

**California Montessori Project Pay Scale  
Administrative Assistant (max. 250 day work schedule)**

**Classified Instructional/Club Montessori Staff (185+ day work schedule) eff. 1-1-24**

Years Experience	HS	HS +	HS +	HS +	HS +	HS +	HS +	HS +	HS +
	Diploma	15 units	30 units	45 units	60 units	75 units	90 units	105 units	120 units
1	16.00	16.25	16.50	16.75	17.00	17.25	17.50	17.75	18.00
2	16.25	16.50	16.75	17.00	17.25	17.50	17.75	18.00	18.25
3	16.75	17.00	17.25	17.50	17.75	18.00	18.25	18.50	18.75
4	17.00	17.25	17.50	17.75	18.00	18.25	18.50	18.75	19.00
5	17.25	17.50	17.75	18.00	18.25	18.50	18.75	19.00	19.25
6	17.50	17.75	18.00	18.25	18.50	18.75	19.00	19.25	19.50
7	17.75	18.00	18.25	18.50	18.75	19.00	19.25	19.50	19.75
8	18.00	18.25	18.50	18.75	19.00	19.25	19.50	19.75	20.00
9	18.25	18.50	18.75	19.00	19.25	19.50	19.75	20.00	20.25
10	18.50	18.75	19.00	19.25	19.50	19.75	20.00	20.25	20.50
11	18.75	19.00	19.25	19.50	19.75	20.00	20.25	20.50	20.75
12	19.00	19.25	19.50	19.75	20.00	20.25	20.50	20.75	21.00
13	19.25	19.50	19.75	20.00	20.25	20.50	20.75	21.00	21.25
14	19.50	19.75	20.00	20.25	20.50	20.75	21.00	21.25	21.50
15	19.75	20.00	20.25	20.50	20.75	21.00	21.25	21.50	21.75

Admin Specialty	\$1.00	Sub Coord. (150-200)	\$0.30
Montessori-3-6	\$0.50	Sub Coord. (300-399)	\$0.45
Montessori- 6-9	\$0.50	Sub Coord. (400-549+)	\$0.60
Montessori- 6-12	\$1.00	CM Coord. I	\$0.75
Montessori- Secondary	\$0.75	CM Coord. II	\$1.00
AA/AS Degree	\$0.50	CPI	\$1.00
BA/BS Degree (repl. AA degree)	\$1.00	Longevity 6-10 Years	\$0.50
Masters Degree (repl. BA degree)	\$1.50	Longevity 11-15 Years	\$1.00
Mont. Classroom Mentor	\$0.50	Longevity 16-20 Years	\$1.50
		Other	\$
Special Ed SpEd. w/Beh. Support (repl. SpEd \$1)	\$1.00 \$2.00	<b>Total:</b>	

**Work Experience allows for:**

- \*Maximum 8 years of combined creditable service prior to CMP.
- \*Creditable service given for previous administrative/clerical, TA, and/or public/private school experience.
- \*1 year of credit given for every 2 years of K-8 private (non-Montessori), public or Montessori TA experience (non-CMP).
- \* Service credit given only for full-time, full years of experience.

**Units of Study**

- \* Montessori Certificates must be from an accredited program.
- \* Units contributing toward a Montessori Certification are not counted toward scale placement.
- \* All educational units must be from an accredited, degree granting college or university.
- \*All units based on semester units (quarter units conversion: 1 Quarter Unit =.67 Semester Unit).

Note: After 15 years of service, scale increases by \$.25 per year.

**List all qualifying employment and attach documentation (full years of full-time lead teaching experiences only).**

Dates	# of years	School Name	Public / Private	Grade Level 3-6; Elem; Middle	Duties: TA, Club M, AA, etc.
			<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
			<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

**List units of study with copies of transcripts for salary credit. (Do not include units toward Montessori certificate)**

Dates	# of units	School Name	Major	Notes

This survey & supporting documentation must be returned with Employment Packet to the Human Resources Dept. prior to issuance of employment agreement to receive payroll credit for work experience and educational study.

Print Name

Signature

Date

HR Admin Initials