days	45,973	57,471	68,969