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2025-26 Support Staff Salary Schedule

Job Title	BASE Hourly	MAX Hourly	BASE Exempt	MAX Exempt
SUPPORT STAFF				
Administrative Assistant	26.00	36.00		
Clerk Attendance	20.00	30.00		
Community Partnerships Coordinator	25.00	35.00		
Administrative Manager			50,000	70,000
Executive Administrative Manager			70,000	90,000
Health Aide	20.00	30.00		
Student Monitor	18.00	28.00		
Receptionist	20.00	30.00		
Registrar			60,000	80,000
PARAPROFESSIONAL				
Para	18.00	28.00		
Para Behavioral Support	20.00	30.00		
Para Instructional Interventionist	25.00	35.00		
Special Education Para	20.00	30.00		
Special Education Para - High Needs	22.00	32.00		
FINANCE & HUMAN RESOURCES				
Finance Assistant	25.00	35.00		
Finance Director			95,000	125,000
Human Resource Assistant	25.00	35.00		
Human Resource Manager			75,000	105,000
INFORMATION TECHNOLOGY				
Computer Tech STUDENT	15.00	20.00		
IT Help Desk Tech	20.00	25.00		
Systems Administrator			55,000	75,000
IT Manager			80,000	110,000
AFTER SCHOOL PROGRAM				
Aide/Sub	15.00	20.00		
Group Leader/Sub	18.00	28.00		
Site Leader Assistant	22.00	32.00		
Site Leader	25.00	35.00		
Program Supervisor	30.00	40.00		
PRE-KINDERGARTEN				
Para	22.00	32.00		
Lead Group Leader			40,000	60,000
Assistant Pre-K Director			60,000	80,000
CUSTODIAN/FACILITIES				
Custodian	20.00	30.00		
Custodian Lead	23.00	33.00		
Custodian Head	25.00	35.00		
Operations Director			85,000	115,000
FOOD SERVICES				
Cook-Cashier	18.00	28.00		
Asst. Kitchen Manager	20.00	30.00		
Kitchen Manager	25.00	35.00		
Program Manager			50,000	70,000

Notes on Salary Placement:

- **Starting Pay** – New hires will be placed within the above salary ranges based on relevant training, qualifications, and experience. Base pay will be assigned to employees new to the role with little-to-no experience. Maximum pay is typically assigned to employees with 15 or more years of relevant experience.
- **Annual Increases** – Returning employees will receive annual pay increases at the start of each academic year. The Academy considers a standard annual pay increase to be 3% and will prioritize that goal through each year's budgeting process. However, the realities of particularly strong or particularly tight school funding years by the Colorado state legislature may cause that number to go up or down. When appropriate and possible, The Academy may also provide more substantial pay increases for specific roles when local comparisons show the need for market rate adjustments.
- **Increases Beyond Max Pay** – The Academy will apply the same process described above to determine annual pay increases for employees who have reached the maximum pay number but with a standard yearly increase of 1.5%.
- **Subbing** – In the event that support staff employees are asked to provide substitute teacher coverage in a classroom, The Academy will use the following guidelines to provide additional pay:
 - No additional pay for covering 1 hour or less in a day;
 - Additional \$25 for covering 1 to 4 hours in a day; and
 - Additional \$50 for covering more than 4 hours in a day.
- **Overtime** - All nonexempt employees will be compensated at time and one-half their regular rate of pay for any hours worked in excess of 40 hours in a given workweek.