

NORTHWEST ISD COMPENSATION PLAN 2024-2025

Updated 2/25/25

PURPOSE

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

All compensation items are subject to review and approval by Northwest ISD. The Northwest ISD Compensation Plan is for the 2024-2025 school year only and does not make any representation or promise regarding any future years' compensation.

The salary ranges in this pay schedule do not reflect any statutorily required compensation adjustments enacted by the Texas Legislature in the 88th Session. The district reserves the right to adjust compensation amounts for the 2024-25 school year in response to legislative changes. The district may apply compensation adjustments made for the 2024-25 school year to any legislatively-required adjustments made by the 88th Texas Legislature after the date this pay schedule is approved, to the extent allowed by law. Impacted district employees will receive written notice of salary adjustments, if any, prior to the penalty free resignation deadline for the 2024-25 school year.

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 organizational structure, major programs, or significant responsibilities in a particular job, have not changed to a degree warranting a change in job grade classification. This review is to be at the direction of the Superintendent or designees, who shall be the Assistant Superintendent for Human Resources, the Executive Director of Human Resources, and the Human Resource Specialist. 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 the position. This procedure accomplishes three objectives. First, the job description establishes 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 each job.

SALARY ADVANCEMENTS

The Board of Trustees considers regular or general salary advancement annually.

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.

ONE TIME ADVANCE PAY

New Professionals to Northwest ISD may request a one-time advance payment of \$3,600.00 to be paid on August 23, 2024. This will be a paper check to be picked up from the Payroll Office located inside the Administration Building at 2001 Texan Drive, Justin, TX. There will be no voluntary deductions taken from this advance. To request this advance payment, the appropriate form must be received in the Payroll Office no later than Friday, August 9, 2024.

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 worth. 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 rate between the minimum and maximum (inclusive). Minimum and maximum pay rates are valid for only one year. No general pay action is intended to extend an employee's pay above the pay range or add pay to an employee's pay already paid above the assigned range maximum.

It is important to note that the \$500.00 healthcare supplement that was previously given to employees by the state is now included in all salary schedules. (This began with the 2006-2007 school year and will continue.)

Annualized Salary: If the Employee works 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, certificates, or licenses, these must be official and on file with the district. A Texas educator service record or chronology of prior work history (if previously employed full-time) is necessary.

Salary placement will be at the direction of the Superintendent or designees, who shall be the Assistant Superintendent for Human Resources, the Executive Director of Human Resources, and the Human Resource Specialist. The personnel office shall determine hiring rates based upon job-related qualifications, previous experience, and salaries of other employees in the same position. Advertisements for positions typically will identify the pay grade for the position. 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 designees, who shall be the Assistant Superintendent for Human Resources, the Executive Director of Human Resources, and the Human Resource Specialist, shall individually set hiring rates for new administrators/non-teaching professional employees under the following guidelines.

1. Pay rates will be set based upon prior experience and job-related qualifications.
2. New administrators/non-teaching professional employees shall normally not be started at a rate above the salary of other district employees with more experience in the job.

Auxiliary/Educational Assistants. The Superintendent or designees, who shall be the Assistant Superintendent for Human Resources, the Executive Director of Human Resources, and the Human Resource Specialist, shall individually set hiring rates for new auxiliary employees under the following guidelines.

1. Pay rates will be set based upon prior experience and job-related qualifications.
2. New auxiliary/educational assistants shall normally not be started at a rate above the hourly rate of other district employees with more experience in the job.

Instructional Personnel. The Superintendent or designees, who shall be the Assistant Superintendent for Human Resources, the Executive Director of Human Resources, and the Human Resource Specialist, 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 years of experience or training.

The Superintendent or designees, who shall be the Assistant Superintendent for Human Resources, the Executive Director of Human Resources, and the Human Resource Specialist, may approve hiring rates up to or above the midpoint of the range when an applicant has exceptional job qualifications, or the position cannot otherwise be filled.

PROMOTION

For compensation purposes, a promotion occurs when an employee is placed in a higher pay grade except for general pay structure changes or position reclassification. The effective date of the promotion is determined by the Superintendent or designees, who shall be the Assistant Superintendent for Human Resources, the Executive Director of Human Resources, and the Human Resource Specialist.

The new salary rate shall be figured based on years of experience and qualifications for the new position.

1. The basis for computing a promotion increase shall be the employee's previous base pay rate, exclusive of stipends or supplements, and years of experience with the District.

2. If promotion increase does not advance employee to new grade minimum, adjust promoted employee's pay to at least the range minimum.
3. The district can, if necessary, exceed the promotion increase in order to keep at the current market value.
4. The adjusted salary for newly promoted employees shall normally not be started at a rate above the salary of other district employees with more experience in the job.

Increases are calculated on a monthly or hourly rate of pay. Increases over 30 percent in total pay must be approved by the Superintendent or designees, which shall be the Assistant Superintendent for Human Resources, the Executive Director of Human Resources, and the Human Resource Specialist.

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 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 in 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 designees, which shall be the Assistant Superintendent for Human Resources, the Executive Director of Human Resources, and the Human Resource Specialist.

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 designees, which shall be the Assistant Superintendent for Human Resources, the Executive Director of Human Resources, and the Human Resource Specialist, an employee's pay rate may be reduced.

REASSIGNMENT

Placement in a lower pay grade not resulting from a demotion may not immediately reduce salary. Programmatic, organizational, 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 range 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 "frozen" until such time as the lower pay grade range includes the employee's salary. When the rate is recaptured, salary increases may be granted in accordance with normal practice.

SALARY RANGES

Annual salary ranges should be reviewed and recomputed to include updated economic information. Sources for making this determination include consumer price increases, chamber of commerce business changes, university reports, government statistics, and reputable economic periodicals. Adjustments to the salary structure are independent of individual pay actions.

Once the adjusting percent is discerned, this value should be applied to all job grade control points. The structure should be adjusted prior to computing new salary or wage increases.

PERFORMANCE PAY: TEACHER INCENTIVE ALLOTMENT

For any funds received by Northwest ISD for a designated teacher under the Teacher Incentive Allotment (TIA), 90 percent will be paid to the designated teacher. The remaining 10 percent will be used for training and support of the system, expansion of the system, administrative expenses, and professional development. Should the district receive funding for a designated teacher who has resigned or retired, the district will forward payment to the resigned or retired teacher as soon as practicable.

TEACHERS WITH ADVANCED DEGREES

Official transcripts showing master's degrees or doctoral degrees need to be received by the Office of Human Resources by September 1st so that the pay can be adjusted for the current year.

EARLY RESIGNATION NOTICE INCENTIVE PAY

The Texas Education Code allows educators employed under a probationary or term contract to provide notice of resignation without penalty, at any time until 45 days before the first day of instruction for the following school year. Northwest ISD will offer a one-time incentive to eligible professional employees for their early notice of resignation to allow the District additional time to plan for staffing for the 2024-2025 school year.

All professional (exempt) staff who are currently under contract and in good standing are eligible for the Early Resignation Notice Incentive Pay.

Professional staff means employees currently on a Chapter 21 or Non-Chapter 21 written employment contract. At-will, temporary, or part-time employees are not eligible.

To be in good standing, an employee may not be on administrative leave in connection with misconduct (alleged or substantiated) or have been recommended for termination or non-renewal of the employment contract.

Employee must work through the end of their contract for the 2024-2025 school year. The incentive is not available for professional staff who resign effective immediately or do not work through their last duty day.

Resignation completed Agreement for Early Resignation Incentive form, and related information detailed below must be submitted by the designated deadline to the Human Resources office located in the NISD Administration building at 2001 Texan Drive, Justin, Texas. Resignation and incentive forms **will not** be received by email, U.S. Mail, or fax. Employees who make late submissions outside of this timeframe **will not** be eligible for the incentive.

INCENTIVE AMOUNT

An employee whose resignation meets all requirements set by the District will receive a \$500.00 (FIVE HUNDRED AND NO/100 DOLLARS) incentive included in his/her final paycheck for 2024-2025. The incentive payment will be subject to all legally required reductions.

CONTINGENCY

Eligibility for an incentive payment is contingent upon the employee maintaining his or her employment in good standing and completing his or her assigned contract work schedule through the effective date of the resignation at the end of the 2024-2025 school year.

TEACHER LONGEVITY INCENTIVE

In an effort to value and retain teachers, the District will be offering a Teacher Longevity Incentive. The incentive will be provided to teachers upon qualification of years of service within the district. This incentive will be annualized along with the employee's base salary.

Years of Service within NISD	Incentive Amount
5 – 9 years	\$250
10 – 14 years	\$500
15 – 19 years	\$750
20 – 24 years	\$1000
25 – 29 years	\$1250
30 – 34 years	\$1500

Pay Grade	Job Title	Calendar		Minimum	Midpoint	Maximum
A05			Daily	252.47	304.67	356.86
	Accounts Payable Specialist	235	220	55,544	67,027	78,509
	Benefits Specialist	235	226	57,058	68,855	80,650
	Bond Program Specialist	235	235	59,330	71,597	83,862
	Budget Analyst	235				
	Campus Security Coordinator	235				
	College & Career Readiness Comp. Specialist	235				
	Community Relations Specialist	235				
	Early Childhood Resource & Referral Specialist	220				
	Facilities Coordinator	235				
	Facility Rental Specialist	235				
	Family Services Specialist	220				
	Free and Reduced Lunch Specialist	235				
	Parenting Partnerships Specialist	220				
	Parents As Teachers Community Outreach Specialist	220				
	PEIMS/Research Specialist	235				
	Planning Specialist	235				
	Program Access & Marketing Specialist	235				
	Records Manager	235				
	Registered Behavior Technician Specialist	226				
	Risk Management Specialist	235				
	Substitute Specialist	235				

A10			Daily	283.38	334.78	386.17
	Human Resource Specialist	235	235	66,594	78,673	90,751
	SHARS Compliance Manager	235				
A15			Daily	328.87	379.82	430.76
	Band Director	187	187	61,500	71,026	80,552
	Behavior Interventionist	187	197	64,787	74,824	84,860
	Dyslexia Specialist	187	202	66,431	76,724	87,013
	ESL Specialist	187	224	73,667	85,080	96,490
	Intervention Specialist	187				
	Literacy Specialist	187				
	Nurse (RN)	187				
	Reading Specialist	187				
	Reading Specialist Lead	187, 197				
	Teacher	187, 197, 202, 224				
	Teacher Audio Impaired	187				
	Teacher Visually Impaired	187				
A17			Daily	328.87	379.82	430.76
	Assistant Speech Pathologist	194	187	61,500	71,026	80,552
	Athletic Trainer	205, 224	189	62,156	71,786	81,414
	Campus Assessment Coordinator	205 B	194	63,800	73,685	83,567
	Facilitator-Academy	197	197	64,787	74,824	84,860
	Facilitator-ARD	194	202	66,431	76,724	87,013
	Facilitator- College & Career	194	205 & 205B	67,418	77,863	88,305
	Facilitator-Student Services	194	224	73,667	85,080	96,490
	Instructional Coach	197				

	Instructional Technology Coach	197				
	LPAC Compliance Specialist	224				
	LSSP (Intern)	202				
	Music Therapist	189				
	Occupational Therapist (bachelor's degree)	189				
	Orientation & Mobility Specialist	187				
	Special Education Self- Contained Inst. Coach/SHARS Specialist	197				
	Special Education Transition Coach	197				
	Teacher Support Specialist	197				
A20			Daily	339.74	390.69	441.63
	Librarian, ES, HS, MS	197	197	66,928	76,966	87,001
A22			Daily	339.74	390.69	441.63
	Accountant	235	235	79,838	91,812	103,783
	Construction Specialist	244	244	82,896	95,328	107,757
	Contract Specialist	235				
	Payment Solutions Coordinator	235				
	Payroll Coordinator	235				
	Senior Buyer	235				
A25			Daily	346.87	399.58	452.28
	At-Risk Counselor	194	189	65,559	75,521	85,482
	Counselor/Prevention Counselor - ES	194	194	67,293	77,518	87,743
	Counselor - MS	205	205	71,109	81,914	92,718
	Intervention Counselor	194				
	Special Education Counselor	189				

	Truancy Intervention Counselor	194				
A27			Daily	346.87	399.58	452.28
	Board Certified Behavior Analyst	189	<i>189</i>	65,559	75,521	85,482
	Construction Manager	244	<i>194</i>	67,293	77,518	87,743
	Diagnostician	202	<i>202</i>	70,068	80,715	91,361
	Emergency Manager	235	<i>235</i>	81,514	93,901	106,286
	Energy Manager	235	<i>244</i>	84,636	97,497	110,356
	LSSP	202				
	Occupational Therapist (master's degree)	189				
	Physical Therapist	189				
	Speech Language Pathologist	194				
A30			Daily	354.00	408.47	462.93
	HS Counselor	210	<i>210</i>	74,342	85,779	97,215
A33			Daily	354.00	408.47	462.93
	Assistant Director of Position Control	235	<i>220</i>	77,880	89,863	101,844
	Assistant Director of Accounts Payable	235	<i>226</i>	80,004	92,314	104,622
	Assistant Principal - Elementary	220	<i>235</i>	83,190	95,990	108,788
	Coordinator - Campus Testing	226				
	Coordinator - Child Find	226				
	Coordinator – District Assessment	235				
	Coordinator - Dyslexia	226				
	Coordinator - Family, Parenting & Pregnancy	226				
	Coordinator - HR Systems	235				
	Coordinator of Communications	235				
	Coordinator of Community Relations	235				

	Coordinator - Research & Assessment/District PEIMS	235				
	Coordinator - RTI	226				
	Public Affairs Coordinator	235				
A35			Daily	366.44	432.68	498.92
	Aquatic Center Director	244	220	80,617	95,190	109,762
	Assistant Director Athletics	235	226	82,815	97,786	112,756
	Assistant Principal - Middle School	220	235	86,124	101,680	117,246
	Campus Coordinator - Athletics/Head Football Coach	220	244	89,411	105,574	121,736
	Coordinator - Agriculture	226				
	Coordinator - Business	226				
	Coordinator - Career Access	226				
	Coordinator - Creative Media Arts	226				
	Coordinator – CTE/Middle School	226				
	Coordinator - Data & Certifications	226				
	Coordinator – Education & Training	226				
	Coordinator - Guidance and Counseling	226				
	Coordinator - Instructional Technology	226				
	Coordinator - Guidance & SEL	226				
	Coordinator - Health Science	226				
	Coordinator- Special Education	226				
	Coordinator - STEM/Health	226				
	Coordinator - Student Services	226				
	Curriculum Coordinator - Advanced Academics	226				
	Curriculum Coordinator - Bilingual/World Languages	226				

	Curriculum Coordinator - Math (Elem /Secondary)	226				
	Curriculum Coordinator - Outdoor Learning	226				
	Curriculum Coordinator – Science (Elem/Secondary)	226				
	Curriculum Coordinator - Language Arts (Elem/Secondary)	226				
	Curriculum Coordinator - Social Studies	226				
	District 504 At Risk Coordinator	226				
	Early Literacy & Childhood Coordinator	226				
	Head Band Director	220				
	Health Service Coordinator	226				
	Special Education Transition Coordinator	226				
A40			Daily	403.20	476.01	548.81
	Assistant Principal - High School	220	220	88,704	104,722	120,738
	Director - Accounting	235	235	94,752	111,862	128,970
	Director - Athletic	235				
	Director - Budget and Financial Planning	235				
	Director - Career Technology Education	235				
	Director - College & Career	235				
	Director – Construction	235				
	Director - Counseling	235				
	Director - Curriculum	235				
	Director – Elementary Education	235				
	Director - Fine Arts	235				
	Director - Human Resources	235				
	Director - Instructional Technology	235				

	Director - Payroll	235				
	Director – Planning	235				
	Director - Purchasing	235				
	Director - Safety & Security	235				
	Director - Special Ed Eval. & Compliance	235				
	Director - Special Ed Instruc. & Related Services	235				
	Director - Student Services	235				
	Principal - Elementary	220				
A45			Daily	445.31	514.12	582.93
	Associate Principal - High School	226	220	97,969	113,106	128,244
	Principal - Middle School	220	226	100,640	116,191	131,742
	Principal - Special Programs Ctr. (DAEP)	220				
	Principal - Steele High School	226				
A50			Daily	473.39	542.67	611.94
	Executive Director - Benefits & Risk Mgmt.	235	235	111,247	127,527	143,806
	Executive Director – College & Career Readiness	235	261	123,554	141,637	159,716
	Executive Director - Communications	235				
	Executive Director - Construction	235				
	Executive Director – CTE	235				
	Executive Director - Facilities	261				
	Executive Director - Fine Arts	235				
	Executive Director - Human Resources	235				
	Executive Director - Outsourced Operations	235				
	Executive Director - Planning	235				

	Executive Director - Purchasing & Contracts	235				
	Executive Director - Research & Assessment	235				
	Executive Director - Safety & Security	235				
A55			Daily	515.38	588.68	661.97
	Executive Director - Elementary Education	235	235	121,114	138,340	155,562
	Executive Director - Financial Services	235				
	Executive Director - Health/PE/Athletics	235				
	Executive Director - Secondary Education	235				
	Executive Director – Student Affairs	235				
	Executive Director - Student Services	235				
	Executive Director - Teaching & Learning	235				
	Principal – High School	235				
	Staff Attorney	235				
A57			Daily	595.74	659.57	723.40
	Bond Program Manager	235	235	140,000	155,000	170,000
A60			Daily	653.66	823.87	994.08
	Attorney - General Counsel	235	235	153,610	193,609	233,610
	Assist Supt. - Curriculum & Instruction	235				
	Assist Supt. - Facilities	235				
	Assist Supt. - Human Resources	235				
	Chief Financial Officer	235				
	Chief Operations Officer	235				
	Chief Technology Officer	235				

TECHNOLOGY

Pay Grade	Job Title	Calendar		Minimum	Midpoint	Maximum
H05			Hourly	18.38	22.15	25.91
	Computer Technician I	207	207	30,437	36,680	42,906
H10			Hourly	22.62	27.24	31.86
	Computer Technician II	207	207	37,458	45,109	52,760
	Computer Technician II	235	220	39,811	47,942	56,074
	ESchool Attendance Specialist	220	235	42,525	51,211	59,896
	Help Desk Technician	235				
	Safety & Security Tech.	235				
	PEIMS/Student Programs Specialist	235				
	PEIMS/Special Ed. Student Services Specialist	235				
H15						
	Telecommunication Technician	235	235	50,590	60,950	71,289
	Senior Computer Services Tech.	235				
	Asset Control Manager	235				
	Safety Systems Technician	235				
T05			Daily	258.54	308.63	358.71
	Junior Network Engineer	235	235	60,758	72,528	84,298
	Instructional Resource Manager	235				
T20						
	Audio Visual Engineer	235	235	62,358	75,858	89,356
	Data Services Business Analyst	235				
	Communications Specialist	235				
	Communications/Multi-Media Specialist	235				

	Student Data Services Application Analyst	235				
	Webmaster/Graphic Designer	235				
T25			Daily	301.53	359.90	418.26
	Network Engineer	235	235	70,859	84,576	98,291
	Network Security Engineer	235				
T30			Daily	337.71	399.12	460.53
	Campus Support Manager	235	235	79,361	93,793	110,224
	Communications/Security Engineer	235				
	Coordinator - PEIMS	235				
	Data Architect	235				
	Data Architect/Programmer	235				
	Systems Engineer	235				
T35			Daily	405.13	467.59	530.04
	Director - Data Services	235	235	95,205	109,884	124,559
	Director - Technology	235				
	Senior Data Architect/Programmer	235				

PARAPROFESSIONALS

Pay Grade	Job Title	Calendar		Minimum	Midpoint	Maximum
P05			Hourly	15.00	17.50	20.00
	ACP Lab Assistant	187	<i>187</i>	22,440	26,180	29,920
	Educational Assistant – Regular Ed Elementary	187				
	Elem Campus Assistant I	187				
	Fine Arts Assistant	187				
	PE Educational Assistant	187				
P10			Hourly	16.00	18.73	21.45
	Attendance Clerk/MS	202	<i>187</i>	23,936	28,020	32,089
	Campus Office Assistant - Middle School	187	<i>202</i>	25,856	30,268	34,663
	Educational Assistant - Pre K	187	<i>235</i>	30,080	35,212	40,326
	Educational Assistant - ELL Support	187				
	Educational Assistant - Dual Language	187				
	Educational Assistant – Special Education	187				
	Educational Assistant - Title 1	187				
	Educational Assistant – World Languages	187				
	Facilities Attendant	235				
	Lead Campus Assistant	202				
	Receptionist- Middle School	187				
	Receptionist – LLC/SPC	187				
	Special Education Assessment Clerk	187				
	Student Services Facilitator Clerk	187				

P15			Hourly	17.50	20.57	23.64
	Attendance Clerk - High School	202	187	26,180	30,773	35,365
	Campus Sub Coordinator	202	202	28,280	33,241	38,202
	Distribution Center Bond Inventory Clerk	235	220	30,800	36,203	41,606
	Intervener	187	235	32,900	38,672	44,443
	ISS Aide	187				
	PEIMS Clerk Middle School	220				
	Receptionist/Attendance Clerk - Elementary School	187				
	Receptionist - High School	202				
	Registered Behavior Technician	187				
	Secondary Secretary - Assistant Principal	202				
	Secondary Secretary - Counselor	202				
	Special Education Assistant (in a unit)	187				
P20			Hourly	18.90	22.26	25.62
	Family Involvement Parent Educator	187	187	28,274	33,301	38,327
	Registrar - High School	220	220	33,264	39,178	45,091
	Textbook Coordinator	235	235	35,532	41,849	48,165
P25			Hourly	19.18	22.98	26.78
	Bookkeeper - High School	207	207	31,762	38,055	44,347
	Secretary - Associate Principal High School	207				
P30			Hourly	19.89	23.98	28.07
	Campus Safety Monitor	202	202	32,142	38,752	45,361
	Lead Language Testing Evaluator	235	220	35,006	42,205	49,403
	LPAC Assistant	235	226	35,961	43,356	50,750

	Office Manager I - ES, MS, Steele, DAEP	220	235	37,224	45,082	52,771
	Secretary III – Accounts Payable	235				
	Secretary III - Athletics	235				
	Secretary III - CTE & CCR Secretary	235				
	Secretary III - Curriculum & Instruction	235				
	Secretary III - District Receptionist	235				
	Secretary III - Energy Manager	235				
	Secretary III - Facilities	235				
	Secretary III - Finance	235				
	Secretary III - Financial Services Assistant	235				
	Secretary III - Fine Arts	235				
	Secretary III - Fingerprinting Assistant	235				
	Secretary III - HR Assistant	235				
	Secretary III - HR Assistant - Campus Support	235				
	Secretary III - HR Support Assistant	235				
	Secretary III - Inventory Assistant	235				
	Secretary III - Payroll Assistant	235				
	Secretary III - Pre-K Support	235				
	Secretary III - Special Education	235				
	Secretary III - Student Services	235				
	Secretary III - Technology	235				
	Student Records Coordinator	226				
P35			Hourly	20.70	25.25	29.79
	Admin. Asst. I - Aquatics Center	235	187	30,967	37,774	44,565
	Admin. Asst. I - Athletics	235	226	37,425	45,652	53,860

	Admin. Asst. I - Benefits	235	235	38,916	47,470	56,005
	Admin. Asst. I - Communications	235				
	Admin. Asst. I -Construction	235				
	Admin. Asst. I - CTE/Post-Secondary	235				
	Admin. Asst. I – Curr/Staff Development	235				
	Admin. Asst. I - Elementary Education	235				
	Admin. Asst. I - Executive Dir. of Outsourced Operations	235				
	Admin. Asst. I - Executive Dir. of Planning	235				
	Admin. Asst. I - Facilities	235				
	Admin. Asst. I - Finance	235				
	Admin. Asst. I - Fine Arts	235				
	Admin. Asst. I - Human Resources	235				
	Admin. Asst. I - Purchasing Specialist	235				
	Admin. Asst. I - Research & Assessment	235				
	Admin. Asst. I – Safety & Security	235				
	Admin. Asst. I - Secondary Education	235				
	Admin. Asst. I -Special Education	235				
	Admin. Asst. I - Student Services Exec. Dir	235				
	Brailist	187				
	LVN	187				
	Office Manager – Maintenance	261				
	Office Manager II - Principal High School	226				
P40			Hourly	24.42	29.79	35.15
	Admin. Asst. II - Accounts Payable	235	235	45,909	56,005	66,082
	Admin. Asst. II - Asst. Supt. Curriculum & Inst.	235				

	Admin. Asst. II - Asst. Supt. Facilities	235				
	Admin. Asst. II - Asst. Supt. Human Resources	235				
	Admin. Asst. II - CFO	235				
	Admin. Asst. II - CTO	235				
	Admin. Asst. II - General Counsel	235				
	Admin. Asst. II - Payroll Lead/TRS	235				
P50			Hourly 8	34.45	41.51	48.56
	Executive Asst. to the Superintendent	235	235	64,766	78,039	91,292

MAINTENANCE

Pay Grade	Job Title	Calendar		Minimum	Midpoint	Maximum
M15			Hourly	18.34	21.55	24.76
	Maintenance - Delivery Driver	261	261	38,293	44,996	51,698
	Electrician (Apprentice)	261				
	Preventative Tech	261				
M20			Hourly	20.00	23.84	27.68
	Carpenter	261	261	41,760	49,778	57,795
	Painter	261				
	Welder	261				
M25			Hourly	22.72	27.07	31.41
	Ag Barn Facility Technician	261	261	47,493	56,522	65,584
	Locksmith	261				
	HS Maintenance Technician	261				
	HS Tech II	261				
	Stadium Manager	261				
	Maintenance Projects Lead	261				
	OLC Maintenance Tech	261				
	Plumber Wastewater Technician	261				
	Roofing & Waterproofing Technician	261				
M30			Hourly	24.33	28.98	33.62
	Central Receiving & Distribution Lead	261	261	50,801	60,510	70,199
	Electrician Low Voltage	261				
	HVAC Technician	261				
	Journeyman/Electrician	261				

	Journeyman/Plumber	261				
	Kitchen Repair Technician	261				
	Lead Carpenter	261				
	Lead Painter	261				
	Repair Plumber	261				
M33			Hourly	25.91	30.53	35.14
	Aquatic Center & Stadium Fac. Technician	261	<i>261</i>	54,100	63,747	73,393
	Master Level Tradesman	261				
	Master Locksmith	261				
M35			Hourly	28.92	34.42	39.91
	Department Head - Electrical	261	<i>261</i>	60,385	71,869	83,332
	Department Head - Mechanical	261				
	Department Head - Carpentry	261				

TRANSPORTATION

Pay Grade	Job Title	Calendar		Minimum	Midpoint	Maximum
B01			Hourly 5.25	14.00	16.50	19.00
	Bus Monitor (5.25 Hours Per Day)	180	180	13,230	15,592	16,538
B02			Hourly 6/8	23.00	27.00	31.00
	Bus Driver (6.0 Hours Per Day)	187	187	25,806	30,294	34,782
	Bus Field Trip Coordinator	235	235	43,240	50,760	58,280
	Bus Dispatcher	235				
	Bus Router	235				
B04			Hourly 8	23.00	28.00	33.00
	Mechanic - Transportation	261	261	48,024	58,464	68,904
	Fleet Technician	261				
B05			Hourly 8	25.00	31.50	38.00
	Safety Coordinator - Transportation	235	235	47,000	59,220	71,440
B06			Hourly 8	28.00	33.00	38.00
	Lead Dispatch – Transportation	235	235	52,640	62,040	71,440
	Lead Router - Transportation	235	261	58,464	68,904	79,344
	Master Mechanic - Transportation	261				
A04			Daily	225.72	268.07	310.41
	Safety Manager - Transportation	235	235	53,044	62,996	72,947
A05			Daily	252.47	304.67	356.86
	Transportation Specialist	235	235	59,330	71,597	83,862
	Maintenance Manager - Transportation	261	261	65,895	79,518	93,140
A07			Daily	303.86	344.68	385.49

	Operations Manager	235	235	71,407	80,999	90,589
A40			Daily	403.20	476.01	548.81
	Director of Transportation	235	235	94,752	111,862	128,970

PART-TIME EMPLOYEES

Pay Grade	Job Title	Calendar	Hourly Rate
PT20	CTE ARD Representative	187	\$25.00

Northwest ISD Extra Duty Stipends

Stipends are annualized except for those designated as One-Time Payments on the following pages.
(Stipend amounts may be adjusted based on student enrollment or participation)

ATHLETICS

Campus Athletic Coordinator (220 Days)	\$10,000
Assistant Athletic Coordinator	\$4,500
Head Coach 1 Sport/Coordinators	\$10,000
Assistant High School Football Coach	\$8,000
Second Sport for Head Coach	\$2,000
Assistant High School Coach	\$6,000
Second Sport for Assistant High School Coach	\$4,000
Third Sport for Assistant High School Coach	\$2,000
Asst. Golf/Tennis/Swim/Soccer/Wresting Coach	\$4,000
Second Sport Assistant Golf/Tennis/Swim/Soccer/Wresting	\$4,000
Assistant Coach for One Sport w/ Two Seasons	\$8,000
Head Athletic Trainer (224 Day Contract)	\$5,500
Assistant Athletic Trainer (205 Day Contract)	\$5,500
High School/Middle School Coach Split	\$8,000
Middle School Campus Coordinator	\$7,000
Middle School Coaches (3 Sports)	\$6,000
Middle School Coach (part-time, cross-country)	\$3,000
Aquatics Coordinator	\$10,000

BAND MUSIC – All middle school and high school musical stipends are one-time payments upon completion of duties.

High School Band Director (220 Day Contract)	\$6,500
High School Associate Band Director	\$9,500
High School Assistant Band Director	\$6,250
Middle School Head Band Director	\$6,500
Middle School Assistant Band Director	\$5,000
Middle School Assistant Band Director Split Campus	\$7,500
High School Head Choir Director	\$6,000
High School Assistant Choir Teacher	\$3,000
Middle School Head Choir Teacher	\$3,500
Middle School Asst. Choir Teacher	\$2,000

Middle School Asst. Choir Teacher Split Campus	\$3,000
District Middle School Color/Winter Guard Facilitator	\$1,500
Elementary School Choral Music Teachers	\$300
District Elementary Honor Choir (3)	\$1,500
High School & Middle School Orchestra Director	\$6,500
High School Orchestra Asst. Director	\$6,500
Middle School Orchestra Asst. Director	\$5,000
Middle School Orchestra Asst. Director Split Campus	\$7,500
Middle School Musical - Vocal Direction	\$3,500
Middle School Musical - Asst. Vocal Direction	\$1,500
Middle School Musical - Technical Director	\$3,500
Middle School Musical - Asst. Technical Director	\$1,500
Middle School Musical - Asst. Theater Director	\$1,500
Middle School Musical - Producer	\$3,500
High School Musical - Vocal Direction	\$1,500
High School Musical - Asst. Vocal Direction	\$1,500
High School Musical - Pit Conductor	\$1,500
High School Musical - Technical Director	\$2,000
Middle School Musical Theater - Director	\$3,500
High School Musical - Producer	\$3,000

DRAMA

High School Drama Lead Teachers) (includes extra PAC Stipend)	\$6,000
High School Assistant Drama Teacher	\$3,000
Middle School Theater Director	\$2,000

DRILL TEAM/DANCE

High School Drill Team/Dance Sponsor (202-day contract)	\$3,500
Assistant High School Drill Team/Dance Sponsor	\$2,500

CHEERLEADING

High School Head Cheerleading Sponsor	\$9,500
High School Assistant Cheerleading Sponsor	\$4,500

Middle School Cheerleading Sponsor (total per campus, may be split among 2 or more people)	\$3,000
Middle School Cheer District Facilitator	\$1,500

STUDENT COUNCIL/NATIONAL HONOR SOCIETY

High School Student Council Sponsor (202-day contract)	\$1,200
Assistant High School Student Council Sponsor	\$1,000
Middle School Student Council Sponsors	\$1,000
High School Honor Society Sponsor	\$1,000
Middle School Honor Society Sponsor	\$1,000

DEPARTMENT HEADS/TEAM LEADERS

High School, Middle School, and Elementary Schools	\$1,500
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MENTOR TEACHERS (One-Time Payment)

High School, Middle School, Elementary	\$750
Coordinator for Mentor Teachers	\$500 (1 to 5 teachers) \$750 (6 to 15 teachers) \$1,000 (over 15 teachers)
2nd Year Mentor	\$250
Technology/Video Teacher (High School)	\$1,000

DUAL LANGUAGE

Elem. Bilingual Certified/Dual Language	\$6,000
Instructional Coaches, Diagnosticians, LSSPs & Speech Language Pathologists	\$6,000

ACADEMIC COACHES (One-Time Payment)

High School Academic Decathlon	\$3,000
High School UIL Coordinator	\$1,800
High School UIL CX & Lincoln-Douglas Debate	\$1,500
High School UIL On-Act Play	\$1,000
High School UIL (Coach for One Area)	\$600
Middle School UIL Coordinator	\$1,000
Middle School UIL (Coach for One Area)	\$500
Elementary UIL Coordinator	\$300
Elementary UIL Coach	\$250

Denton Co. BEST (Career & Technology Competition) (Denton Co. Boosting Engineering & Science Technology)	\$1,000
Destination Imagination Coordinator	\$300
CTE CTSO Competitive Events Lead Sponsor	\$3000
CTE CTSO Co-Sponsor	\$1500

NEWSPAPER/YEARBOOK

High School Newspaper Sponsor	\$1,200
Middle School Newspaper Sponsor	\$1,000
High School Yearbook Sponsor	\$1,200
Middle School Yearbook Sponsor	\$1,000

SPECIAL ASSIGNMENTS

PAC Building Manager	\$7,000
Asst. PAC Building Manager	\$2,000

DISTRICT FACILITATORS

Speech Pathologists, Gifted/Talented, Librarians, Fine Arts, Physical Education, Elem. Art, Secondary Art, Music, Elem. Counselors, MS Counselors, Mentors, CPR Lead, Diagnosticians & LSSPs	\$1,500
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DISTRICT INSTRUCTIONAL COACHES

Subject Area (Math, Literacy, etc.)	\$2,000
Facilitator (Assigned By C&I)	\$2,000

TECHNOLOGY

Campus Technology Liaison	\$1,500
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EXTRA DUTY STIPENDS FOR OTHER PROFESSIONAL EMPLOYEES

Lead Counselor - High School	\$6,000
Lead Counselor - Middle School	\$1,500
Career Academy Facilitator	\$6,500
Early College High School Facilitator	\$6,500
Reading Academy Facilitator	\$8,000

INTERVENTION SPECIALIST	\$1,500
SPECIAL EDUCATION BEHAVIOR INTERVENTIONIST	\$1,000
BEHAVIOR INTERVENTIONIST W/ BCBA CERT.	\$1,000
SPECIAL EDUCATION TEACHER IN A UNIT	\$2,000

AVID SITE COORDINATOR MS/HS	\$1,000
DUAL ENROLLMENT TEACHERS/ONRAMPS	\$1,500
PRINCIPAL RESIDENCY- YEAR 1	\$6000
SPECIAL OLYMPICS	
Coach	\$1,000

Guest Educator/Substitute Salary Schedule

The salary rates for substitute teachers shall be set by the Northwest Independent School District Board of Trustees and recorded in Board minutes. The rates have been updated as of March 24, 2024, and are as follows for the 2024-2025 school year.

Professional Substitute Teaching/ Nurse Assignment Daily Rate

Non-Degreed or Teacher Certification: One-half day (up to five hours)	\$100.00/day \$60.00/day
Bachelor Degree or above LVN/Medical Training One-half day (up to five hours)	\$110.00/day \$110.00/day \$70.00/day
Bachelor Degree or above and hold a valid Teacher Certification Registered Nurse One-half day (up to five hours)	\$115.00/day \$115.00/day \$70.00/day
After 30 days worked - Non-consecutive full days in a teaching position	\$130.00/day
After 60 days worked - Non-Consecutive full days in a teaching position One-half day (up to five hours)	\$155.00/day \$77.50/day

Professional Long-Term Substitute Teaching/Nurse Assignment Tiered Rate – beginning day one

Professional Teacher/Nurse Assignment Bachelor's Degree or above and Hold a valid Teacher Certification Registered Nurse	\$155.00/day
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Tier One: After sixty consecutive days within the same teaching assignment. (Substitute must be agreed and certified)The Assistant Superintendent or Executive Director of Human Resources must approve exceptions.

Bachelor's Degree or above and Hold a valid Teacher Certification Registered Nurse	\$210.00/day
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Elite Guest Educator (May only work in a teaching position)

Day 1 - 60 After 60 days	\$155/day \$210/day
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Professional Long-Term Teaching Assignments-Vacant/Growth position

Substitutes assigned to a vacant or growth long-term teaching assignment must possess a Texas Teacher Certification, may be paid at a rate equal to the daily rate of a first-year teacher, and may be eligible for benefits. The Assistant Superintendent or Executive Director of Human Resources must approve this and any exceptions.

Paraprofessional Assignment Daily Rate and Long-Term Rate

The daily rate for paraprofessional assignments is the same regardless of the substitute's credentials, with no tiered rating.

Educational Aide/Special Ed. Aide One-half day (up to five hours)	\$ 90.00/day \$ 50.00/day
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These rates will be the same to assist payroll in calculating pay.

Extra Duty/Temporary Pay Scale

EDT - 1	General Labor	Performs a variety of unskilled labor task such as removing debris and litter, cleaning, loading and unloading, operating various types of equipment.
\$15.00 - \$18.00	Examples	Warehouse worker, summer maintenance worker,
District Experience	Hourly Rate	
0 yrs	\$15.00	
1 yr	\$16.00	
2 yrs	\$17.00	
3 yrs	\$18.00	
4+ yrs	Utilize EDT - 4 Craft	
EDT - 2	Clerical	Responsible for recording and retrieving data and/or information and other paperwork, and managing and answering telephones required in an office.
\$15.00 - \$20.00	Examples	Receptionist, extra office help, scanning and filing documents,
District Experience	Hourly Rate	
0 yrs	\$15.00	
1 yr	\$16.00	
2 yrs	\$17.00	
3 yrs	\$18.00	
4 yrs	\$19.00	
5+ yrs	\$20.00	
EDT - 3	Paraprofessional	Responsible for some of the duties of a professional or technician in a supportive role working with students. Requires less formal education and/or experience normally required for the professional or technical status
\$15-\$20	Examples	Instructional paraprofessionals, AVID Tutors
District Experience	Hourly Rate	
0 yrs	\$15.00	
1 yr	\$16.00	
2 yrs	\$17.00	
3 yrs	\$18.00	
4 yrs	\$19.00	
5+ yrs	\$20.00	
Specific Positions	Hourly Rate	
AVID Tutor	\$15.25	
EDT - 4	Craft/Technician	Responsible for work requiring specialized manual or mechanical skills or training acquired through licensure or on the job training and/or work requiring basic scientific or technical knowledge and manual skills obtained through specialized post-secondary education or equivalent on the job training.
\$18 - \$30	Examples	

Manual skills not requiring licensure		
Experience	Hourly Rate	
0 yrs	\$18.00	
1 yr	\$19.00	
2 yrs	\$20.00	
3+ yrs	\$21.00	
Requires licensure/certification		
District Experience	Hourly Rate	
0 yrs	\$22.00	
1 yr	\$23.00	
2 yrs	\$24.00	
3 yrs	\$25.00	
4 yrs	\$26.00	
5 yrs	\$27.00	
6 yrs	\$28.00	
7 yrs	\$29.00	
8+ yrs	\$30.00	
Lifeguard	\$18.00	
Head Lifeguard	\$20.00	
Screen Team	\$18.00	
Screen Team - Lead	\$20.00	
EDT - 5	Professional	Work requiring professional preparation requiring specialized or theoretical knowledge which is usually acquired through a prolonged course of specialized intellectual instruction or work that requires supervision of 2 or more employees in a professional setting.
\$25 - \$50	Examples	Comp Ed Tutoring, nursing, curriculum writing, GT Testing, Screen Team, Counselors, Asst. Principal
Specific Positions	Rate	
Comp Ed Tutor	\$25.00/Hr	
Curriculum Writing	\$25.00/Hr	
Teacher Professional	\$25.00/Hr	
Counselor	\$260.00/Day	
Asst. Principal	\$375.00/Day	
Principal	\$425.00/Day	