

**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	
High School Secretary/Bookkeeper School with 1,500 or more students 256 Days/8 Hours	26-30	Clerical Aide (182 Days / 7.5 Hours) <u>MAINTENANCE & OPERATIONS</u> (256/191 Days/8 Hours)	11-23, 27 <u>PAY GRADE</u>	Vehicle Parts Clerk/Data Entry Operator Mechanic	9-12 12-15 15-18
Paraprofessional 182 Days/7.5 Hours 181 Days/4.0 Hours	11-23, 27	Custodian Head Custodian (256 Days/8 Hours) General Maintenance	9-12 12-15 11-17	Skilled Mechanic Master Mechanic Chief Mechanic	33 33 33
Data Entry Operator 256 Days/7.5 Hours 222 Days/7.5 Hours 191 Days/7.5 Hours	15-23, 27	Skilled Maintenance Construction Trades I (256 Days/8 Hours) Electrician I (256 Days/8 Hours) Groundskeeper (256 Days/8 Hours)	20-23 23 23 23	Bus Driver (181 Days/4 Hrs) Bus Monitor 181 Days	25-30 11-16, 27
Behavior Technician 182 Days/7.5 Hours	18-26, 27	HVAC I (256 Days/8 Hours) Plumber I (256 Days/8 Hours) Maintenance Technician	23 23 22-25	<u>SUBSTITUTES/TEMPORARY HELP</u> Bus Driver (Substitute) Interpreter Trainee* Interpreter II* Interpreter I*	25 21 25 29
<u>FOOD SERVICE</u> (186 Days)		Low Voltage Infrastructure & Electronics Technician I Low Voltage Infrastructure & Electronics Technician II Low Voltage Infrastructure & Electronics Technician III	27-32 33 33	Extra-Curricular Activities School Lunch Subs Student Other	Min. Wage Min. Wage Min. Wage Min. Wage
Baker	10-13	Skilled Technician	27-29		
Cashier	9-12	Master Technician	30-32		
General Worker	9-12	Construction Trades II (256 Days/8 Hours)	33		
Cook	12-14	Construction Trades III (256 Days/8 Hours)	33		
Commodity Delivery 256 Days/8 Hours	10-16	Electrician II - (256 Day/8 Hours)	33		
Accounting Clerk 256 Days/7.5 Hours	16-26	Electrician III (256 Day/8 Hours) HVAC II (256 Days/8 Hours) HVAC III (256 Days/8 Hours) Plumber II (256 Days/8 Hours) Plumber III (256 Days/8 Hours)	33 33 33 33 33		

*NOTE: 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.
Requirements outlined in job descriptions

- 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 Infas & 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**