

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

<u>SCHOOLS - OFFICE & AIDES</u>	<u>PAY GRADE</u>	<u>DISTRICT - CLERICAL & FINANCE</u>	<u>PAY GRADE</u>	<u>TRANSPORTATION</u>	<u>PAY GRADE</u>
High School Secretary/Bookkeeper 256 Days/8 Hours 222 Days/8 Hours	16-26,27	Office/Acct/Computer Specialist 256 Days/7.5 Hours 222 Days/7.5 Hours	14-26, 27	(256 Days/8 Hours) Shop Helper	9-12
High School Secretary/Bookkeeper School with 1,500 or more students 256 Days/8 Hours	26-30	Clerical Aide (182 Days / 7.5 Hours)	11-23, 27	Vehicle Parts Clerk/Data Entry Operator	12-15
Paraprofessional	11-23, 27	<u>MAINTENANCE & OPERATIONS</u> (256/191 Days/8 Hours)	<u>PAY GRADE</u>	Mechanic	15-18
182 Days/7.5 Hours		Custodian	9-12	Skilled Mechanic	33
181 Days/4.0 Hours		Head Custodian (256 Days/8 Hours)	12-15	Master Mechanic	33
Data Entry Operator	15-23, 27	General Maintenance	11-17	Chief Mechanic	33
256 Days/7.5 Hours		Skilled Maintenance	20-23	Bus Driver (181 Days/4 Hrs)	25-30
222 Days/7.5 Hours		Construction Trades I (256 Days/8 Hours)	23	Bus Monitor	11-16, 27
191 Days/7.5 Hours		Electrician I (256 Days/8 Hours)	23		
Behavior Technician	18-26, 27	Groundskeeper (256 Days/8 Hours)	23	<u>SUBSTITUTES/TEMPORARY HELP</u>	
182 Days/7.5 Hours		HVAC I (256 Days/8 Hours)	23	Bus Driver (Substitute)	25
		Plumber I (256 Days/8 Hours)	23	Interpreter Trainee*	21
		Maintenance Technician	22-25	Interpreter II*	25
		Low Voltage Infrastructure & Electronics Technician I	27-32	Interpreter I*	29
<u>FOOD SERVICE</u> (186 Days)		Low Voltage Infrastructure & Electronics Technician II	33	Extra-Curricular Activities	Min. Wage
Baker	10-13	Low Voltage Infrastructure & Electronics Technician III	33	School Lunch Subs	Min. Wage
Cashier	9-12	Skilled Technician	27-29	Student	Min. Wage
General Worker	9-12	Master Technician	30-32	Other	Min. Wage
Cook	12-22	Construction Trades II (256 Days/8 Hours)	33		
Commodity Delivery	10-22	Construction Trades III (256 Days/8 Hours)	33	<u>NOTE:</u> Substitute and temporary help are paid at the zero (0) experience level - employment at this level is not an established position and is not considered full-time employment.	
256 Days/8 Hours		Electrician II - (256 Day/8 Hours)	33	*Requirements outlined in job descriptions	
Accounting Clerk	16-26	Electrician III (256 Day/8 Hours)	33		
256 Days/7.5 Hours		HVAC II (256 Days/8 Hours)	33		
		HVAC III (256 Days/8 Hours)	33		
		Plumber II (256 Days/8 Hours)	33		
		Plumber III (256 Days/8 Hours)	33		

- Personnel working fewer than 256 days are not entitled to annual leave.
- Pay grades dependent upon level of education, certification, experience, expertise and/or supervisor's recommendation.
- Maximum days and hours of employment are noted in parenthesis. 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.
- Experience in a related area of work with other state agencies or established businesses may be recognized (10 years maximum) on this schedule when the experience is documented in the employee's personnel file and upon recommendation of the employee's immediate supervisor.
- 191-day personnel shall work the same days as teachers.
- Paraprofessionals employed on a less than full-time basis shall be considered temporary help and the NOTE is applicable to them.
- School Lunch General Workers who have received certification on or before September 1 of each year shall receive supplement of \$200.
- Middle and high school data entry operators shall work 256 days.
- Elementary school data entry operators shall work either 222 or 256 days.
- Effective 7-1-95, employees completing a high school diploma or GED equivalent shall receive a one-time bonus of \$300.
- Pay Grade 27 qualifications for SCHOOLS - OFFICE & AIDES and DISTRICT - CLERICAL & FINANCE: Bachelor's degree.
- Pay Grade 27 qualifications for Bus monitors: Hired prior to 3/18/15, with a Bachelors degree earned prior to 3/18/15.
- Master Mechanic, Construction Trades II, Electrician II, HVAC II, Plumber II, & Low Vol Infas & Elect Tech II will receive an additional \$2.50 per hour pay differential.
- Chief Mechanic, Construction Trades III, Electrician III, HVAC III, Plumber III, & Low Volt Infrs & Elect Tech III will receive an additional \$3.00 per hour pay differential.

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 November 19, 2024
Amended by the Jackson County School Board in regular session on December 17, 2024