

**California Montessori Project Pay Scale
Classified Office Manager (max. 250 day work schedule) eff. 10/9/2022**

Yrs Experience	Hourly Rate
1	\$21.00
2	\$21.63
3	\$22.23
4	\$22.90
5	\$23.59
6	\$24.30
7	\$25.03
8	\$25.78
9	\$26.55
10*	\$27.35

Maximum 8 years creditable service for previous clerical or administrative assistant experience as follows:

- Current CMP Office Managers
- 1-year for every 2-years of full-time clerical or administrative assistant experience not in a public or private school environment.
- 1-year for every year of full-time clerical or administrative assistant experience in a public or private school environment.

*3% increase will be added for each year after 10

AA/AS Degree	\$0.50	Sub Coord. (150-200)	\$0.30
BA/BS Degree	\$1.00	Sub Coord. (300-399)	\$0.45
Master's Degree	\$1.50	Sub Coord. (400-549+)	\$0.60
CMP – Year 6-10	\$0.50	CM Coord. I	\$0.75
CMP – Year 11-15	\$1.00	CM Coord. II	\$1.00
CMP – Year 16-20	\$1.50	CPI	\$1.00
		Other	\$
		Total:	

Work Experience allows for:

- *Maximum 8 years of combined creditable service.
- *Credit granted only for full-time, full years of previous service.

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

Dates	# of years	Employer Name	Clerical-Admin-Clsrm	Duties: Secretary, clerk, teacher, TA, etc.
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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