

California Montessori Project
Executive Assistant to Superintendent Pay Scale (eff. 1/31/23)

Yrs Experience	
1	\$30.00
2	\$30.90
3	\$31.83
4	\$32.78
5	\$33.76
6	\$34.77
7	\$35.81
8	\$36.88
9	\$37.99
10	\$39.19

3% increase for each year after 10

Education and Training Stipends		Compensation Calculation	
AA/AS Degree	\$0.50	Base Hourly Rate:	\$ _____
BA/BS Degree	\$1.00	Education/Training Stipends:	\$ _____
Master's Degree	\$1.50		
6 th year cont. CMP full-time service	\$.50		
11 th year cont. CMP full-time service	\$1.00		
16 th year cont. CMP full-time service	\$1.50	Total Compensation:	\$ _____

Credit for previous work experience
8 years maximum allowable credit for qualifying previous experience as follows: 1 year for each year of full-time, full-year, non-CMP public school experience. 1 year for every 2 years FT of private elementary, middle, or high school administrative assistant experience. 1 year for every 2 years of previous Administrative Assistant, Office Manager or HR Analyst experience with CMP.

List qualifying employment and attach documentation (full years of full-time qualifying experience only).

Dates	# years	School Name	Position

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**

_____ **Admin Initials**