



Compensation Handbook 2024-2025

Compensation Plan Pending Approval by Tarkington ISD Board of Trustees

Tarkington Independent School District
PAY GUIDELINES
2024-2025

PURPOSE

This is a guide for administering salaries and wages for employees of Tarkington Independent School District. Practices described are intended to implement local board policy and goals, state and federal regulations, and appropriate accreditation standards.

JOB CLASSIFICATION

District jobs are assigned to pay grades based upon compensable factors and grouped with jobs of similar value.

On a periodic basis, selected jobs from each job family will be reviewed to ensure that conditions in the district, such as organization structure, major programs, or significant responsibilities in a particular job, have not changed to a degree warranting a change in job classification. This review is to be at the direction of the Superintendent or designee, who shall be the Chief Financial Officer. Options for conducting the review include, but are not limited to, an executive level administrative review panel, outside consultant, or trained district salary administrator.

Newly established jobs are analyzed, job descriptions written, and pay grade assignments are determined prior to hiring personnel for this position. This procedure accomplishes three objectives. First, the job description established the responsibilities and duties required to ensure the position is properly classified and in the proper pay grade. Second, the appropriate pay range becomes part of the recruitment and hiring strategy of the district. Third, a consistent practice of salary administration is established at the initiation of the job.

SALARY ADVANCEMENTS

Regular or general salary advancement is considered annually by the Board of Trustees.

General pay increase recommendations presented to the Board of Trustees by the administration shall be based on consideration of such factors as cost of living indexes, wage increases within competitive job markets and budget resources.

Please note: If you change positions during the school year, the placement on the pay grade will be based on the combined time in similar responsibilities for all jobs worked.

PAY GRADES

Pay grades represent the internal job classification as well as external job market pay levels. The greater the level of compensable factors present in a job, the higher the placement in the pay grade structure. Jobs with similar overall degrees of compensable factors will be in the same pay grade.

The use of pay grade levels facilitates payroll administration and maintains the integrity of the job work.

The job rate or grade midpoint is the chief control point in the system. A minimum and maximum pay rate for each grade is computed from the midpoint using technical standards that are designed to maintain pay equity or fair pay for each job in the system of jobs.

Employees shall be assigned to a pay grade and paid a salary between minimum and maximum. Minimum and maximum pay rates are valid for only one year.

Annualized Salary: If the employee will work on a less than 12-month basis, the employee's salary will be paid on an annualized basis . The district will make deductions from each paycheck for income tax withholding and benefits.

INITIAL EMPLOYMENT

Employment, assignment, and salary placement should be in accordance with the job requirements as specified in the job description. Where job requirements include transcripts (official), certificated, or licenses, these must be on file with the district. A Texas educator service record must be on file in order to be placed on any step.

Salary placement will be at the direction of the Superintendent or designee, the Chief Financial Officer, or Director of Human Resources. The personnel office shall determine hiring rates based upon job-related qualifications and previous experience in the same position. Job postings will typically identify the pay grade. Salary placement strategies may be different for each employee group consistent with the attainment of district goals.

ADMINISTRATORS/NON-TEACHING PROFESSIONAL EMPLOYEES

The Superintendent or designee(s) shall individually set hiring rates for new administrators/non-teaching professional employees under the following guidelines:

Pay rates will be set based upon prior experience and job-related qualifications.

TEACHING PROFESSIONALS

The Superintendent or designee(s) shall annually develop a hiring schedule for new classroom teachers. The hiring schedule will reflect the hiring objectives of the district. The hiring schedule will not place new teachers above salary levels of continuing teachers with similar experience or training. Tarkington Independent School District's hiring schedule is based on 25 steps. Any teacher with more than 25 years of experience will start at step 25. Note: Teaching experience must be documented by a Texas Service Record.

EDUCATIONAL ASSISTANTS/PARAPROFESSIONALS

The Superintendent or designee(s) shall annually review the hiring schedule for paraprofessionals.

CLERICAL STAFF

The Superintendent or designee(s) shall annually review the hiring schedule for clerical staff. There are six (6) levels of clerical positions. Each position has a minimum, midpoint, and a maximum salary schedule. The placement on the salary schedule for these jobs is determined by the job posting and prior experience.

AUXILIARY STAFF

The Superintendent or designee(s) shall annually review the hiring schedule for all auxiliary positions. Auxiliary staff are paid on an annualized salary.

PROMOTION

For compensation purposes, a promotion occurs when an employee is placed in a high pay grade except for general pay structure changes or position reclassification. The effective date of the promotion is determined by the Superintendent or designee(s). The new salary rate shall be figured based on years of experience and qualifications for the new position.

RECLASSIFICATION

On a periodic basis, jobs may be reclassified into a different pay grade or salaries may be adjusted within pay grades in order to maintain the internal/external equity to other jobs of similar worth in the district. Reclassification of a job is not a promotion or demotion. Reclassification changes result when there has been a significant modification of job duties or qualifications as determined by the school district. If an employee's job is reclassified, no special increase has to be given unless the employee is below the minimum for the new pay grade or the current job incumbent's pay rate is an inequitable position in comparison to comparable jobs. These job reclassifications and salary adjustments may be conducted at the direction and approval of the Superintendent or designee(s).

DEMOTION

For compensation purposes, a demotion occurs when an employee is placed in a lower pay grade except for general salary structure changes or position reclassification. At the direction of the Superintendent or designee(s) an employee's pay rate may be reduced.

REASSIGNMENT

Placement in a lower grade not resulting from a demotion may not immediately reduce salary. Programmatic, organization, or funding changes are examples of such actions which may create this condition. These guidelines apply:

1. If an employee's rate is within the pay rate of the reassigned pay grade, then salary advancement will be the same as others in the same pay grade.
2. If an employee's rate is greater than the maximum of the lower pay grade, then the employee's salary may be (not required) "frozen" until such time as the lower pay grade includes the employee's salary. When the rate is recaptured, the salary increase may be granted in accordance with normal practice.

SALARY ADJUSTMENTS

Salary adjustments can be made per the request of the employee as long as the request is made prior to the first pay period of the contract year.

DOCKS

Once an employee has exhausted all of their allocated days, then the employee will be docked at their primary daily rate.

SALARY RANGES

Salary ranges should be reviewed and recomputed annually.

FINAL COMPENSATION FOR TERMINATED EMPLOYEES

Any employee who terminates employment with the district will not receive their final pay check until all issued equipment, keys, and/or uniforms, have been turned in. This will be verified with the campus/department.

2024-2025 Teacher Salary Schedule

Years of Experience	Salary Schedule
0	\$53,871
1	\$54,362
2	\$54,667
3	\$55,095
4	\$55,157
5	\$56,443
6	\$58,291
7	\$59,271
8	\$59,334
9	\$59,396
10	\$59,517
11	\$59,702
12	\$59,886
13	\$60,130
14	\$60,438
15	\$61,420
16	\$63,161
17	\$63,837
18	\$64,500
19	\$65,162
20	\$65,856
21	\$66,512
22	\$67,175
23	\$67,837
24	\$68,513
25	\$69,175

Master's Degree - \$1,000 Stipend

2024-2025 Professional/Administrative Pay Plan

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum
P1			Daily Rate		
	Supervisor, Maintenance	241	\$211.20	\$276.91	\$342.62
	Supervisor, Transportation	226	226 Days \$47,731	\$62,582	\$77,432
	PEIMS Coordinator	226	241 Days \$50,899	\$66,735	\$82,571
	Payroll/Benefits Coordinator	226			
	Technology Coordinator	226			
P2			Daily Rate		
	Counselor, Elementary	207	\$288.08	\$330.04	\$401.35
	Counselor, High School	207	197 Days \$56,752	\$65,018	\$79,066
	Counselor, High School	212	207 Days \$59,633	\$68,318	\$83,079
	Counselor, Middle School	207	212 Days \$61,073	\$69,968	\$85,086
	Librarian, Elementary/High School	197	226 Days \$65,106	\$74,589	\$90,705
	Instructional Success Coordinator	207			
	Communications Coordinator	226			
	Dual Department Supervisor	226			
P3			Daily Rate		
	Assistant Principal, Middle School	207	\$309.41	\$377.68	\$445.95
	Assistant Principal, Elementary	207	207 Days \$64,048	\$78,180	\$92,312
	Registered Nurse	207	212 Days \$65,595	\$80,068	\$94,541
			226 Days \$69,927	\$85,356	\$100,785
P4			Daily Rate		
	Assistant Principal, High School	212	\$323.00	\$394.91	\$466.81
	Director, Special Grant Program	212	207 Days \$66,861	\$81,746	\$96,630
	Director, Technology	226	212 Days \$68,476	\$83,721	\$98,964
	Associate Principal, Elementary	207	226 Days \$72,998	\$89,250	\$105,499
P5			Daily Rate		
	Director, Elementary Instruction & Accountab	226	\$345.13	\$419.80	\$494.47
	Director, Secondary Instruction & Accountability	226	187 Days \$64,539	\$78,503	\$92,466
	Associate Principal, High School	226	197 Days \$67,991	\$82,701	\$97,411
P6			Daily Rate		
	Director, Special Programs	212	\$367.26	\$444.69	\$522.12
	Principal, Middle School	226	212 Days \$77,859	\$94,274	\$110,689
	Director Student Services	226	226 Days \$83,001	\$100,500	\$117,999
	Athletic Director	226			
	Director, Human Resources	226			
	Principal, Elementary School	226			
P7			Daily Rate		
	Principal, High School (226)	226	\$363.87	\$424.62	\$485.38
	Athletic Director (226)	226	217 Days \$78,959	\$92,143	\$105,327
			226 Days \$82,234	\$95,965	\$109,696
			250 Days \$90,967	\$106,156	\$121,345
P8			Daily Rate		
	Chief Financial Officer (226)	226	\$508.85	\$585.28	\$663.72
	Chief Academic Officer (226)	226	226 Days \$115,000	\$132,273	\$150,000

(All positions are subject to reclassification.)

2024-2025 Clerical/Paraprofessional Pay Plan

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	
C1	Aide/Paraprofessional	185	Hourly Rate	\$11.00	\$14.50	\$18.00
			Daily Rate	\$88	\$116	\$144
			185 Days	\$16,280	\$21,460	\$26,640
			187 Days	\$18,604	\$22,634	\$26,928
C2	Aide, Computer Lab	185	Hourly Rate	\$12.00	\$16.00	\$20.00
			Daily Rate	\$96	\$128	\$160
			185 Days	\$17,760	\$23,680	\$29,600
C2	Aide, Life Skills/Applied Skills	185				
C2	Aide, Nurse Clinic	185				
C3	Aide, DAEP, ABU, Structured Learning	185	Hourly Rate	\$13.00	\$17.50	\$22.00
			Daily Rate	\$104	\$140	\$176
			185 Days	\$19,240	\$25,900	\$32,560
			207 Days	\$21,528	\$28,980	\$36,432
C3	Aide, Elementary DAEP/ISS/Behavior	185				
C3	Receptionist, High School	185				
C3	Secretary, Counselor - HS	207				
C3	Clerk, Attendance	207				
C4	PEIMS Clerk	207	Hourly Rate	\$16.00	\$20.00	\$24.00
			Daily Rate	\$128	\$160	\$192
			207 Days	\$26,496	\$33,120	\$39,744
			212 Days	\$27,136	\$33,920	\$40,704
C4	Secretary, Asst. Principal - HS	207				
C5	Principal Secretary	207	Hourly Rate	\$17.00	\$24.00	\$31.00
			Daily Rate	\$136	\$192	\$248
			207 Days	\$28,152	\$39,744	\$51,336
			212 Days	\$28,832	\$40,704	\$52,576
			226 Days	\$30,736	\$43,392	\$56,048
C5	Secretary, Maint/Transportation	226				
C5	Secretary - Custodial/Food Service	207				
C5	Technology Specialist	226				
C6	Administrative Assistant	226	Hourly Rate	\$26.00	\$33.00	\$40.00
			Daily Rate	\$208	\$264	\$320
			185 Days	\$38,480	\$48,840	\$59,200
			226 Days	\$47,008	\$59,664	\$72,320
C6	Bookkeeper	226				
C6	Secretary, Superintendent	226				
C6	Tax Collector	226				
C6	LVN	185				

(All positions are subject to reclassification.)

2024-2025 Auxiliary Pay Plan

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	
A1			Hourly	\$11.00	\$13.50	\$16.00
	Custodian	205	179 Days	\$15,752	\$19,332	\$22,912
	Custodian	226	182 Days	\$16,016	\$19,656	\$23,296
	Bus Aide	179	205 Days	\$18,040	\$22,140	\$26,240
	Food Service Worker	182	212 Days	\$18,656	\$22,896	\$27,136
	Grounds/Sanitation	241	226 Days	\$19,888	\$24,408	\$28,928
	Evening Shift Differential \$1/hr		241 Days	\$21,208	\$26,028	\$30,848
A2			Hourly	\$14.50	\$17.50	\$20.50
	Lead Custodian	205	205 Days	\$23,780	\$28,700	\$33,620
	Lead Custodian	226	212 Days	\$24,592	\$29,680	\$34,768
	General Maintenance	241	226 Days	\$26,216	\$31,640	\$37,064
	Lead Groundskeeper	241	241 Days	\$27,956	\$33,740	\$39,524
A3			Hourly	\$15.00	\$18.00	\$21.50
	Cafeteria Manager	182	182 Days	\$21,840	\$26,208	\$31,304
A4			Hourly	\$16.00	\$18.75	\$22.50
	Mechanic Helper	241	241 Days	\$30,848	\$36,150	\$43,380
A5			Hourly	\$19.50	\$23.75	\$28.00
	Carpenter	241	241 Days	\$37,596	\$45,790	\$53,984
	Plumber	241				
	Painter	241				
A6			Hourly	\$21.00	\$26.50	\$32.00
	Electrician	241	241 Days	\$40,488	\$51,092	\$61,696
	Mechanic	241				
	HVAC Mechanic Technician	241				

(All positions are subject to reclassification.)

2024-2025 Transportation Pay Plan

179 Days

BUS DRIVER			
Years of Experience	Hourly	Daily	Annual
0-4	\$22.00	\$88.00	\$15,752
5-6	\$22.50	\$90.00	\$16,110
7	\$23.00	\$92.00	\$16,468
8	\$23.50	\$94.00	\$16,826
9	\$24.00	\$96.00	\$17,184
10-16	\$24.50	\$98.00	\$17,542
17-24	\$25.50	\$102.00	\$18,258
25-26	\$26.50	\$106.00	\$18,974
27-28	\$27.50	\$110.00	\$19,690
29-30	\$28.50	\$114.00	\$20,406

(All positions are subject to reclassification.)

2024-2025 Substitute Salary Schedule

The salary rate for substitute teachers shall be set by the Tarkington ISD Board of Trustees and recorded in Board Minutes.

	Rate	Long-term Rate
Non-degreed	\$80 per day	\$100 per day
Degreed (Associates)	\$85 per day	\$105 per day
Degreed (4-Year Degree)	\$100 per day	\$115 per day
Certified (Active Texas Educator Certificate)	\$105 per day	\$125 per day
Paraprofessionals	\$80 per day	\$80 per day
Custodian/Child Nutrition	\$8.35 per hr (\$9.35 evening shift)	None

Starting rate may be adjusted due to market availability for hard to fill positions and must be approved by Administration.

Substitutes that serve consecutive long-term assignments without a break in service may be allowed to continue at the long-term rate.

Substitutes will not be utilized for paraprofessional positions unless they have been approved in advance by Human Resources.

Substitutes will not be used for non-classroom teachers.

Substitutes will not be used for clerical positions unless approved by Human Resources.

Scale for computing half day vs. full day assignments:

Half day pay is for any job four (4) hours or under.

Full day jobs are considered when working over four (4) hours.

TARKINGTON ISD APPROVED STIPENDS 2024-2025

Extra/Co-Curricular	Stipend Amount	Extra Days
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Extra/Co-Curricular	Stipend Amount	Extra Days
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Band/Music

Band Director	\$7,000	25
Band 1st Asst Director	\$3,500	10
Band 2nd Asst Director	\$1,500	10
Elementary Music	\$1,000	

Tech Facilitator

Per Campus (4)	\$750	
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Yearbook

HS Advisor	\$1,000	
HS Assistant Advisor		
Other Campuses (3)	\$300	

Cheerleading

HS Sponsor	\$2,500	
Hs Assistant Sponsor	\$2,000	
MS Sponsor	\$2,000	

CTE Sponsors

CTE Coordinator	\$5,000	39
SKILLS USA Sponsor		
HOSA Sponsor	\$500	
FFA Sponsor (Ag Teacher - HS)	\$0	39
MS Agriculture	\$2,000	

Dance

HS Director	\$2,500	
HS Assisatn Director		

Department Chair

HS (ELA, M, Sci, SS)	\$1,800	
MS (ELA, M, Sci, SS)	\$1,800	
ES Grade Level (7)	\$1,800	

Drama/Theater Arts

HS Director	\$1,500	
MS Director	\$1,000	

Class and Club Advisor

HS Grade Level (4)	\$500	
International Club - HS	\$500	
Student Council - HS	\$500	
NHS - HS	\$500	
FFA - HS	\$500	
HOSA - HS	\$500	
FCA/TFC - HS	\$500	
Drama - HS	\$500	
Culinary - HS	\$500	
JR Beta - MS	\$500	
JR Thespians - MS	\$500	
JR FFA - MS	\$500	
Student Council - MS	\$500	
NHS - MS	\$500	

High Need Areas

Bilingual Certified	\$4,000	
SpEd Self Contained	\$4,000	
Mainstream Resource	\$2,000	
Math 7-12 Certified	\$4,000	
Math 4-8 Certified	\$2,000	
Bilingual Para	\$500	

UIL

HS Coordinantor	\$700	
MS Coordinator	\$500	
ES Coordinator	\$500	
Host Year Addtl	\$300	
HS Coach per approved event	\$500	
MS Coach per approved event	\$500	
ES Coach per approved event	\$500	

Advanced Degree

Masters	\$1,000	
Doctorate	\$1,000	

Other

Integrated Pest Manager	\$5,000	
KEEPS Program Coordinator	\$10,000	

Athletics

Football - Defensive Coordinator	\$5,200
Football - Offensive Coordinator	\$5,200
Football Asst Head Coach	\$3,000
Football Asst (7)	\$3,000
Girls HS Athletic Coordinator	\$5,200
Baseball Head Coach	\$5,200
Baseball Asst (2)	\$3,000
Basketball Boys Head Coach	\$5,200
Basketball Boys Asst (2)	\$3,000
Basketball Girls Head Coach	\$5,200
Basketball Girls Asst (2)	\$3,000
Golf Head Coach	\$3,200
Powerlifting Head Coach	\$3,200
Powerlifting Asst	\$2,500
Softball Head Coach	\$5,200
Softball Asst (2)	\$3,000
Tennis Head Coach	\$3,200
Track Head Coach	\$5,200
Track Asst (4)	\$3,000
Volleyball Head Coach	\$5,200
Volleyball Asst (2)	\$3,000
Athletic Trainer	\$8,500
Cross Country Head Coach	\$3,200
Cross Country Asst (MS)	\$2,000
Boys Coordinator - MS	\$1,000
Football - MS (2)	\$2,000
Basketball Boys - MS (2)	\$2,000
Track Boys - MS (2.5)	\$2,000
Girls Coordinator - MS	\$1,000
Volleyball - MS (2)	\$2,000
Basketball Girls - MS (2)	\$2,000
Track Girls - MS (2.5)	\$2,000