



ADMINISTRATIVE SUPPORT/HIGH SCHOOL BOOKKEEPER
ADMINISTRATIVE SUPPORT/HIGH SCHOOL STUDENT RECORDS SECRETARY



2025-2026

COMPENSATION SCHEDULE

Official upon adoption by the Forsyth County Board of Education

Official upon adoption by the Polk County Board of Education

YEARS OF CREDITABLE EXPERIENCE																											
Pay Band	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26+
Q	19.16	19.16	19.37	19.61	19.83	20.03	20.35	20.50	20.97	21.42	21.92	22.44	22.94	23.45	24.00	24.53	25.10	25.65	26.26	26.87	27.48	28.09	28.74	29.37	30.07	30.78	31.40

Compensation is determined by the number of days (hours) worked in the school year. Employment beginning after the annual work term begins will receive prorated pay based on the number of workdays and paycheck cycles remaining in the payroll year.

EXPERIENCE - Limited types of non-FCS experience that are determined to be "substantially equal" in nature and value to service with FCS will be considered in determining experience credit. Final determinations for non-FCS experience is made by FCS Human Resources as guided by Procedures for Compensation Administration. Experience must meet at least one of two basic criteria: 1) full-time employment in an accredited school or government agency performing essential duties highly comparable to those performed by the FCS position to be filled; or 2) experience where highly advanced or specialized skills are utilized that have been identified by FCS as required by the FCS position. Employment outside FCS that meets these basic criteria will be evaluated upon receipt of written verification by each former employer that provides a detailed description of essential duties performed by the employee, dates of employment and other information that may be required for evaluation by FCS. Total credit for prior experience is subject to limitations and may be granted fully, partially, or not at all.