

Mesquite ISD
Administrative/Technical Support Compensation Plan (ATS)
2022 - 2023

Pay Grade 1				
Hourly Rate	Minimum	Midpoint	Maximum	Calendar
	\$13.00	\$16.50	\$20.00	
7001 Clerical Assistant				188
7001 Clerical Assistant - Academy (K-12)				188
7001 Clerical Assistant - Title 1				188
7029 Clerical Assistant				200
7030 Clerical Assistant - Textbooks				226
7047 ESL Tester				200
7076 ARD Clerk				187
7079 Clerical Assistant - Counselors HS				196
7091 Clerical Assistant - Personnel				226
Radio Part-Time Broadcaster				Varies

Pay Grade 2				
Hourly Rate	Minimum	Midpoint	Maximum	Calendar
	\$14.40	\$18.60	\$22.80	
7020 Receptionist - Facilities Management				226
7077 Office Assistant - MS Attendance & Academy				188
7080 Administrative Assistant - High School Support				226
7088 Receptionist - Transportation				226
7089 Receptionist - Special ED SSC				226
7092 Bilingual PEIMS Clerk				226
7093 Bilingual Tester/Interviewer				205
7108 Adm Assistant - High School Financial				226

Pay Grade 3				
Hourly Rate	Minimum	Midpoint	Maximum	Calendar
	\$15.50	\$19.93	\$24.36	
4224 Teacher Center Manager				226
7016 Admin Assistant - Library Services				226
7019 Admin Asst - Operations/Warehouse				226
7020 Administrative Assistant				226
7020 Administrative Assistant - Catering				226
7020 Administrative Assistant - Child Find				226
7021 Admin Assit - Sp Ed Student Records				202
7211 Admin Asst - Special Ed				226
7025 Admin Asst - Planetarium				187
7026 Admin Asst - Quest				188
7028 Admin Asst - Bilingual Office				205
7031 Admin Asst - Information Technology				226
7044 Receptionist - Service Center				226
7051 Admin Asst - Deaf Education				200
7078 Admin Asst/Counselor/Registrar MS				212
7081 Office Assistant - HS Attendance				188
7082 Admin Asst - Registrar HS				226
7082 Admin Asst- Registrar Academy				226
7085 Title 1 Family Engagement Adm. Assistant				187
7094 Tech Acquisition Assistant				226
7095 Admin Asst - Fixed Assets				188
7104 Title IV Clerical Assistant				188
7106 Admin Asst - Transportation				226
7113 Admin Asst - PT PARA JROTC				187
7214 ESSER Clerical				226

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Pay Grade 4

Hourly Rate	Minimum	Midpoint	Maximum	Calendar
	\$18.55	\$23.79	\$29.03	
7020 Accounts Payable Processor				226
7020 Administrative Assistant				226
7020 Administrative Assistant - Academy				226
7020 Administrative Assistant - Business Services				226
7020 Administrative Assistant - Communications				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 - Fixed Assets				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 - Purchasing				226
7020 Administrative Assistant - Risk Management				226
7020 Administrative Assistant - Special Ed Coord				226
7020 Administrative Assistant - Special Ed Dept				226
7020 Administrative Asst. - 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
7083 Administrative Assistant - HS				226
7087 Admin. Assist.-Mesquite Education Foundation				226
7098 Admin. Assistant - Federal Programs				226
7099 Title I Adm Asst Family Engagement Support				226
7100 Administrative Assist. - Learning Center				205
7101 Administrative Assistant - ES				217
7102 Administrative Assistant - MS				220
7115 KEOM Digital Audio Production & Music				226
7116 Adm. Assistant - Campus Itinerant Support				226
7205 Admin Asst - Athletics				226
7208 CARE Clinic Secretary				226
7221 Admin Asst-Receptionist/Switchboard				226

Pay Grade 5

Hourly Rate	Minimum	Midpoint	Maximum	Calendar
	\$19.80	\$25.43	\$31.06	
1312 Translator				226
1313 Risk Management Claims Specialist				226
1314 Substitute Manager				226
7035 Payroll Specialist				226
7041 Administrative Assistant - Benefits				226
7105 Accounts Receivable Specialist				226
7206 Accounts Payable Specialist				226
7212 Administrative Assistant - Personnel				226
7213 Admin Asst - Athletics				226
7215 Adm. Asst. - Administrative Services				226

Pay Grade 6

Hourly Rate	Minimum	Midpoint	Maximum	Calendar
	\$21.14	\$27.15	\$33.16	
7209 Administrative Asst.-Superintendent's Office				226
7210 Administrative Asst -Budget/Finance				226
7040 Assistant Manager - Benefits				226

Pay Grade 7

Hourly Rate	Minimum	Midpoint	Maximum	Calendar
	\$22.65	\$29.03	\$35.41	
1310 Student Services Database Manager				226
1311 Personnel Database Manager				226
7216 Senior Assistant - Administrative Services				226
7220 Senior Assistant - Business Services				226
7219 Senior Assistant - Teaching & Learning				226
7217 Senior Assistant - Personnel Services				226
7218 Senior Asst.-Leadership&Strategic Initiatives				226

Pay Grade 8

Hourly Rate	Minimum	Midpoint	Maximum	Calendar
	\$31.60	\$39.60	\$47.60	
7020 Executive Assistant-Deputy Superintendent				226
7020 Executive Assistant - Superintendent				226

Employees on the Administrative/Technical Support Compensation Plan will receive a minimum 3% increase derived from the previous year's base salary. Pay Grade 1 adjusted to reflect \$13.00 minimum hourly rate.

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 2021-2022 school year. Eligible part-time employees who work less than full time for the position will be reduced