Mesquite ISD
Administrative/Technical Support Compensation Plan
2018-2019

Pay Grade 1

Hourly Rate	Minimum $11.10	Midpoint $13.90	Maximum $16.70	Calendar
7001 Clerical Assistant				188
7001 Clerical Assistant - Academy (K-12)				188
7001 Clerical Assistant - Bilingual				188
7016 Clerical Assistant - Library				226
7029 Clerical Assistant				200
7030 Clerical Assistant - Textbooks				226
7047 ESL Tester				205
7076 ARD Clerk				187
7079 Clerical Assistant - Counselors HS				196
7088 Clerical Assistant - Transportation				226
7091 Clerical Assistant - Personnel				226
7092 Bilingual PEIMS Clerk				226
7093 Bilingual Tester/Interviewer				205
Radio Part-Time Broadcaster				Varies

Pay Grade 2

Hourly Rate	Minimum $13.29	Midpoint $16.75	Maximum $20.22	Calendar
4611 Music Manager				226
7020 Receptionist - Facilities Management				226
7029 Administrative Assistant - High School				200
7077 Office Assistant - MS Attendance				188
7080 Office Assistant - High School				226
7088 Receptionist - Transportation				226
7089 Receptionist - Special Ed				188
7096 - Clerical Assistant - High School Financial				188
Office Assistant - Curriculum				226

Pay Grade 3

Hourly Rate	Minimum $14.24	Midpoint $17.93	Maximum $21.63	Calendar
4224 PDC Manager				226
7019 Secretary - Operations/Warehouse				226
7020 Secretary				226
7020 Secretary - Catering				226
7020 Secretary - Child Find				226
7020 Secretary - Library Services				226
7021 Secretary - Sp Ed Student Records				202
7021 Secretary - Special Ed				226
7025 Secretary - Planetarium				187
7026 Secretary - Quest				188
7027 Marketing Specialist Assistant - Community Ed				226
7028 Secretary - Bilingual Office				205
7031 Secretary - Information Technology				226
7044 Secretrary-Receptionist/Switchboard				226
7051 Secretary - Deaf Education				200
7078 Secretary-Registrar MS/HS				212
7081 Office Assistant - HS Attendance				188
7082 Secretary - Registrar HS				226
7082 Secretary - Registrar Academy				226
7085 Title 1 Parent Ed Assistant Support Therapist/Family Engagement				226
7094 Tech Acquisition Assistant				217
7095 Secretary - Fixed Assets				188
Secretary - Lab				212, 226

Board Agenda: June 2018

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Administrative/Technical Support Compensation Plan
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Pay Grade 4			
Hourly Rate	Minimum / **$17.07**	Midpoint / **$21.45**	Maximum / **$25.84**	Calendar

Pay Grade 4	Calendar
Hourly Rate — Minimum **$17.07** / Midpoint **$21.45** / Maximum **$25.84**	
1312 Translator - Communications	226
7020 Accounts Payable Processor	226
7020 Administrative Assistant	192, 226
7020 Administrative Assistant - Academy	226
7020 Administrative Assistant - Athletics	226
7020 Administrative Assistant - Communications	226
7020 Administrative Assistant - Construction Serv.	226
7020 Administrative Assistant - CTE	226
7020 Administrative Assistant - Curr. ED	226
7020 Administrative Assistant - Data Management	226
7020 Administrative Assistant - Energy Mgmt.	226
7020 Admin. Asst.- Exec. Dir.-Construction Serv.	226
7020 Administrative Assistant - Facilities Mgmt.	226
7020 Administrative Assistant - KEOM	226
7020 Administrataive Assistant - Library Services	226
7020 Administrative Assistant - MEA	226
7020 Administrative Assistant - Operations	226
7020 Administrative Assistant - Personnel	226
7020 Administrative Assistant - Purchasing	226
7020 Administrative Assistant - Risk Management	226
7020 Administrative Assistant - Special Ed Coord	226
7020 Administrative Assistant - Professional Learning	226
7020 Administrative Assistant - Tech Services	226
7020 Administrative Assistant - Transportation	226
7027 Program/Marketing Specialist-Community Ed.	226
7031 Administrative Assist.-Information Technology	226
7041 Administrative Assistant - Benefits	226
7083 Administrative Assistant - HS	226
7087 Admin. Assist.-Mesquite Education Foundation	226
7098 Admin. Assistant - Federal Programs	226
7100 Administrative Assist. - Learning Center	205
7101 Administrative Assistant - ES	217
7102 Administrative Assistant - MS	220

Pay Grade 5	Calendar
Hourly Rate — Minimum **$18.28** / Midpoint **$23.00** / Maximum **$27.72**	
1312 Translator	226
1313 Risk Management Claims Specialist	226
7020 Admin. Asst.- Exec. Dir.-Leadership Development	226
7035 Payroll Specialist	226
7040 Assistant Manager - Benefits	226

Pay Grade 6	Calendar
Hourly Rate — Minimum **$19.54** / Midpoint **$24.58** / Maximum **$29.63**	
1310 Student Services Database Manager	226
1311 Personnel Database Manager	226
7020 Administrative Assistant - Budget/Finance	226

Pay Grade 7	Calendar
Hourly Rate — Minimum **$20.90** / Midpoint **$26.28** / Maximum **$31.66**	
7020 Senior Assistant - Administrative Services	226
7020 Senior Assistant - Business Services	226
7020 Senior Assistant - Instructional Services	226
7020 Senior Assistant - Personnel	226
7020 Senior Assistant - Strategic Initiative & Community Engagement	226

Pay Grade 8	Calendar
Hourly Rate — Minimum **$29.29** / Midpoint **$36.57** / Maximum **$43.73**	
7020 Executive Assistant - Deputy Superintendent	226
7020 Executive Assistant - Superintendent	226