

Mesquite ISD
Administrative/Technical Support Compensation Plan (ATS)
2021 - 2022

Pay Grade 1

Hourly Rate	Minimum	Midpoint	Maximum	Calendar
	\$11.89	\$15.12	\$18.35	
ARD Clerk				187
Clerical Assistant				188, 200
Clerical Assistant - Academy (K-12)				188
Clerical Assistant - Counselors HS				196
Clerical Assistant - Library				187
Clerical Assistant - Personnel				226
Clerical Assistant - Textbooks				226
Clerical Assistant - Title 1				188
Clerical Assistant - Transportation				226
ESL Tester				205
Radio Part-Time Broadcaster				Varies

Pay Grade 2

Hourly Rate	Minimum	Midpoint	Maximum	Calendar
	\$14.12	\$18.13	\$22.14	
Administrative Assistant - High School Financial				226
Bilingual PEIMS Clerk				226
Bilingual Tester/Interviewer				205
KEOM Music Manager				226
Administrative Assistant - High School Support				226
Office Assistant - MS Attendance & Academy				188
Receptionist - Facilities Management				226
Receptionist - Special Ed				226
Receptionist - Transportation				226

Pay Grade 3

Hourly Rate	Minimum	Midpoint	Maximum	Calendar
	\$15.19	\$19.42	\$23.65	
Admin Assistant - Operations/Warehouse				226
Admin Assistant - Sp Ed Student Records				202
Admin Assistant - Counselor/Registrar MS				212
Admin Assistant - Information Technology				226
Admin Assistant - Receptionist/Switchboard				226
Admin Asst - Fixed Assets				188
Administrative Assistant				226
Administrative Assistant - Bilingual Office				205
Administrative Assistant - Catering				226
Administrative Assistant - Child Find				226
Administrative Assistant - Planetarium				187
Administrative Assistant - Quest				188
Administrative Assistant - Special Ed				226
Administrative Assistant - Transportation				226
Administrative Assistant - Athletics				226
Administrative Assistant - Deaf Education				200
Administrative Assistant - Library Services				226
Administrative Assistant - Registrar Academy				226
Administrative Assistant - Registrar HS				226
Office Assistant - HS Attendance				188
Teacher Center Manager				226
Tech Acquisition Assistant				226
Title 1 Family Engagement Adm. Assistant				187
Title IV Clerical Assistant				188

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Pay Grade 4				
Hourly Rate	Minimum	Midpoint	Maximum	Calendar
	\$18.19	\$23.18	\$28.17	
Accounts Payable Processor				226
Administrative Assistant - Library Services				226
Administrative Assistant				226
Administrative Assistant - Academy				226
Administrative Assistant - Accounting				226
Administrative Assistant - Athletics				226
Administrative Assistant - Benefits				226
Administrative Assistant - Business Services				226
Administrative Assistant - Communications				226
Administrative Assistant - Construction Serv.				226
Administrative Assistant - CTE				226
Administrative Assistant - Curriculum				226
Administrative Assistant - Data Management				226
Administrative Assistant - Energy Mgmt.				226
Administrative Assistant - ES				217
Administrative Assistant - Exec. Dir.-Construction Serv.				226
Administrative Assistant - Facilities Mgmt.				226
Administrative Assistant - Federal Programs				226
Administrative Assistant - Fixed Assets				226
Administrative Assistant - HS				226
Administrative Assistant - Information Technology				226
Administrative Assistant - KEOM				226
Administrative Assistant - Learning Center				205
Administrative Assistant - MEA				226
Administrative Assistant - MS				220
Administrative Assistant - Operations				226
Administrative Assistant - Personnel				226
Administrative Assistant - Professional Learning				205
Administrative Assistant - Purchasing				226
Administrative Assistant - Risk Management				226
Administrative Assistant - Special Ed Coord				226
Administrative Assistant - Special Ed Dept				226
Administrative Assistant - Tech Services				226
Administrative Assistant - Transportation				226
Administrative Assistant - Mesquite Education Foundation				226
Program/Marketing Specialist-Community Ed.				226
Title I Adm Asst Family Engagement Support				220

Pay Grade 5				
Hourly Rate	Minimum	Midpoint	Maximum	Calendar
	\$19.40	\$24.77	\$30.14	
Accounts Payable Specialist				226
Adm. Asst. - Executive Dir. Leadership Dev				226
Kronos Specialist				226
Payroll Specialist				226
Risk Management Claims Specialist				226
Substitute Manager				226
Translator				226

Pay Grade 6				
Hourly Rate	Minimum	Midpoint	Maximum	Calendar
	\$20.72	\$26.45	\$32.18	
Administrative Assistant - Budget/Finance				226
Administrative Assistant - Superintendent Office				226
Assistant Manager - Benefits				226

Pay Grade 7				
Hourly Rate	Minimum	Midpoint	Maximum	Calendar
	\$22.20	\$28.29	\$34.38	
Personnel Database Manager				226
Senior Assistant - Business Services				226
Senior Assistant - Innovation Leadership				226
Senior Assistant - Instructional Services				226
Senior Assistant - Personnel				226
Student Services Database Manager				226

Pay Grade 8				
Hourly Rate	Minimum	Midpoint	Maximum	Calendar
	\$30.98	\$39.18	\$47.38	
Executive Assistant-Deputy Superintendent				226
Executive Assistant - Superintendent				226

Employees on the Administrative/Technical Support Compensation Plan will receive a 2.5% increase derived from the previous year's base salary. To be eligible for the full monetary raise and for years of service to be aggregated, the employee must be employed a minimum of 90 days during the 2020-2021 school year. Eligible part-time employees who work less than full time for the position will be reduced proportionately.