



ST. JAMES
PARISH SCHOOLS
Inspiring Hope and Purpose

Salary Schedules

2025-2026

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SJPSB Salary Structure

The following new SJPSB salary schedules were established in 2025 in an effort to create more competitive pay for SJPSB across all positions. All SJPSB schedules share the following components: recognition of the position's level of responsibility, complexity of the position, consistency of step placement with recognition of the employee's experience, and standard percentage increases between corresponding steps for the positions on the same schedule structure.

Step Increases

Under normal circumstances, employees who perform satisfactorily, including new employees, become eligible for a step increase effective July 1. Employees are eligible for the step increase as long as they have worked at least half of the work days in their assigned work day schedule. For example, 182-day employees must have worked at least 91 days between July 1 and June 30 to be eligible for their step increase.

Teacher 9M

182 Days

Step	Bachelor's	Master's	Master's + 30	Specialist	Doctorate
0	\$56,329	\$57,329	\$58,329	\$59,329	\$60,329
1	\$56,879	\$57,879	\$58,879	\$59,879	\$60,879
2	\$57,429	\$58,429	\$59,429	\$60,429	\$61,429
3	\$57,979	\$58,979	\$59,979	\$60,979	\$61,979
4	\$58,529	\$59,529	\$60,529	\$61,529	\$62,529
5	\$59,079	\$60,079	\$61,079	\$62,079	\$63,079
6	\$59,629	\$60,629	\$61,629	\$62,629	\$63,629
7	\$60,179	\$61,179	\$62,179	\$63,179	\$64,179
8	\$60,730	\$61,730	\$62,730	\$63,730	\$64,730
9	\$61,280	\$62,280	\$63,280	\$64,280	\$65,280
10	\$61,830	\$62,830	\$63,830	\$64,830	\$65,830
11	\$62,380	\$63,380	\$64,380	\$65,380	\$66,380
12	\$62,930	\$63,930	\$64,930	\$65,930	\$66,930
13	\$63,480	\$64,480	\$65,480	\$66,480	\$67,480
14	\$64,030	\$65,030	\$66,030	\$67,030	\$68,030
15	\$64,580	\$65,580	\$66,580	\$67,580	\$68,580
16	\$65,130	\$66,130	\$67,130	\$68,130	\$69,130
17	\$65,680	\$66,680	\$67,680	\$68,680	\$69,680
18	\$66,230	\$67,230	\$68,230	\$69,230	\$70,230
19	\$66,780	\$67,780	\$68,780	\$69,780	\$70,780
20	\$67,330	\$68,330	\$69,330	\$70,330	\$71,330
21	\$67,880	\$68,880	\$69,880	\$70,880	\$71,880
22	\$68,430	\$69,430	\$70,430	\$71,430	\$72,430
23	\$68,981	\$69,981	\$70,981	\$71,981	\$72,981
24	\$69,531	\$70,531	\$71,531	\$72,531	\$73,531
25	\$70,081	\$71,081	\$72,081	\$73,081	\$74,081
26	\$70,631	\$71,631	\$72,631	\$73,631	\$74,631
27	\$71,181	\$72,181	\$73,181	\$74,181	\$75,181
28	\$71,731	\$72,731	\$73,731	\$74,731	\$75,731
29	\$72,281	\$73,281	\$74,281	\$75,281	\$76,281
30	\$72,831	\$73,831	\$74,831	\$75,831	\$76,831

NOTE: The above schedule includes but is not limited to the following positions: Teacher, School Nurse, Media Specialist, Instructional Tech Facilitator, Early Interventionist, Early Childhood Literacy Coach, and Speech Therapist Assistant.

Step	Bachelor's	Master's	Master's + 30	Specialist	Doctorate
0	\$59,424	\$60,479	\$61,534	\$62,589	\$63,644
1	\$60,004	\$61,059	\$62,114	\$63,169	\$64,224
2	\$60,585	\$61,640	\$62,694	\$63,749	\$64,804
3	\$61,165	\$62,220	\$63,275	\$64,330	\$65,385
4	\$61,745	\$62,800	\$63,855	\$64,910	\$65,965
5	\$62,325	\$63,380	\$64,435	\$65,490	\$66,545
6	\$62,906	\$63,961	\$65,016	\$66,071	\$67,126
7	\$63,486	\$64,541	\$65,596	\$66,651	\$67,706
8	\$64,066	\$65,121	\$66,176	\$67,231	\$68,286
9	\$64,647	\$65,702	\$66,757	\$67,811	\$68,866
10	\$65,227	\$66,282	\$67,337	\$68,392	\$69,447
11	\$65,807	\$66,862	\$67,917	\$68,972	\$70,027
12	\$66,387	\$67,442	\$68,497	\$69,552	\$70,607
13	\$66,968	\$68,023	\$69,078	\$70,133	\$71,188
14	\$67,548	\$68,603	\$69,658	\$70,713	\$71,768
15	\$68,128	\$69,183	\$70,238	\$71,293	\$72,348
16	\$68,709	\$69,764	\$70,819	\$71,873	\$72,928
17	\$69,289	\$70,344	\$71,399	\$72,454	\$73,509
18	\$69,869	\$70,924	\$71,979	\$73,034	\$74,089
19	\$70,450	\$71,504	\$72,559	\$73,614	\$74,669
20	\$71,030	\$72,085	\$73,140	\$74,195	\$75,250
21	\$71,610	\$72,665	\$73,720	\$74,775	\$75,830
22	\$72,190	\$73,245	\$74,300	\$75,355	\$76,410
23	\$72,771	\$73,826	\$74,881	\$75,936	\$76,990
24	\$73,351	\$74,406	\$75,461	\$76,516	\$77,571
25	\$73,931	\$74,986	\$76,041	\$77,096	\$78,151
26	\$74,512	\$75,566	\$76,621	\$77,676	\$78,731
27	\$75,092	\$76,147	\$77,202	\$78,257	\$79,312
28	\$75,672	\$76,727	\$77,782	\$78,837	\$79,892
29	\$76,252	\$77,307	\$78,362	\$79,417	\$80,472
30	\$76,833	\$77,888	\$78,943	\$79,998	\$81,052

Note: The above schedule includes but is not limited to the following positions: School Nurse, Guidance Counselor, and SBLC/504 Coordinators.

Teacher 10M

Step	Bachelor's	Master's	Master's + 30	Specialist	Doctorate
0	\$62,519	\$63,629	\$64,739	\$65,849	\$66,959
1	\$63,130	\$64,239	\$65,349	\$66,459	\$67,569
2	\$63,740	\$64,850	\$65,960	\$67,070	\$68,180
3	\$64,351	\$65,460	\$66,570	\$67,680	\$68,790
4	\$64,961	\$66,071	\$67,181	\$68,291	\$69,401
5	\$65,572	\$66,681	\$67,791	\$68,901	\$70,011
6	\$66,182	\$67,292	\$68,402	\$69,512	\$70,622
7	\$66,793	\$67,902	\$69,012	\$70,122	\$71,232
8	\$67,403	\$68,513	\$69,623	\$70,733	\$71,843
9	\$68,014	\$69,124	\$70,233	\$71,343	\$72,453
10	\$68,624	\$69,734	\$70,844	\$71,954	\$73,064
11	\$69,235	\$70,345	\$71,454	\$72,564	\$73,674
12	\$69,845	\$70,955	\$72,065	\$73,175	\$74,285
13	\$70,456	\$71,566	\$72,675	\$73,785	\$74,895
14	\$71,066	\$72,176	\$73,286	\$74,396	\$75,506
15	\$71,677	\$72,787	\$73,896	\$75,006	\$76,116
16	\$72,287	\$73,397	\$74,507	\$75,617	\$76,727
17	\$72,898	\$74,008	\$75,118	\$76,227	\$77,337
18	\$73,508	\$74,618	\$75,728	\$76,838	\$77,948
19	\$74,119	\$75,229	\$76,339	\$77,448	\$78,558
20	\$74,729	\$75,839	\$76,949	\$78,059	\$79,169
21	\$75,340	\$76,450	\$77,560	\$78,669	\$79,779
22	\$75,950	\$77,060	\$78,170	\$79,280	\$80,390
23	\$76,561	\$77,671	\$78,781	\$79,890	\$81,000
24	\$77,171	\$78,281	\$79,391	\$80,501	\$81,611
25	\$77,782	\$78,892	\$80,002	\$81,112	\$82,221
26	\$78,392	\$79,502	\$80,612	\$81,722	\$82,832
27	\$79,003	\$80,113	\$81,223	\$82,333	\$83,442
28	\$79,613	\$80,723	\$81,833	\$82,943	\$84,053
29	\$80,224	\$81,334	\$82,444	\$83,554	\$84,663
30	\$80,834	\$81,944	\$83,054	\$84,164	\$85,274

Note: The above schedule includes but is not limited to the following positions: Instructional Coaches and Virtual Teachers.

Step	Bachelor's	Master's	Master's + 30	Specialist	Doctorate
0	\$68,709	\$69,929	\$71,149	\$72,368	\$73,588
1	\$69,380	\$70,600	\$71,820	\$73,039	\$74,259
2	\$70,051	\$71,271	\$72,490	\$73,710	\$74,930
3	\$70,722	\$71,942	\$73,161	\$74,381	\$75,601
4	\$71,393	\$72,613	\$73,832	\$75,052	\$76,272
5	\$72,064	\$73,284	\$74,503	\$75,723	\$76,943
6	\$72,735	\$73,955	\$75,174	\$76,394	\$77,614
7	\$73,406	\$74,626	\$75,845	\$77,065	\$78,285
8	\$74,077	\$75,296	\$76,516	\$77,736	\$78,956
9	\$74,748	\$75,967	\$77,187	\$78,407	\$79,627
10	\$75,419	\$76,638	\$77,858	\$79,078	\$80,298
11	\$76,090	\$77,309	\$78,529	\$79,749	\$80,969
12	\$76,761	\$77,980	\$79,200	\$80,420	\$81,640
13	\$77,431	\$78,651	\$79,871	\$81,091	\$82,311
14	\$78,102	\$79,322	\$80,542	\$81,762	\$82,982
15	\$78,773	\$79,993	\$81,213	\$82,433	\$83,653
16	\$79,444	\$80,664	\$81,884	\$83,104	\$84,323
17	\$80,115	\$81,335	\$82,555	\$83,775	\$84,994
18	\$80,786	\$82,006	\$83,226	\$84,446	\$85,665
19	\$81,457	\$82,677	\$83,897	\$85,117	\$86,336
20	\$82,128	\$83,348	\$84,568	\$85,788	\$87,007
21	\$82,799	\$84,019	\$85,239	\$86,459	\$87,678
22	\$83,470	\$84,690	\$85,910	\$87,129	\$88,349
23	\$84,141	\$85,361	\$86,581	\$87,800	\$89,020
24	\$84,812	\$86,032	\$87,252	\$88,471	\$89,691
25	\$85,483	\$86,703	\$87,923	\$89,142	\$90,362
26	\$86,154	\$87,374	\$88,594	\$89,813	\$91,033
27	\$86,825	\$88,045	\$89,264	\$90,484	\$91,704
28	\$87,496	\$88,716	\$89,935	\$91,155	\$92,375
29	\$88,167	\$89,387	\$90,606	\$91,826	\$93,046
30	\$88,838	\$90,058	\$91,277	\$92,497	\$93,717

Teacher 12M

242 Days

Step	Bachelor's	Master's	Master's + 30	Specialist	Doctorate
0	\$74,899	\$76,229	\$77,558	\$78,888	\$80,218
1	\$75,630	\$76,960	\$78,290	\$79,619	\$80,949
2	\$76,362	\$77,691	\$79,021	\$80,351	\$81,680
3	\$77,093	\$78,423	\$79,753	\$81,082	\$82,412
4	\$77,825	\$79,154	\$80,484	\$81,814	\$83,143
5	\$78,556	\$79,886	\$81,215	\$82,545	\$83,875
6	\$79,287	\$80,617	\$81,947	\$83,276	\$84,606
7	\$80,019	\$81,349	\$82,678	\$84,008	\$85,338
8	\$80,750	\$82,080	\$83,410	\$84,739	\$86,069
9	\$81,482	\$82,811	\$84,141	\$85,471	\$86,800
10	\$82,213	\$83,543	\$84,872	\$86,202	\$87,532
11	\$82,944	\$84,274	\$85,604	\$86,933	\$88,263
12	\$83,676	\$85,006	\$86,335	\$87,665	\$88,995
13	\$84,407	\$85,737	\$87,067	\$88,396	\$89,726
14	\$85,139	\$86,468	\$87,798	\$89,128	\$90,457
15	\$85,870	\$87,200	\$88,529	\$89,859	\$91,189
16	\$86,602	\$87,931	\$89,261	\$90,591	\$91,920
17	\$87,333	\$88,663	\$89,992	\$91,322	\$92,652
18	\$88,064	\$89,394	\$90,724	\$92,053	\$93,383
19	\$88,796	\$90,125	\$91,455	\$92,785	\$94,114
20	\$89,527	\$90,857	\$92,186	\$93,516	\$94,846
21	\$90,259	\$91,588	\$92,918	\$94,248	\$95,577
22	\$90,990	\$92,320	\$93,649	\$94,979	\$96,309
23	\$91,721	\$93,051	\$94,381	\$95,710	\$97,040
24	\$92,453	\$93,782	\$95,112	\$96,442	\$97,771
25	\$93,184	\$94,514	\$95,844	\$97,173	\$98,503
26	\$93,916	\$95,245	\$96,575	\$97,905	\$99,234
27	\$94,647	\$95,977	\$97,306	\$98,636	\$99,966
28	\$95,378	\$96,708	\$98,038	\$99,367	\$100,697
29	\$96,110	\$97,439	\$98,769	\$100,099	\$101,428
30	\$96,841	\$98,171	\$99,501	\$100,830	\$102,160

Note: The above schedule includes but is not limited to the following positions: Athletic Trainer and Agriscience Teacher.

Teacher Pay Details

Salary Adjustments for Degree Changes

Professional personnel who earn advanced degrees which can be verified for payroll shall submit official verification (original transcript, teaching certificate change application, etc.) to the Human Resources Department on or before the following deadlines for certificate updating and stipend assignment:

Information Due:	Application Submitted By:	Difference in Pay for Period of Time:
Summer Session: August 31	September 30	\$1,000/annually
Fall Session: January 31	February 28	\$500/semester
Spring Session: June 30	July 31	\$1,000/annually

Pay Classification Level for Persons Who Complete a Planned 60-Semester Hour Master's Degree Program

The holder of a Louisiana teaching certificate or ancillary certificate who has completed a planned 60-semester-hour Master's degree program at a regionally accredited institution will be paid at the Education Specialist Degree level as long as the degree is in compliance with statutory regulations (Act 650), and this pay rate category shall be recorded on the Louisiana teaching certificate or ancillary certificate.

Ancillary personnel who are presently being paid at the Education Specialist level who have completed a 60-semester-hour Master's degree program must have this designation added to their ancillary certificate in order to continue receiving pay at the Education Specialist level. (BESE Approval, 6/25/92)

National Board-Certified Teachers/Counselors

Pursuant to LRS 17:421.6, the St. James Parish School Board shall pay, in addition to the salary otherwise provided, an additional \$5,000.00 to any teacher or administrator employed by the St. James Parish School Board who holds a valid certificate issued by the National Board for Professional Teaching Standards, except as otherwise provided for herein.

Any teacher or administrator who obtained their initial certificate between July 1, 2013 and July 1, 2019 and who was employed by the St. James Parish School Board for the 2019-2020 school year shall be paid the additional \$5,000.00 so long as they hold a teacher or administrator position with the St. James Parish School Board. No teacher/administrator hired by St. James Parish Schools after July 1, 2019 is eligible for national board pay.

Administrators are not eligible for renewal unless in a teaching position when it is time to renew.

Student Teacher Supervisors

Teachers supervising student teachers will be paid a stipend based on a Professional Services Contract from participating colleges/universities signed by the Superintendent. Payment to the supervising teachers will be made after payment of contract is received from the participating college at the end of each year and will be considered part of a teacher's salary for Teacher's Retirement System of Louisiana (TRSL) reporting purposes. Travel, lodging, meals and other expenses will not be reimbursed.

Dual Enrollment Teacher Stipends

Teachers meeting the university/college SACS credentials for a dual enrollment instructor will receive \$150 per credit hour for college dual enrollment classes taught on St. James Parish Schools campuses (this does not include remedial classes).

Teachers not meeting the university/college SACS credentials for a dual enrollment instructor but approved to teach by the university/college will receive \$75 per credit hour for dual enrollment classes taught on St. James Parish Schools campuses (this does not include remedial classes). There must be a minimum of 10 students qualified for and enrolled in dual enrollment in each class in order to be paid the stipend.

Teacher Pay Details

Virtual Teacher Pay Stipends

Virtual Teacher – defined as a teacher who is employed by the district and conducts virtual work outside of regular school hours. (Note: The teacher must have a teaching certificate for the course in which they are teaching.)

Virtual Block Teacher – defined as a teacher who is employed by the district and has an available block in their schedule, in which case 30 virtual enrollments will be assigned to the Virtual Block Teacher with the available block with no stipend.

Virtual Teachers and Virtual Block Teachers exceeding 30 enrollments will be paid for each enrollment accordingly:

- \$150.00 per enrollment for Initial Credit Foreign Language and English Courses
- \$100.00 per enrollment for all other Initial Credit Content Area Courses
- \$75.00 per enrollment for Credit Recovery Foreign Language and English Courses
- \$50.00 per enrollment for all other Credit Recovery Courses Content Area Courses
- \$50.00 per enrollment for all Summer Term Credit Recovery Courses (all courses)
- Payment at course completion at the end of each term (Fall, Spring, and Summer)
- If a student drops/withdraws with a minimum of 25% course completion or more, the teacher will receive the percentage course fee as compensation equivalent to the portion of the course completed by the student. The following applies and will be rounded to the nearest 5:
 - At least 25% course completion = \$25.00
 - 30% course completion = \$30.00
 - 50% course completion = \$50.00
 - 75% course completion = \$75.00

Virtual Course Creation Stipends

St. James Virtual Academy must ensure students are receiving the curriculum approved by the district and the state. In doing so, teachers must review the virtual changes: a “build” or “modification”. When major alterations occur to the curriculum, teachers will need to make “modifications” to the courses. All courses are affected by these curriculum mandates.

Teachers building a course will be paid \$1,000. The product will consist of:

- Building a whole course with current objectives and mandates. Teachers may need to delete and insert other information to ensure all objectives are taught.
- Creating a whole course, semester 1, semester 2, quarters 1-4, and credit recovery course.

Teachers will need to make modifications to course design as a student is enrolled and completing the course. For these modifications, teachers will be paid \$500 per course. This product will consist of:

- Fixing errors in built courses (whole course, semester 1, semester 2, quarters 1-4, and credit recovery course). This will occur after a student takes a course for the first time.
- Small changes needed to keep the students ready for state testing or small mandated changes (example: adding new test release items or additional content).
- \$500 stipend consists of \$400 for modifications and \$100 for the student he is following during the modification.

Pupil Appraisal / Therapists

Step	Speech Therapist	Occupational Therapist / Physical Therapist	Social Worker	Psychologist / Licensed Clinical Social Worker / Educational Diagnostician / Speech Diagnostician
Days	182	182	202	202
1	\$58,476	\$64,208	\$68,083	\$69,992
2	\$59,645	\$65,493	\$69,445	\$71,392
3	\$60,815	\$66,777	\$70,806	\$72,791
4	\$61,984	\$68,061	\$72,168	\$74,191
5	\$63,154	\$69,345	\$73,530	\$75,591
6	\$64,323	\$70,629	\$74,891	\$76,991
7	\$65,493	\$71,913	\$76,253	\$78,391
8	\$66,662	\$73,198	\$77,615	\$79,791
9	\$67,832	\$74,482	\$78,976	\$81,190
10	\$69,001	\$75,766	\$80,338	\$82,590
11	\$70,171	\$77,050	\$81,699	\$83,990
12	\$71,340	\$78,334	\$83,061	\$85,390
13	\$72,510	\$79,619	\$84,423	\$86,790
14	\$73,679	\$80,903	\$85,784	\$88,190
15	\$74,849	\$82,187	\$87,146	\$89,589

Professional / Managerial

Step	Dean of Students	Human Resources Specialist / Payroll, Benefits, and Leave Administrator	Public Relations Manager	Aquatics Manager	Supervisor II
Days	212	242	242	242	242
1	\$59,053	\$56,174	\$67,409	\$56,174	\$67,409
2	\$60,234	\$57,298	\$68,757	\$57,298	\$68,757
3	\$61,415	\$58,421	\$70,105	\$58,421	\$70,105
4	\$62,596	\$59,545	\$71,454	\$59,545	\$71,454
5	\$63,777	\$60,668	\$72,802	\$60,668	\$72,802
6	\$64,958	\$61,792	\$74,150	\$61,792	\$74,150
7	\$66,139	\$62,915	\$75,498	\$62,915	\$75,498
8	\$67,320	\$64,039	\$76,846	\$64,039	\$76,846
9	\$68,501	\$65,162	\$78,195	\$65,162	\$78,195
10	\$69,682	\$66,286	\$79,543	\$66,286	\$79,543
11	\$70,863	\$67,409	\$80,891	\$67,409	\$80,891
12	\$72,044	\$68,533	\$82,239	\$68,533	\$82,239
13	\$73,225	\$69,656	\$83,587	\$69,656	\$83,587
14	\$74,406	\$70,780	\$84,935	\$70,780	\$84,935
15	\$75,587	\$71,903	\$86,284	\$71,903	\$86,284

NOTE: Salary supplement for CPA certification is \$5,000.

NOTE: The above schedule titled "Supervisor II" includes but is not limited to the following positions: Sales Tax Supervisor, General Accounting Supervisor, and Food Service Supervisor.

Central Office Support

Step	Admin Technician	Accounting Technician	IT Administrator / SFS Field Manager	Executive Assistant	Accountant / Auditor
Days	242	242	242	242	242
Hours	7	7	7	7	7
0	\$31,252	\$33,662	\$38,779	\$43,734	\$45,282
1	\$31,727	\$34,173	\$39,368	\$44,398	\$45,969
2	\$32,202	\$34,685	\$39,958	\$45,063	\$46,658
3	\$32,677	\$35,197	\$40,548	\$45,728	\$47,347
4	\$33,153	\$35,709	\$41,138	\$46,393	\$48,036
5	\$33,628	\$36,221	\$41,728	\$47,059	\$48,724
6	\$34,104	\$36,733	\$42,317	\$47,724	\$49,413
7	\$34,579	\$37,245	\$42,907	\$48,389	\$50,102
8	\$35,053	\$37,756	\$43,496	\$49,053	\$50,789
9	\$35,529	\$38,268	\$44,086	\$49,718	\$51,478
10	\$36,004	\$38,780	\$44,676	\$50,384	\$52,167
11	\$36,480	\$39,292	\$45,266	\$51,049	\$52,856
12	\$36,955	\$39,804	\$45,856	\$51,714	\$53,545
13	\$37,430	\$40,317	\$46,445	\$52,379	\$54,233
14	\$37,905	\$40,828	\$47,034	\$53,043	\$54,921
15	\$38,380	\$41,340	\$47,624	\$53,708	\$55,610
16	\$38,855	\$41,852	\$48,214	\$54,374	\$56,298
17	\$39,331	\$42,364	\$48,804	\$55,039	\$56,987
18	\$39,806	\$42,876	\$49,394	\$55,704	\$57,676
19	\$40,282	\$43,388	\$49,984	\$56,369	\$58,365
20	\$40,756	\$43,899	\$50,572	\$57,033	\$59,052
21	\$41,231	\$44,411	\$51,162	\$57,699	\$59,741
22	\$41,707	\$44,923	\$51,752	\$58,364	\$60,430
23	\$42,182	\$45,435	\$52,342	\$59,029	\$61,119
24	\$42,658	\$45,947	\$52,932	\$59,694	\$61,807
25	\$43,125	\$46,451	\$53,512	\$60,349	\$62,485
26	\$43,441	\$46,790	\$53,903	\$60,790	\$62,942
27	\$43,753	\$47,127	\$54,291	\$61,227	\$63,395
28	\$44,066	\$47,463	\$54,679	\$61,665	\$63,847
29	\$44,378	\$47,800	\$55,067	\$62,102	\$64,300
30	\$44,691	\$48,137	\$55,455	\$62,539	\$64,753

NOTE: Salary supplement for CPA certification is \$5,000.

School Support: Bus / Custodial

Step	Bus Attendant	Bus Driver	Custodian
Days	182	182	242
Hours	6	6	7
0	\$16,571	\$23,124	\$25,916
1	\$16,822	\$23,475	\$26,310
2	\$17,075	\$23,827	\$26,704
3	\$17,327	\$24,179	\$27,098
4	\$17,579	\$24,531	\$27,492
5	\$17,831	\$24,882	\$27,886
6	\$18,083	\$25,234	\$28,281
7	\$18,335	\$25,586	\$28,675
8	\$18,586	\$25,937	\$29,068
9	\$18,838	\$26,289	\$29,463
10	\$19,091	\$26,641	\$29,857
11	\$19,343	\$26,992	\$30,251
12	\$19,595	\$27,344	\$30,645
13	\$19,847	\$27,696	\$31,039
14	\$20,098	\$28,047	\$31,433
15	\$20,350	\$28,399	\$31,827
16	\$20,602	\$28,750	\$32,221
17	\$20,854	\$29,102	\$32,615
18	\$21,107	\$29,454	\$33,010
19	\$21,359	\$29,806	\$33,404
20	\$21,610	\$30,157	\$33,797
21	\$21,862	\$30,508	\$34,192
22	\$22,114	\$30,860	\$34,586
23	\$22,366	\$31,212	\$34,980
24	\$22,618	\$31,564	\$35,374
25	\$22,866	\$31,910	\$35,762
26	\$23,034	\$32,143	\$36,023
27	\$23,199	\$32,374	\$36,283
28	\$23,365	\$32,605	\$36,542
29	\$23,531	\$32,837	\$36,801
30	\$23,696	\$33,068	\$37,060

School Support: Cafeteria

Step	Cafeteria Technician	Cafeteria Manager
Days	182	182
Hours	7	7
0	\$22,091	\$26,056
1	\$22,426	\$26,451
2	\$22,762	\$26,848
3	\$23,098	\$27,244
4	\$23,434	\$27,640
5	\$23,770	\$28,037
6	\$24,106	\$28,433
7	\$24,442	\$28,829
8	\$24,778	\$29,225
9	\$25,114	\$29,621
10	\$25,450	\$30,018
11	\$25,786	\$30,414
12	\$26,122	\$30,810
13	\$26,458	\$31,207
14	\$26,793	\$31,602
15	\$27,129	\$31,998
16	\$27,465	\$32,395
17	\$27,801	\$32,791
18	\$28,137	\$33,187
19	\$28,474	\$33,584
20	\$28,809	\$33,979
21	\$29,145	\$34,376
22	\$29,481	\$34,772
23	\$29,817	\$35,168
24	\$30,153	\$35,565
25	\$30,484	\$35,955
26	\$30,706	\$36,217
27	\$30,927	\$36,478
28	\$31,148	\$36,739
29	\$31,369	\$36,999
30	\$31,590	\$37,260

NOTES:

- In addition to base salary, Cafeteria Managers receive \$1,500 with a Bachelor's degree, \$1,000 with a an Associate's degree, and \$500 with trade school certification.
- Cafeteria Managers of schools with student counts of 0-500 students shall be compensated at base manager pay, with student counts of 501-700 compensated an additional \$750 and student counts over 700 compensated an additional \$1,000.
- Lead Cafeteria Technicians will receive \$1,000 for added responsibility under the management of a Manager at another location.
- Managers in charge of a Lead Technician at another location will receive an extra \$2,000 annually for additional management responsibilities.

School Support: Teacher's Aide / LPN / Secretarial

Step	Teacher's Aide	LPN	Secretary – 10M	Secretary – 12M	Secretary / Bookkeeper 10M	Secretary / Bookkeeper 12M
Days	182	182	202	242	202	242
Hours	7	7	7	7	7	7
0	\$22,793	\$28,856	\$25,074	\$30,039	\$25,575	\$30,639
1	\$23,139	\$29,294	\$25,454	\$30,495	\$25,963	\$31,105
2	\$23,486	\$29,733	\$25,836	\$30,952	\$26,352	\$31,571
3	\$23,832	\$30,172	\$26,217	\$31,408	\$26,741	\$32,037
4	\$24,179	\$30,611	\$26,598	\$31,865	\$27,130	\$32,503
5	\$24,526	\$31,050	\$26,980	\$32,322	\$27,519	\$32,969
6	\$24,873	\$31,489	\$27,361	\$32,779	\$27,908	\$33,435
7	\$25,219	\$31,928	\$27,743	\$33,236	\$28,297	\$33,901
8	\$25,565	\$32,366	\$28,123	\$33,692	\$28,686	\$34,366
9	\$25,912	\$32,805	\$28,505	\$34,149	\$29,075	\$34,832
10	\$26,259	\$33,244	\$28,886	\$34,606	\$29,464	\$35,298
11	\$26,605	\$33,683	\$29,267	\$35,063	\$29,853	\$35,764
12	\$26,952	\$34,122	\$29,649	\$35,520	\$30,242	\$36,230
13	\$27,299	\$34,561	\$30,030	\$35,977	\$30,631	\$36,696
14	\$27,645	\$34,999	\$30,411	\$36,433	\$31,019	\$37,161
15	\$27,992	\$35,438	\$30,792	\$36,890	\$31,408	\$37,628
16	\$28,338	\$35,877	\$31,174	\$37,347	\$31,797	\$38,094
17	\$28,685	\$36,316	\$31,555	\$37,804	\$32,186	\$38,560
18	\$29,032	\$36,755	\$31,936	\$38,261	\$32,575	\$39,026
19	\$29,378	\$37,194	\$32,318	\$38,717	\$32,964	\$39,492
20	\$29,724	\$37,632	\$32,699	\$39,173	\$33,352	\$39,957
21	\$30,071	\$38,071	\$33,080	\$39,630	\$33,742	\$40,423
22	\$30,418	\$38,510	\$33,461	\$40,087	\$34,131	\$40,889
23	\$30,765	\$38,949	\$33,843	\$40,544	\$34,520	\$41,355
24	\$31,111	\$39,387	\$34,224	\$41,001	\$34,909	\$41,821
25	\$31,452	\$39,819	\$34,599	\$41,451	\$35,291	\$42,280
26	\$31,682	\$40,110	\$34,852	\$41,754	\$35,549	\$42,589
27	\$31,910	\$40,399	\$35,103	\$42,054	\$35,805	\$42,895
28	\$32,138	\$40,688	\$35,354	\$42,354	\$36,061	\$43,202
29	\$32,366	\$40,976	\$35,604	\$42,655	\$36,317	\$43,508
30	\$32,594	\$41,265	\$35,855	\$42,955	\$36,572	\$43,814

Professional / Administrators

Index from Teacher Schedule			
Schedule	Days/Yr	Degree Base	Index
Coordinator – 11 months	222	MA	1.07
Coordinator – 12 months	242	MA	1.07
Elementary School Assistant Principal	212	MA	1.10
Administrative Supervisor	242	MA	1.10
High School Assistant Principal	212	MA	1.13
Director	242	MA	1.16
Elementary School Principal / High School Associate Principal	242	MA	1.16
High School Principal	242	MA	1.20
Chief	242	MA	1.25

NOTE: The above schedules are calculated on a 15-Step Factor Table with .02 increases for each step.

NOTE: Administrators cannot be paid for extra hours for tutoring, after school detention, support or assignment to extracurricular activities (unless the administrative status change occurs after the start of the school year and the employee receives district approval to complete the already assigned and started activity).

Head Start

Step	Certificated Teacher	Certificated Teacher / Center Designee	Degreed Teacher (AA or BA)	Degreed Teacher (AA or BA) / Center Designee
Days	182	192	182	192
1	\$54,560	\$57,558	\$30,188	\$31,847
2	\$55,091	\$58,118	\$30,775	\$32,466
3	\$55,624	\$58,681	\$31,363	\$33,086
4	\$56,157	\$59,243	\$31,949	\$33,705
5	\$56,690	\$59,805	\$32,537	\$34,325
6	\$57,223	\$60,367	\$33,125	\$34,945
7	\$57,755	\$60,929	\$33,711	\$35,563
8	\$58,288	\$61,491	\$34,299	\$36,183
9	\$58,820	\$62,052	\$34,886	\$36,803
10	\$59,353	\$62,614	\$35,472	\$37,421

Step	CDA Paraprofessional	Parent Advocate	Family Services Coordinator
Days	182	202	242
1	\$23,795	\$25,396	\$71,413
2	\$24,209	\$25,801	\$72,915
3	\$24,666	\$26,160	\$74,228
4	\$25,108	\$26,619	\$74,971
5	\$25,567	\$26,939	\$75,722
6	\$25,897	\$27,235	\$76,480
7	\$26,234	\$27,722	\$77,244
8	\$26,568	\$28,048	\$78,016
9	\$26,911	\$28,370	\$78,797
10	\$27,252	\$28,695	\$79,583

NOTES:

- Bus Monitor will be paid a stipend of \$10 per day (morning route only). In the event that the afternoon bus route is extended beyond 3:15pm, the employee who serves as Bus Monitor will receive a stipend of \$10.
- Training and Technical Assistance extra day's pay will be \$200 per day for Teachers and \$100 per day for Paraprofessionals for training held outside of the regularly scheduled work day.
- An employee that serves a dual role as a Degreed Head Start Teacher and a Center Designee shall receive a salary supplement of \$5,000.
- A degreed and/or certified employee who serves only as a Center Designee shall work 9.5 months (192 days).
- CDA must be completed to advance a step.

Substitute Pay

Position	Daily Rate	Daily Rate after 25 Consecutive Days in Same Position
Teacher (Teacher-Certified)	\$170	\$232
Teacher (Degreed)	\$105	\$125
Teacher (Non-Degreed)	\$75	\$85
Teacher Aide	\$75	\$85
Secretary	\$75	\$85
Cafeteria Worker (Full-Time, 7 Hr/Day)	\$75	\$85

NOTES:

- Formulas for Teacher-Certified Substitute:
 - Daily Rate = 55% of starting teacher's salary daily rate of pay (rounded to the nearest dollar)
 - After 25 days = 75% of starting teacher's salary daily rate of pay (rounded to the nearest dollar)
- An appointed substitute (a long-term substitute employed in the absence of a regular employee for a minimum of twenty-five (25) consecutive days or as approved by the Human Resources Chief) will be paid the higher daily rate in that job classification beginning with the first day worked.
- The term degree as used in the section dealing with substitute pay rate refers to an individual with a documented four-year Bachelor's degree from an accredited college or university.
- A Speech Language Pathologist substitute will receive the long-term certified substitute rate from day one due to the specialized area of the certification and no one else can provide that service as a sub.

Hourly Rates

Position	Hourly Rate
Welding Shop Coordinator (for after-hours usage by outside entity)	\$40.00
Extra Work Performed (assigned and approved by administration):	
Teacher	\$35.00
Paraprofessional	\$18.00
LPN	\$24.00
Spanish Translator	\$19.00
Occupational Therapist	\$62.00
Physical Therapist	\$62.00
Student Worker	\$10.00
After School Care Paid by School:	
Paraprofessional/Secretary	hourly rate
Teacher	\$35.00
Summer Feeding Program:	
Program Monitor	\$19.00
Central Kitchen Manager	\$17.00
Technician	\$13.00
Bus Monitor	min. wage
Bus Driver	\$60.00/day
Summer School:	
Lead Teacher	\$40.00
Teacher Teaching/Planning	\$35.00
Paraprofessional	\$18.00
Student Worker	\$10.00
Aquatics Center Worker:	
Lifeguard, Swim Coach, Swim Lesson Instructor	\$10.00
Certified Teacher	\$18.00
<i>Note: Employees start at the pay on right and increase by \$0.50 for every returning year until maxing out at \$12/hour (increase only if employee works without interruption in service and works throughout the year) with the exception of certified teachers holding a steady rate of \$18/hr. taking into consideration teaching experience.</i>	
Hard Hat in Hand Apprenticeship Program:	
Apprenticeship A	\$10.00
Apprenticeship B	\$12.00
Apprenticeship C	\$14.00
Food Service (for extra work performed excluding summer feeding):	
Manager or Food Service Technician	hourly rate
Online Attendance Recovery - Teacher	\$15.00/student
Jump Start Summer Core Training (12 days minimum for attendance and participation)	\$3,000

Extra Transportation Pay Rates

Activity/Destination	Pay Rate	Gas
Practice / After School Tutoring	\$33.00	\$10.00
Games at Home	\$39.00	\$15.00
Games in Parish	\$44.00	\$20.00
Activities - same side river	\$39.00	\$15.00
Activities - opp. side river	\$44.00	\$20.00
Summer School - same side river*	\$66.00	\$15.00
Summer School - opp. side river*	\$72.00	\$20.00
Abbeville	\$68.00	\$85.00
Alexandria	\$79.00	\$135.00
Amite	\$57.00	\$45.00
Baton Rouge	\$57.00	\$45.00
Breaux Bridge	\$68.00	\$70.00
Brusly	\$57.00	\$45.00
Central Lafourche (Matthews, LA)	\$57.00	\$45.00
Chalmette	\$57.00	\$45.00
Covington	\$57.00	\$45.00
Destrehan	\$46.00	\$25.00
Donaldsonville	\$46.00	\$20.00
Edgard	\$46.00	\$20.00
Folsom	\$57.00	\$45.00
Gonzales	\$46.00	\$20.00
Hahnville	\$46.00	\$25.00
Hammond	\$57.00	\$45.00

Activity/Destination	Pay Rate	Gas
Houma	\$57.00	\$45.00
Hunts Correct. Ctr (St. Gabriel)	\$46.00	\$25.00
Kenner	\$57.00	\$45.00
Lafayette	\$68.00	\$80.00
LaPlace	\$46.00	\$20.00
Metairie	\$57.00	\$45.00
Morgan City	\$57.00	\$45.00
Napoleonville (Assumption)	\$46.00	\$30.00
Natchitoches	\$90.00	\$185.00
New Orleans	\$57.00	\$45.00
Patterson	\$57.00	\$45.00
Plaquemines	\$57.00	\$45.00
Ponchatoula	\$57.00	\$45.00
Reserve	\$46.00	\$20.00
Ruston	\$90.00	\$200.00
St. Bernard	\$57.00	\$45.00
St. Francisville (West Feliciana)	\$68.00	\$55.00
Shreveport	\$90.00	\$200.00
Slidell	\$68.00	\$60.00
Terrebonne (Houma)	\$57.00	\$45.00
Thibodaux	\$46.00	\$25.00
White Castle	\$57.00	\$35.00
Zachary	\$57.00	\$50.00

NOTES:

- Rate for approved short-distance double trips is 1 ½ the above rate.
- Any club/organization sponsor may exceed the above rate.
- Bus Monitor extra trip – minimum wage
- Rates apply only to St. James Parish Public School System employed drivers.
- Commodity delivery – \$60.00 a day

*Per day

Additional Pay Details

Payroll Schedule

Substitute and Supplemental Pay are paid on the 12th of the month.

Supplemental and Regular Monthly Pay are paid on the 25th of the month.

If the pay date falls on a weekend or bank holiday, the payroll for that day will be paid on the previous day.

Direct Deposit of Pay

All employees are required to receive their pay by direct deposit.

Sabbatical Leave

Sabbatical Leave Law will be implemented accordingly. See L.R.S. 17§1171-1187. Contact HR for paperwork.

School Board Members

School Board Members will be paid a monthly stipend of \$800 for service to the school system. The president of the school board will be paid a monthly stipend of \$900.

Professional Staff Development

Beginning in the 2023-2024 school year, two (2) \$333 Professional Staff Development days are being returned to the calendar. These days may only be paid to employees who are not regularly scheduled to work on the selected days. Twelve-month employees are not eligible for this pay. Teacher aides/paraprofessionals will receive \$100 per day for attending only as assigned by the District. The District reserves the right to assign attendance.

Numeracy Act 260 Professional Learning Stipend

Employees who complete the professional learning course that focuses on numeracy skills instruction will be paid a \$1000 stipend upon presentation of a Certificate of Completion and stipend form. Stipends will only be paid in the months of December and June.

High Dosage Tutoring

High Dosage Tutors shall receive \$1,050 per tutoring cycle.

State Stipend

In accordance with the state law/guidance/regulations and upon funding provided by the state, proper stipends will be paid as directed.

Differentiated Compensation Plan Payments

District Mentor/Mentee Stipend

Employees assigned as a District Mentor shall receive \$40.00 an hour for all work performed outside of the regular work day. The Mentee shall receive \$35.00 an hour for all work performed outside of the regular work day. The maximum number of hours per month for the mentor and mentee is 2 hours.

Payment of Speech Language Pathologist and Social Worker Mentor/Supervision Stipends

Speech Language Pathologist who provide mentor/supervision services according to the rules and/or regulations of the Louisiana Speech Language Pathologist Board of Examiners and the American Speech-Language Hearing Association, will be paid \$50.00 for each hour of mentor/supervision provided. Licensed Clinical Social Workers who provide mentor/supervision services according to the rules and/or regulations of the Louisiana State Board of Social Work Examiners, will be paid \$50.00 for each hour of mentor/supervision provided.

Supplemental Pay

Supplemental Pay: Athletics

HIGH SCHOOL		
Sport	Position	Percentage
FALL		
Cross Country	Assistant Coach	4.5%
	Head Coach	5.5%
Football	Associate Head Coach	10.5%
	Assistant Coach	7.5%
	Coordinator	9.5%
	Equipment Manager	4.5%
	PSC	7.5%
	Video Coordinator	4.5%
Swimming	Assistant Coach	4.5%
	Head Coach	5.5%
Volleyball	Assistant Coach	7.5%
	Head Coach	10.5%
WINTER		
Basketball	Assistant Coach	7.5%
	Head Coach	10.5%
Bowling	Assistant Coach	4.5%
	Head Coach	5.5%
Powerlifting	Assistant Coach	4.5%
	Head Coach	5.5%
Soccer	Assistant Coach	5.5%
	Head Coach	8.5%
SPRING		
Baseball	Assistant Coach	7.5%
	Head Coach	10.5%
Fishing	Head Coach	5.5%
Golf	Assistant Coach	4.5%
	Head Coach	5.5%
Softball	Assistant Coach	7.5%
	Head Coach	10.5%
Tennis	Assistant Coach	4.5%
	Head Coach	5.5%
Track and Field	Assistant Coach	7.5%
	Head Coach	10.5%

Supplemental Pay: Athletics

MIDDLE SCHOOL		
Sport	Position	Percentage
All Sports	Assistant Coach	4.5%
	Head Coach	5.5%
Support Staff	Equipment Manager	4.5%
	Video Coordinator	4.5%

OTHER	
Position	Percentage
CDL (per sport)	<i>see Supplemental Pay Details for more information</i>
Summer (100 hrs) (<i>see Supplemental Pay Details for more information</i>)	2.5%
Summer (50 hrs) (<i>see Supplemental Pay Details for more information</i>)	1.0%
S&C Coordinator (1 per season)	3.5%
Head Athletic Trainer	24.5%
Assistant Athletic Trainer	16.5%
Offseason (assigned by Athletic Director)	1.5%
Assistant Athletic Director	6.0%
Varsity Cheer / Varsity Dance	4.5%
Varsity Cheer / Varsity Dance - Competition (must compete in at least 3 Regional, State, or National competitions to receive percentage)	2.5%
Position	Amount
Band Director H.S. w/ 120 summer hrs	\$6,000
Band Director H.S. w/ no summer hrs	\$4,500
Band Director Assistant w/ 120 summer hrs	\$1,500
Corp Group Sponsor (excluding Varsity Cheer and Varsity Dance)	\$30 per game per sport (max of \$400 for documented practice hours as a sponsor/co-sponsor)
Football Practice – Thanksgiving (due to playoffs)	\$1,000
Gate Collector (per game)	\$50
Game Clock Administrator (per game)	\$50

Supplemental Pay: Athletics (CECP/Non-Faculty)

HIGH SCHOOL		
Sport	Position	Amount
FALL		
Cross Country	Assistant Coach	\$1,500
	Head Coach	\$2,500
Football	Assistant Coach	\$2,500
	Equipment Manager	\$1,500
	Video Coordinator	\$1,500
Swimming	Assistant Coach	\$2,000
	Head Coach	\$2,500
Volleyball	Assistant Coach	\$2,500
	Head Coach	\$3,750
WINTER		
Basketball	Assistant Coach	\$2,500
Bowling	Assistant Coach	\$2,000
	Head Coach	\$2,500
Powerlifting	Assistant Coach	\$2,000
	Head Coach	\$2,500
Soccer	Assistant Coach	\$2,500
	Head Coach	\$3,750
SPRING		
Baseball	Assistant Coach	\$2,500
	Head Coach	\$3,750
Fishing	Head Coach	\$2,000
Golf	Assistant Coach	\$1,500
	Head Coach	\$2,000
Softball	Assistant Coach	\$2,500
	Head Coach	\$3,750
Tennis	Assistant Coach	\$1,500
	Head Coach	\$2,000
Track and Field	Assistant Coach	\$2,500
	Head Coach	\$3,750

MIDDLE SCHOOL		
Sport	Position	Amount
All Sports	Assistant Coach	\$1,500
	Head Coach	\$2,000

Supplemental Pay: Athletics Staff Size

HIGH SCHOOL		
Sport	# Head Coaches	# Asst Coaches
Baseball	1	2
Basketball (B)	1	3
Basketball (G)	1	3
Cross Country (J)	1	1
Football	1	9
Golf (J)	1	1
Powerlifting (B)	1	2
Powerlifting (G)	1	2
Soccer (B)	1	1
Soccer (G)	1	1
Softball	1	2
Swimming (J)	1	2
Tennis (J)	1	1
Track (B)	1	2
Track (G)	1	2
Volleyball	1	2

MIDDLE SCHOOL		
Sport	# Head Coaches	# Asst Coaches
Baseball	1	2
Basketball (B)	1	1
Basketball (G)	1	1
Football	1	4
Soccer (B)	1	0
Soccer (G)	1	0
Softball	1	2
Swimming (J)	1	1
Track (J)	1	1
Volleyball	1	1

SUPPORT		
Position	#	
Assistant Athletic Director	1	
Equipment Manager	1	
Video Coordinator	1	

Supplemental Pay Details: Athletics

Compensation Guidelines

- Any stipend paid to employees shall be considered supplemental compensation for performing extra duties during the current school year and shall not become part of the employees' permanent salary.
- Non-teacher employee Coaches (Aides) will be paid only on a percentage of Step 1 of the Bachelor's teacher scale with no annual increase.
- Coaching stipends will be paid evenly over 12 months with the exception of CECP coaches who will be paid at completion of the sport upon submission of time sheets to Athletic Directors.
- Coaches are only allowed to coach/receive a supplement for one sport per LHSAA Season.
- If a sport does not compete for district and/or post-season awards, the sport will be paid .50 (1/2) the assigned stipend. The Athletic Director is responsible for notifying Payroll and Human Resources if this occurs.
- All coaches are capped at a 22% supplement of teacher base salary.

Coaching Assignments / Team Rosters

- All assignments are to be approved by the Athletic Director and the Principal and then by Central Office.
- Team sport rosters will be reviewed by the Athletic Director, Payroll Supervisor, and Human Resources. The Athletic Director is responsible for notifying Payroll if a team is cut.
- Minimal scheduling requirements are required for coaching assignments. Additional Coaches for added teams will be determined by student athletes. The Athletic Director will make a recommendation for the number of Coaches assigned with Central Office approval.

Evaluations

- Athletic Directors are responsible for annual evaluations of Head Coaches and sports programs.
- Head Coaches of individual sports will be responsible for annual evaluations of Assistant Coaches.

Summer Employment

- All personnel (e.g., High School Athletic Directors, Assistant Coaches, Agriscience Teachers, Band Directors, Guidance Counselors) who work during summer shall document summer employment on the electronic time clock (Coaches – in the Athletic Director's office). Time sheets must be signed by the Athletic Director and/or Principal and returned to the Office of Human Resources on or before the first day of school. All summer programs are under the jurisdiction of the school.
- Summer work hours must be documented as they are worked and must be worked in the summer months outside of regularly scheduled schoolwork days. There will be no "make ups" of summer work hours later in the school year in order to receive a full stipend. Any Coach hired after summer hours work time has begun or ended is not eligible for summer hours supplement (cannot make up summer hours).
- Summer hours are not mandatory. Summer hours are assigned and verified by the Athletic Director.
- Only two-sport Coaches are eligible for 100 hours. Summer 100-hour sports include: Volleyball, Football, Basketball (Boys and Girls), Soccer (Boys and Girls), Softball, and Baseball.
- Summer 50-hour sports include: Tennis, Swimming, and Powerlifting.
- CECP pay for summer hours is \$750 for 50 hours and \$1,500 for 100 hours.

Supplemental Pay Details: Athletics

CDL

- Each sport must have a CDL licensed coach/driver for travel purposes and transporting student athletes. If there is no coach assigned to the sport with a CDL, the Athletic Department will be responsible for all costs associated with team travel.
- If a Coach is assigned as a CDL Driver for a sport they do not coach (i.e., additional driving assignment), the 22% cap is waived.
- CDL pay for Level 1 sports will be paid at 2%. Level 1 sports include: Baseball, Softball, Soccer, Basketball, Volleyball, Golf (due to off campus practices), and Bowling (due to off campus practices).
- CDL pay for Level 2 sports will be paid at 1%. Level 2 sports include all sports not identified as a Level 1 sport.
- CECF CDL pay for Level 1 sports will be paid as a \$1,000 supplement. CECF CDL pay for Level 2 sports will be paid as a \$750 supplement.

Other

- Track and Field programs are expected to compete in both indoor and outdoor seasons.

Supplemental Pay Details: Clubs / Organizations Outside School Hours

Guidelines – 4-H, Beta, Junior Beta, International Science Fair

- Clubs must have a state and/or a national charter. Proof of state or national affiliation shall be on file in the Principal's office (i.e., national dues).
- Clubs shall submit, in September, a yearly calendar of projected activities to be kept on file in the Principal's office.
- Clubs shall have a regularly scheduled monthly meeting. Sponsors shall submit a signature list of members and an agenda for each meeting to the Principal.
- Documentation shall be submitted with the Request for Supplemental Pay Form and shall be kept on file in the Principal's office for one (1) calendar year.

Guidelines – Other Clubs/Organizations

The teacher:

- should be designated by the principal or system-level supervisor.
- should demonstrate a willingness and an understanding of the responsibilities of the position.
- must have a basic knowledge of the area they are responsible for coordinating (Science/Social Studies Fair, Elementary 504/SBLC Coordinator, Elementary Testing Coordinator, Flag/Majorette Corp Sponsor, Elementary Choir/Music Performances After Hours, After Hours Digital Media, Webmastering, Elementary Sports, District Physical Fitness Coordinator).
- must be familiar with all rules and regulations on all levels of competition.
- should encourage students to enter projects for competition in Science, Social Studies, etc.
- should not use instructional time for coordinating activities unless designated by superior.

Supplemental Pay

- Recommended supplemental pay for sponsoring clubs and/or organizations which adhere to the above guidelines shall be according to the following scale per school year:

1-15 hrs: \$100	16-25 hrs: \$200	26-35 hrs: \$300	36+ hrs: \$400
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Only hours outside regular school time spent in the direct supervision of students and/or preparation of students for competitive activities shall be allowable. Hours spent in fund-raising and/or related activities and hours during regular school time shall not be allowable for compensation.
- Payment of supplemental stipend will be according to documented time sheets per calendar year. The **Principal's signature shall be required** prior to submission of the request form to the Service Office for consideration.
- If a club and/or organization requires a co-sponsor, approval must be given by both the school Principal and Human Resources.
- If a Teacher sponsors more than one club/organization, a separate request form must be submitted for each club/organization.
- Any organization that does not meet the established guidelines may petition the St. James Parish Advisory Committee for inclusion prior to the request for payment.
- Any stipend paid to employees shall be considered supplemental compensation for performing extra duties during the current school year and shall not become part of the employees' permanent salary.
- Request for payment shall be made on the parish-adopted "Request for Supplemental Pay" form and submitted to the Office of Human Resources on or before the first Friday in May. Failure to submit the form by the established deadline indicates a forfeiture to claim payment.



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