

4.11 School Based Administrative Support

8 Hours Per Day

Pay Grade	Contract Days	Job Title	Exempt Status	MVR Requirement
SB-1	180	School Clerk	NE	N
	198	School Secretary	NE	N
SB-2	198	Bookkeeper (ES/Tipp/RABU)	NE	N
	208	Student Records Facilitator (ES)	NE	N
	213	Bookkeeper (MS)	NE	N
		Principal's Secretary (MS)	NE	N
SB-3	213	Student Records Facilitator (MS)	NE	N
	233	Bookkeeper (HS)	NE	N
		Principal's Secretary (HS)	NE	N
		Student Records Facilitator (HS)	NE	N

Step	SB-1			SB-2				SB-3		
	Hourly Rate	180	198	Hourly Rate	198	208	213	Hourly Rate	213	233
		Annual Rate	Annual Rate		Annual Rate	Annual Rate	Annual Rate		Annual Rate	Annual Rate
00	17.21	24,782.40	27,260.64	19.41	30,745.44	32,298.24	33,074.64	22.42	38,203.68	41,790.88
01	17.54	25,257.60	27,783.36	19.78	31,331.52	32,913.92	33,705.12	22.91	39,038.64	42,704.24
02	17.90	25,776.00	28,353.60	20.19	31,980.96	33,596.16	34,403.76	23.41	39,890.64	43,636.24
03	18.24	26,265.60	28,892.16	20.59	32,614.56	34,261.76	35,085.36	23.91	40,742.64	44,568.24
04	18.61	26,798.40	29,478.24	20.98	33,232.32	34,910.72	35,749.92	24.43	41,628.72	45,537.52
05	18.97	27,316.80	30,048.48	21.42	33,929.28	35,642.88	36,499.68	24.85	42,344.40	46,320.40
06	19.34	27,849.60	30,634.56	21.83	34,578.72	36,325.12	37,198.32	25.29	43,094.16	47,140.56
07	19.75	28,440.00	31,284.00	22.26	35,259.84	37,040.64	37,931.04	25.75	43,878.00	47,998.00
08	20.16	29,030.40	31,933.44	22.71	35,972.64	37,789.44	38,697.84	26.13	44,525.52	48,706.32
09	20.53	29,563.20	32,519.52	23.16	36,685.44	38,538.24	39,464.64	26.54	45,224.16	49,470.56
10	20.96	30,182.40	33,200.64	23.63	37,429.92	39,320.32	40,265.52	26.94	45,905.76	50,216.16
11	21.37	30,772.80	33,850.08	24.10	38,174.40	40,102.40	41,066.40	27.35	46,604.40	50,980.40
12	21.79	31,377.60	34,515.36	24.59	38,950.56	40,917.76	41,901.36	27.77	47,320.08	51,763.28
13	22.21	31,982.40	35,180.64	25.07	39,710.88	41,716.48	42,719.28	28.26	48,155.04	52,676.64
14	22.67	32,644.80	35,909.28	25.56	40,487.04	42,531.84	43,554.24	28.75	48,990.00	53,590.00
15	23.14	33,321.60	36,653.76	26.09	41,326.56	43,413.76	44,457.36	29.44	50,165.76	54,876.16
16	23.58	33,955.20	37,350.72	26.60	42,134.40	44,262.40	45,326.40	30.13	51,341.52	56,162.32
17	24.05	34,632.00	38,095.20	27.12	42,958.08	45,127.68	46,212.48	30.84	52,551.36	57,485.76
18	24.53	35,323.20	38,855.52	27.94	44,256.96	46,492.16	47,609.76	31.58	53,812.32	58,865.12
19	25.03	36,043.20	39,647.52	28.78	45,587.52	47,889.92	49,041.12	32.28	55,005.12	60,169.92
20	25.53	36,763.20	40,439.52	29.65	46,965.60	49,337.60	50,523.60	32.98	56,197.92	61,474.72
21	26.29	37,857.60	41,643.36	30.55	48,391.20	50,835.20	52,057.20	33.52	57,118.08	62,481.28
22	27.08	38,995.20	42,894.72	31.47	49,848.48	52,366.08	53,624.88	34.08	58,072.32	63,525.12
23	27.90	40,176.00	44,193.60	32.37	51,274.08	53,863.68	55,158.48	34.62	58,992.48	64,531.68
24	28.74	41,385.60	45,524.16	32.96	52,208.64	54,845.44	56,163.84	35.16	59,912.64	65,538.24
25	29.61	42,638.40	46,902.24	33.57	53,174.88	55,860.48	57,203.28	35.70	60,832.80	66,544.80