

## California Montessori Project Pay Scale Administrative Assistant (max. 250 day work schedule)

### Classified Instructional/Club Montessori Staff (185+ day work schedule) eff. 1-1-249-1-2022

Years Experience	HS	HS +	HS +	HS +	HS +	HS +	HS +	HS +	HS +
	Diploma	15 units	30 units	45 units	60 units	75 units	90 units	105 units	120 units
1	<u>16.00</u>	<u>16.25</u>	<u>16.50</u>	<u>16.75</u>	<u>17.00</u>	<u>17.25</u>	<u>17.50</u>	<u>17.75</u>	<u>18.00</u>
	<del>\$15.50</del>	<del>\$15.75</del>	<del>\$16.00</del>	<del>\$16.25</del>	<del>\$16.50</del>	<del>\$16.75</del>	<del>\$17.00</del>	<del>\$17.25</del>	<del>\$17.50</del>
2	<u>16.25</u>	<u>16.50</u>	<u>16.75</u>	<u>17.00</u>	<u>17.25</u>	<u>17.50</u>	<u>17.75</u>	<u>18.00</u>	<u>18.25</u>
	<del>\$15.75</del>	<del>\$16.00</del>	<del>\$16.25</del>	<del>\$16.50</del>	<del>\$16.75</del>	<del>\$17.00</del>	<del>\$17.25</del>	<del>\$17.50</del>	<del>\$17.75</del>
3	<u>16.75</u>	<u>17.00</u>	<u>17.25</u>	<u>17.50</u>	<u>17.75</u>	<u>18.00</u>	<u>18.25</u>	<u>18.50</u>	<u>18.75</u>
	<del>\$16.25</del>	<del>\$16.50</del>	<del>\$16.75</del>	<del>\$17.00</del>	<del>\$17.25</del>	<del>\$17.50</del>	<del>\$17.75</del>	<del>\$18.00</del>	<del>\$18.25</del>
4	<u>17.00</u>	<u>17.25</u>	<u>17.50</u>	<u>17.75</u>	<u>18.00</u>	<u>18.25</u>	<u>18.50</u>	<u>18.75</u>	<u>19.00</u>
	<del>\$16.50</del>	<del>\$16.75</del>	<del>\$17.00</del>	<del>\$17.25</del>	<del>\$17.50</del>	<del>\$17.75</del>	<del>\$18.00</del>	<del>\$18.25</del>	<del>\$18.50</del>
5	<u>17.25</u>	<u>17.50</u>	<u>17.75</u>	<u>18.00</u>	<u>18.25</u>	<u>18.50</u>	<u>18.75</u>	<u>19.00</u>	<u>19.25</u>
	<del>\$16.75</del>	<del>\$17.00</del>	<del>\$17.25</del>	<del>\$17.50</del>	<del>\$17.75</del>	<del>\$18.00</del>	<del>\$18.25</del>	<del>\$18.50</del>	<del>\$18.75</del>
6	<u>17.50</u>	<u>17.75</u>	<u>18.00</u>	<u>18.25</u>	<u>18.50</u>	<u>18.75</u>	<u>19.00</u>	<u>19.25</u>	<u>19.50</u>
	<del>\$17.00</del>	<del>\$17.25</del>	<del>\$17.50</del>	<del>\$17.75</del>	<del>\$18.00</del>	<del>\$18.25</del>	<del>\$18.50</del>	<del>\$18.75</del>	<del>\$19.00</del>
7	<u>17.75</u>	<u>18.00</u>	<u>18.25</u>	<u>18.50</u>	<u>18.75</u>	<u>19.00</u>	<u>19.25</u>	<u>19.50</u>	<u>19.75</u>
	<del>\$17.25</del>	<del>\$17.50</del>	<del>\$17.75</del>	<del>\$18.00</del>	<del>\$18.25</del>	<del>\$18.50</del>	<del>\$18.75</del>	<del>\$19.00</del>	<del>\$19.25</del>
8	<u>18.00</u>	<u>18.25</u>	<u>18.50</u>	<u>18.75</u>	<u>19.00</u>	<u>19.25</u>	<u>19.50</u>	<u>19.75</u>	<u>20.00</u>
	<del>\$17.50</del>	<del>\$17.75</del>	<del>\$18.00</del>	<del>\$18.25</del>	<del>\$18.50</del>	<del>\$18.75</del>	<del>\$19.00</del>	<del>\$19.25</del>	<del>\$19.50</del>
9	<u>18.25</u>	<u>18.50</u>	<u>18.75</u>	<u>19.00</u>	<u>19.25</u>	<u>19.50</u>	<u>19.75</u>	<u>20.00</u>	<u>20.25</u>
	<del>\$17.75</del>	<del>\$18.00</del>	<del>\$18.25</del>	<del>\$18.50</del>	<del>\$18.75</del>	<del>\$19.00</del>	<del>\$19.25</del>	<del>\$19.50</del>	<del>\$19.75</del>
10	<u>18.50</u>	<u>18.75</u>	<u>19.00</u>	<u>19.25</u>	<u>19.50</u>	<u>19.75</u>	<u>20.00</u>	<u>20.25</u>	<u>20.50</u>
	<del>\$18.00</del>	<del>\$18.25</del>	<del>\$18.50</del>	<del>\$18.75</del>	<del>\$19.00</del>	<del>\$19.25</del>	<del>\$19.50</del>	<del>\$19.75</del>	<del>\$20.00</del>
11	<u>18.75</u>	<u>19.00</u>	<u>19.25</u>	<u>19.50</u>	<u>19.75</u>	<u>20.00</u>	<u>20.25</u>	<u>20.50</u>	<u>20.75</u>
	<del>\$18.25</del>	<del>\$18.50</del>	<del>\$18.75</del>	<del>\$19.00</del>	<del>\$19.25</del>	<del>\$19.50</del>	<del>\$19.75</del>	<del>\$20.00</del>	<del>\$20.25</del>
12	<u>19.00</u>	<u>19.25</u>	<u>19.50</u>	<u>19.75</u>	<u>20.00</u>	<u>20.25</u>	<u>20.50</u>	<u>20.75</u>	<u>21.00</u>
	<del>\$18.50</del>	<del>\$18.75</del>	<del>\$19.00</del>	<del>\$19.25</del>	<del>\$19.50</del>	<del>\$19.75</del>	<del>\$20.00</del>	<del>\$20.25</del>	<del>\$20.50</del>
13	<u>19.25</u>	<u>19.50</u>	<u>19.75</u>	<u>20.00</u>	<u>20.25</u>	<u>20.50</u>	<u>20.75</u>	<u>21.00</u>	<u>21.25</u>
	<del>\$18.75</del>	<del>\$19.00</del>	<del>\$19.25</del>	<del>\$19.50</del>	<del>\$19.75</del>	<del>\$20.00</del>	<del>\$20.25</del>	<del>\$20.50</del>	<del>\$20.75</del>
14	<u>19.50</u>	<u>19.75</u>	<u>20.00</u>	<u>20.25</u>	<u>20.50</u>	<u>20.75</u>	<u>21.00</u>	<u>21.25</u>	<u>21.50</u>
	<del>\$19.00</del>	<del>\$19.25</del>	<del>\$19.50</del>	<del>\$19.75</del>	<del>\$20.00</del>	<del>\$20.25</del>	<del>\$20.50</del>	<del>\$20.75</del>	<del>\$21.00</del>
15	<u>19.75</u>	<u>20.00</u>	<u>20.25</u>	<u>20.50</u>	<u>20.75</u>	<u>21.00</u>	<u>21.25</u>	<u>21.50</u>	<u>21.75</u>
	<del>\$19.25</del>	<del>\$19.50</del>	<del>\$19.75</del>	<del>\$20.00</del>	<del>\$20.25</del>	<del>\$20.50</del>	<del>\$20.75</del>	<del>\$21.00</del>	<del>\$21.25</del>

Admin Specialty	\$1.00	Sub Coord. (150-200)	\$0.30
Montessori-3-6	\$0.50	Sub Coord. (300-399)	\$0.45
Montessori- 6-9	\$0.50	Sub Coord. (400-549+)	\$0.60
Montessori- 6-12	\$1.00	CM Coord. I	\$0.75
Montessori- Secondary	\$0.75	CM Coord. II	\$1.00
AA/AS Degree	\$0.50	CPI	\$1.00
BA/BS Degree (repl. AA degree)	\$1.00	Longevity 6-10 Years	\$0.50
Masters Degree (repl. BA degree)	\$1.50	Longevity 11-15 Years	\$1.00
Mont. Classroom Mentor	\$0.50	Longevity 16-20 Years	\$1.50
		Other	\$
Special Ed SpEd. w/Beh. Support (repl. SpEd \$1)	\$1.00 \$2.00	<b>Total:</b>	

#### Work Experience allows for:

\*Maximum 8 years of combined creditable service prior to CMP.  
\*Creditable service given for previous administrative/clerical, TA, and/or public/private school experience.

\*1 year of credit given for every 2 years of K-8 private (non-Montessori), public or Montessori TA experience (non-CMP).  
\* Service credit given only for full-time, full years of experience.

#### Units of Study

\* Montessori Certificates must be from an accredited program.  
\* Units contributing toward a Montessori Certification are not counted toward scale placement.

\* All educational units must be from an accredited, degree granting college or university.

\*All units based on semester units (quarter units conversion: 1 Quarter Unit = .67 Semester Unit).

Note: After 15 years of service, scale increases by \$.25 per year.

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

<b>Dates</b>	<b># of years</b>	<b>School Name</b>	<b>Public / Private</b>	<b>Grade Level 3-6; Elem; Middle</b>	<b>Duties: TA, Club M, AA, etc.</b>
			□ □	□ □ □	
			□ □	□ □ □	

**List units of study with copies of transcripts for salary credit. (Do not include units toward Montessori certificate)**

<b>Dates</b>	<b># of units</b>	<b>School Name</b>	<b>Major</b>	<b>Notes</b>

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**