

**THE SCHOOL DISTRICT OF JACKSON COUNTY
2024-25 CLASSIFICATION AND HOURLY PAY GRADES
CONFIDENTIAL NON-INSTRUCTIONAL PERSONNEL**

<u>SCHOOLS - OFFICE</u>	<u>PAY GRADE</u>	<u>DISTRICT - CLERICAL</u>	<u>PAY GRADE</u>
Secretary (256/8)	16-26,27	Personnel/Leave Specialist (256/8)	24-28
Secretary/Bookkeeper (222-256/8)	16-26,27	Adm. Sec. to the Superintendent (256/8)	29-33
Secretary/Bookkeeper (256/8)	26-30	Student Engagement Specialist (256/7.5)	24-28
Schools with 1,500 or more students			
 <u>FOOD SERVICE</u>		 <u>MAINTENANCE</u>	
Manager (188/8)	16-33	Skilled Technician (256/8)	27-29
		Maintenance Foreman (256/8)	31-33
 <u>TRANSPORTATION</u>			
Fleet Manager (256/8)	30-33		

1. Personnel working fewer than 256 days are not entitled to paid holidays or annual leave.
2. Pay grades dependent upon experience, expertise and/or supervisor's recommendation.
3. Maximum days and hours of employment are noted in parentheses. If a four-day work week is in effect during the working days of any of the above classifications, the time shall be extended in either days or hours to complete the number of contract days.
4. Experience in a related area of work with other state agencies or established businesses may be recognized on this schedule when the experience is documented in the employee's personnel file and upon recommendation of the employee's immediate supervisor.
5. Elementary school secretaries shall work the same days as teachers plus the 30 days of summer school.
6. School lunch managers who have received certification on or before September 1 of each year shall receive a supplement of \$300.
7. School lunch managers shall receive a \$400 supplement for each satellite operation under their supervision.
8. School-level office employees and district-level clerical or finance employees with a four-year college degree will be paid at pay grade 27 or above.
9. Maintenance Foreman shall receive a \$3.50 per hour pay differential and shall be the highest paid Maintenance Department employee. If, necessary, an additional Supervisor Pay Differential, not to exceed \$1 more than the highest paid maintenance employee salary, shall be added to the Maintenance Foreman salary.

**Approved by the Jackson County School Board in regular session on June 18, 2024
Amended by the Jackson County School Board in regular session on December 17, 2024**