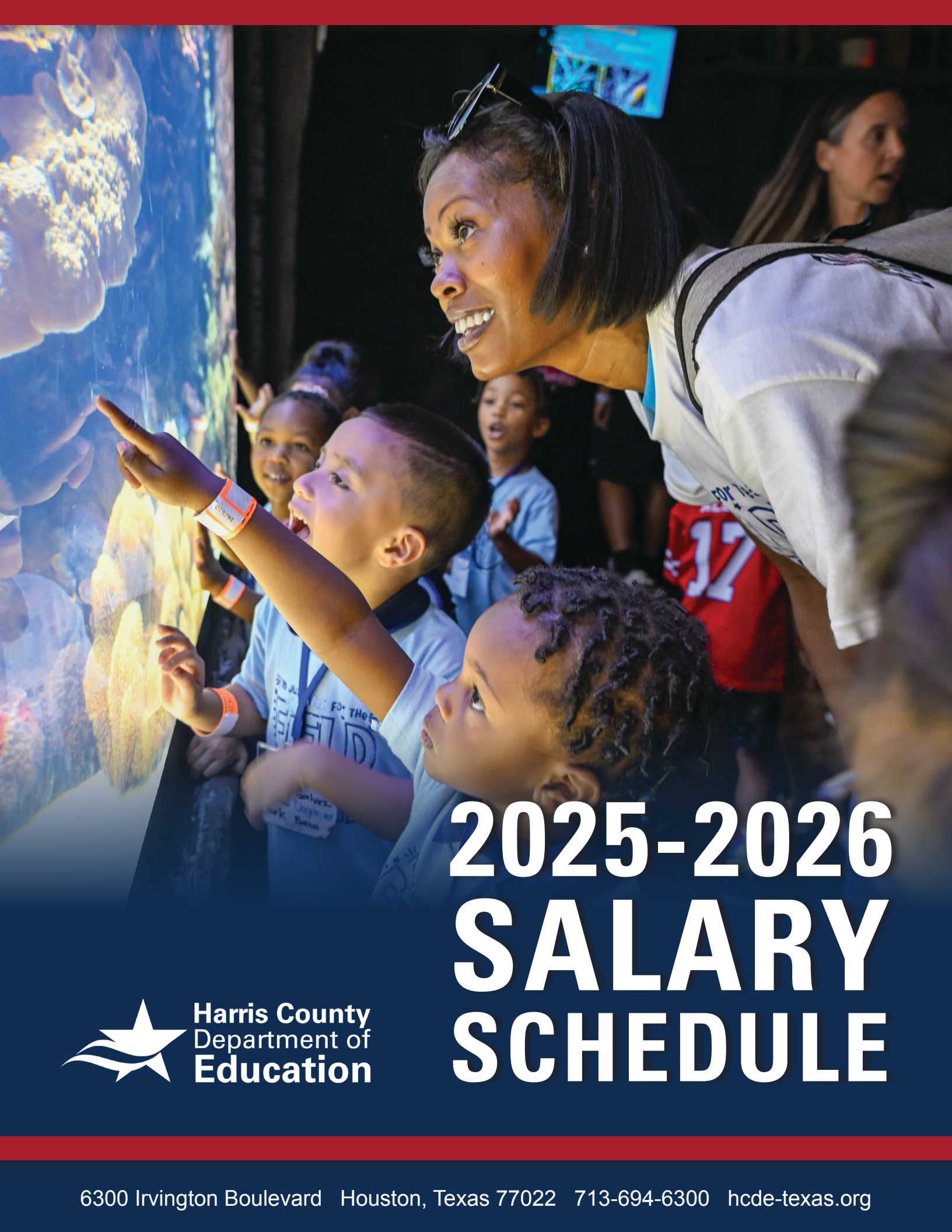




2025-2026 SALARY SCHEDULE



Harris County
Department of
Education

Harris County Department of Education adopts a new compensation plan and salary schedule each year. Neither past nor future salaries may be accurately calculated or determined from information contained in this salary schedule. Calculation of all salaries shall be determined by the Human Resources Division. Furthermore, the Department is not responsible for or bound to any typographical errors that may have occurred during the production of this document.

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BOARD OF TRUSTEES

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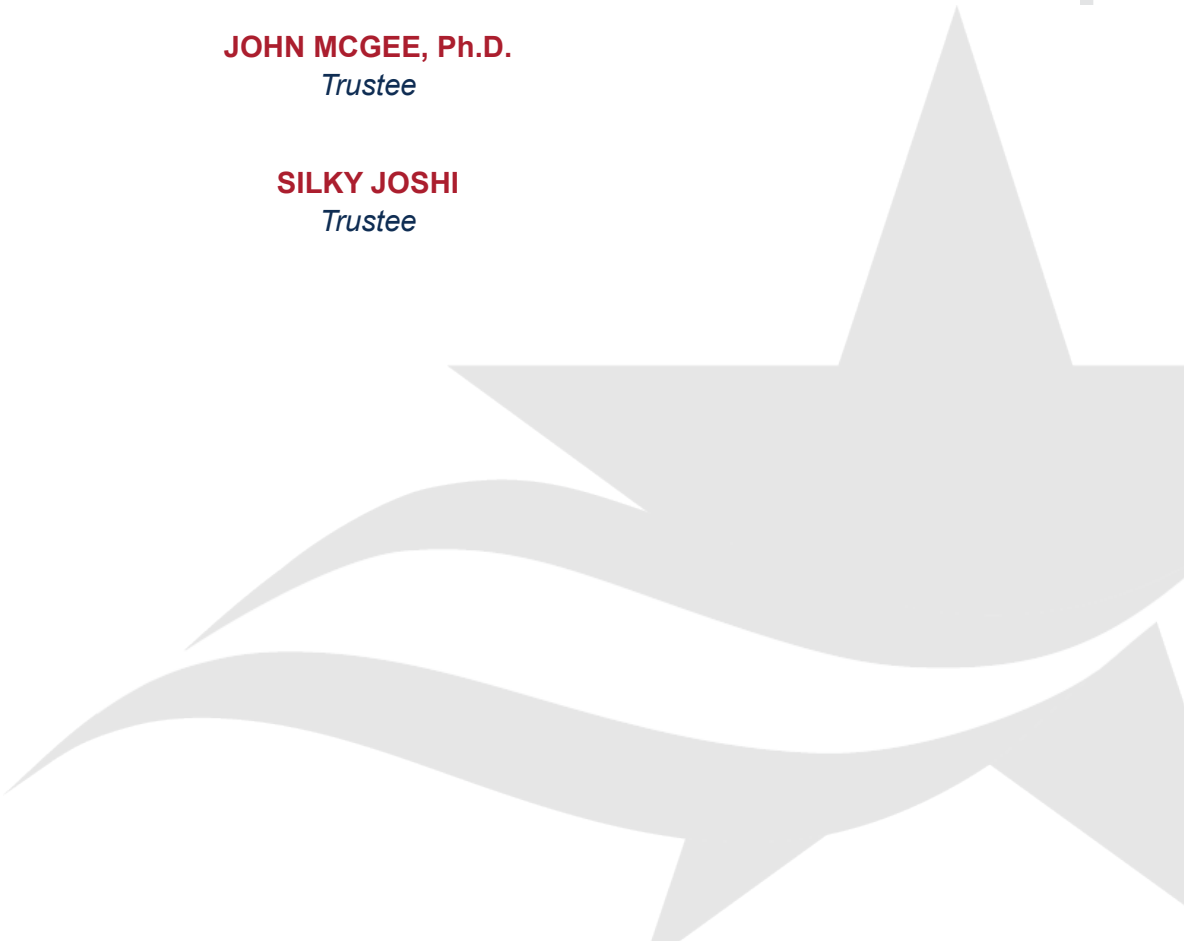
Trustee

JOHN MCGEE, Ph.D.

Trustee

SILKY JOSHI

Trustee



ADMINISTRATION, MISSION STATEMENT, AND GOALS

ADMINISTRATION

JAMES COLBERT, JR. | *County Superintendent*

JESUS AMEZCUA, CPA, Ph.D. | *Assistant Superintendent for Business Services*

JONATHAN PARKER | *Assistant Superintendent for Academic Support*

CJ RODGERS, Ed.D. | *Assistant Superintendent for Education and Enrichment*

MISSION STATEMENT

Harris County Department of Education supports Harris County by enriching educational opportunities and providing value through services.

GOALS

1. Impact education by responding to the evolving needs of Harris County.
2. Deliver value to Harris County by utilizing resources in an ethical, transparent, and fiscally responsible manner.
3. Advocate for all learners by using innovative methods to maximize students' potential.
4. Provide cost-savings to school districts by leveraging tax dollars.
5. Recruit and maintain a high-quality professional staff.

COMPENSATION POLICY

Refer to board policies DEA, DEAA, and DEAB Legal and Local for all policies and state and federal regulations governing employee pay practices.

The superintendent shall recommend an annual compensation plan for all employees to the board for approval. The employee compensation plan may include wage and salary structures, stipends, benefits, and incentive pay plans.

The superintendent and designees shall administer the compensation plans consistent with board policies, the annual budget approved by the board, and these administrative guidelines.

DESCRIPTION OF PAY SYSTEMS

Employee pay systems are designed and administered for the purpose of attracting and retaining qualified employees to achieve the goals of the department. Human Resources is responsible for the maintenance and administration of employee pay systems. Teachers will be paid according to a salary schedule that correlates salaries with total years of creditable service in education. Other jobs will be assigned to a pay grade and range structure that sets the range of pay for the position.

The pay plan includes:

- Teachers
- Administrative Exempt Staff
- Professional Support Exempt Staff
- Technology Exempt and Nonexempt Staff
- Admin Support Nonexempt Staff
- Instructional Support Nonexempt Staff
- Operations Nonexempt Staff

Pay ranges and salary schedules are reviewed and adjusted periodically. Employee pay is adjusted based on the pay increase budget and guidelines approved by the board annually.

JOB DESCRIPTION

Job documentation is an essential function in the administration of the compensation system. Accurate and complete job documentation will be collected and maintained by Human Resources with input from job supervisors. Job descriptions will define job qualifications, job purpose, major duties and responsibilities, working conditions, and exemption status. Job titles are assigned by Human Resources to accurately reflect the level and nature of work and the departmental structure of the department.

Job descriptions will be updated by Human Resources with input from supervisors. Supervisors should review job descriptions at least every three years and at each vacancy. Employees will sign off on their job description when hired and when the job description changes, acknowledging and agreeing to the general responsibilities of the job.

DUTY CALENDARS

Duty calendars are determined based on the business needs of the department and will align with pay cycles. The department will strive to maintain few duty calendar variations. A duty calendar will be maintained for each position.

PAY SCHEDULE

Employees are paid semi-monthly (the 15th and the last workday of each month). Each pay period, annualized income will be equivalent to 1/24th of the annual salary. Employees who began work after the start date for their assigned position will have their pay calculated based on the number of workdays remaining in the school year. This prorated amount will be divided by the number of pay periods remaining in the school year and will become the employee's semi-monthly salary through the duration of that school year. Non-salaried employees or part-time employees who work from the 1st through the 15th of the month will receive their pay on the last workday of the month. Time worked between the 16th and the last day of the month will be paid on the 15th of the following month.

EXEMPTION STATUS

All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA) and documented on the job description. Human Resources will determine the classification of each position based on a description of assigned job duties and weekly pay. In order to be exempt, the employee's primary duties must meet the requirements defined by federal regulations for the executive, administrative, professional, or computer employee exemption test or be a teacher, and the employee must meet applicable federal salary requirements. All employees who do not meet the legal requirements for exemption are classified as nonexempt.

JOB CLASSIFICATION

Job classification determines the assigned pay range for a job. Job classification is based on job requirements, assigned duties, and market rates. All jobs are classified for pay based on the relative level of knowledge and skill requirements, scope and complexity of assigned duties, job accountability, and working conditions. Human Resources will collect job information, evaluate jobs for classification purposes, and assign jobs to pay grades.

CLASSIFICATION OF NEW POSITIONS

Prior to posting, new positions must have a written job description created collaboratively by the hiring supervisor and Human Resources. Human Resources will recommend to the superintendent the pay grade classification of new positions based on the description, qualifications required, and market value. New positions must be classified in the pay system prior to hiring new employees.

JOB RECLASSIFICATION

A job reclassification occurs when a job classification is changed to a higher or lower pay range. Jobs may be reclassified as a result of a significant and sustained change in job duties assigned, a need to improve internal pay equity with similar jobs, or a change in competitive market rates.

PROCEDURES FOR JOB RECLASSIFICATION

Review of job reclassifications must be initiated by the division director or by Human Resources. Jobs previously submitted for review or FTEs added within the last school year are not eligible for review. Reviews will be conducted as follows:

A request for a job classification review must be submitted on a form provided by Human Resources that describes the rationale for reclassifying the position and provides an explanation of changes in job duties and responsibilities. The request also should include current and proposed job descriptions. The request must be approved by the division director before submitting to Human Resources.

Human Resources will review the request and obtain additional information, if needed. Additional information may be obtained from the supervisor, employee(s), and/or external job market pay data.

Human Resources will evaluate the job classification and prepare a recommendation for review by the superintendent or designee.

SALARY ADJUSTMENTS FOR JOB RECLASSIFICATION

A change in job classification will result in a greater or lesser potential for long-term pay advancement. Salary adjustments cannot be made for contract employees after the beginning of the contract term unless the job responsibilities have increased. Salary changes for contract employees are prohibited during the contract term. Human Resources should evaluate the need for salary adjustment for reclassified employees and use appropriate demotion or promotion procedures.

Salary placement for an employee who is reclassified will follow the guidelines for placement of a new hire with additional adjustments made as needed to achieve pay equity among peer employees.

- If the job is reclassified upward due to an increase in level of responsibilities, the procedure for promotion increases may be applied;
- If the job is reclassified due to departmental changes, there may be no immediate pay increase;
- If the job is reclassified due to a change in the competitive job market for hard-to-fill positions, equity adjustments may be made at the direction of the superintendent subject to contractual pay change restrictions;
- If the job is reclassified to a lower pay range based on a reduction in level of assigned responsibilities, the employee's pay may be reduced at the direction of the superintendent for the following school year. Refer to procedures on pay adjustments for reassignment to a lower pay grade.

GENERAL PAY INCREASES AND ELIGIBILITY

Employee pay will be reviewed annually for adjustment. The general pay increase (GPI) may be recommended to the board by the superintendent each year. They are based on the annual amount budgeted for pay raises and approved by the board. General pay increases provide the same dollar amount of increase to employees in the same pay grade. Teachers will be granted a GPI and reflected in the hiring schedule for the next year.

To receive a general pay increase, an employee must be in a paid status or on an approved leave of absence at the time of the first pay cycle reflecting the pay increase.

EMPLOYEES ON SALARY SCHEDULES

Pay increases for jobs on salary schedules are calculated by applying the percent increase approved by the board each year to the market rate.

ANNUAL INCREASE EXAMPLE:

Market Rate:	\$55,000
% Increase:	.02
Annual Increase:	\$1,100

EMPLOYEES ON PAY RANGES

General pay increases for employees on pay ranges are calculated by applying the percent increase approved by the board each year to the midpoint rate of the pay range. Employees in the same pay grade will receive the same rate of increase when pay increases are calculated as a percent of midpoint.

Hourly Rate Increase (midpoint x %)		Annual Increase (hourly rate increase x duty hours x duty days)	
Pay Range Midpoint:	\$15.00	Duty Hours:	8.0
% Increase:	.02	Duty Days:	226
Hourly Rate Increase:	\$0.30	Annual Increase:	\$542.40

HEAD START COST OF LIVING ADJUSTMENTS

HCDE Head Start employees receive the Cost of Living Adjustment (COLA) from the Office of Head Start (OHS). Notice of the approved increase is generally received mid-calendar year. The COLA is effective January of the current budget year. In other words, the increase is usually retroactive, dating back to January 1 of the current year or as authorized by OHS. In order to receive the COLA when the increase is applied to the payroll, an employee must be currently employed with the Head Start Division. COLA adjustments are subject to any provisions specified by OHS.

Example: If increases are calculated and applied to the September 15 payroll, then the employee must be a current employee in the Head Start Division on this date. If employment is terminated (voluntary or involuntary), or if the employee transfers to another division prior to this date, then the employee is not eligible to receive the COLA.

INDIVIDUAL EQUITY ADJUSTMENTS

The Superintendent may make special equity adjustments to individual employee salaries to correct identified internal or external pay equity problems. Equity adjustments are made only on as-needed basis at the direction of the Superintendent. Equity adjustments may be made to retain an employee who is at risk due to competitive pay problems; to correct an internal pay inequity; or to compensate an employee for a significant change in job responsibilities that do not result in a job classification change. All special equity adjustments must be reported to the Board in the Human Resources Information section of the monthly board agenda by the next regular Board meeting.

PLACEMENT OF NEW HIRES

SALARY PLACEMENT – SCHEDULES FOR TEACHERS

Salaries for teachers who are new to the department will be determined by total creditable years of service in education and the department's salary schedule for the current year.

Creditable years of service will be determined by Human Resources as defined by state regulation at the time of employment (TAC Title 19, part II, 153.1021). New hires will receive salary credit for years of service up to a maximum of 30 years.

SALARY PLACEMENT – EXEMPT AND NONEXEMPT

Starting pay for a new hire in a pay range plan will be determined individually based on each person's job-related experience and qualifications, and salaries paid to peer employees in the same position with similar experience.

PEER EQUITY

In multi-incumbent positions (e.g., classroom aide), starting pay for a new hire should not exceed rates being paid to other employees in the same job with similar experience and qualifications.

PLACEMENT CREDIT FOR PRIOR EXPERIENCE

Starting pay for exempt and nonexempt jobs that require prior experience may utilize the following guidelines for calculation, but will still be evaluated against peer equity and midpoint limits before a final amount is determined.

- **Percent increase.** Pay is calculated at 1 percent above minimum for each year of job experience directly related to job duties. Credit for teaching experience is limited to 20 years for salary placement for teachers promoted to a position that requires educator certification on the Administrative Professional pay schedule.
- **Placement scale.** Salary placement scales may be used to determine rates of pay for newly hired nonexempt employees. Individual employee placement may be based on job-related experience approved by the department. Credit will be given for years of experience granted by Human Resources based on the department's salary placement scale for nonexempt jobs. Current employees may be paid above the placement scale. Salary placement scales are reviewed and may be adjusted on an annual basis and salary advancement is not guaranteed.

REASSIGNMENTS

PAY ADJUSTMENTS FOR REASSIGNMENT TO A HIGHER PAY GRADE

A promotion occurs when an employee is moved to a different job in a higher pay grade. Salary placement for an employee who is promoted to a job in a pay grade with a higher midpoint will follow the guidelines for placement of a new hire with additional adjustments made as needed to achieve pay equity among peer employees. Employees promoted internally will not be paid less than a new hire with similar experience.

Example of promotion from paraprofessional pay grade 1 to pay grade 2:

New Hire Pay Rate in PG 2		Minimum 3% Increase	
Employee Current Rate:	\$10.37	Employee Current Rate:	\$10.37
Credited Experience:	3 years	3 Percent Increase:	x 1.03
Calculated Hourly Rate:	\$12.00	Employee New Rate:	\$10.68

The higher of the two calculations becomes the new hourly rate: \$12.00

Example of promotion from paraprofessional pay grade 3 to pay grade 4:

New Hire Pay Rate in PG 4		Minimum 3% Increase	
Employee Current Rate	\$15.59	Employee Current Rate:	\$15.59
Credited Experience	7 years	3 Percent Increase:	x 1.03
Calculated Hourly Rate	\$16.26	Employee New Rate:	\$16.06

The higher of the two calculations becomes the new hourly rate: \$16.26

PAY ADJUSTMENTS FOR REASSIGNMENT TO A LOWER PAY GRADE

Reassignment to a different job in a lower pay range is considered a demotion and a corresponding reduction in pay may result. A pay adjustment for reassignment to a lower pay range requires approval of the superintendent.

CONTRACT EMPLOYEES

A reduction in pay as a result of a demotion will not be made during the current contract year, unless mutually agreed to by the employee and the department in writing. Demotions that become effective during the contract term may result in a pay reduction for the following school year provided notice of the reduction is given to the employee before the penalty-free resignation date (i.e., 45 days before the first day of instruction for the next school year). Pay reductions for contract employees are made at the direction of the superintendent and may follow the same guidelines as pay reductions for noncontract employees.

NONCONTRACT EMPLOYEES

Subject to approval by the superintendent, a reduction in pay for a demotion will be made effective with the new assignment to a lower pay grade. The employee's base rate of pay (hourly or daily) may be calculated the same as a new hire's pay in the lower pay grade, with peer equity factored into the final determination.

Pay adjustments may also be made for a longer or shorter work year associated with the change in duty assignment. In the case of a demotion from a pay range structure to an experience-based placement scale, salary placement will be made according to years of experience.

REVIEW AND ADJUSTMENT OF PAY RANGES

Human Resources will review pay structures annually and recommend adjustments as needed to maintain competitive alignment with external job markets and internal alignment of career pathways. Adjustments to pay ranges are made prior to the calculation of pay increases.

If no pay raise is approved by the board, no pay range adjustments will be made. Salary schedules will be adjusted only to update the years of service associated with a pay rate.

REINSTATEMENT FOLLOWING BREAK IN SERVICE

An employee who is rehired for the same position following a break-in-service that is less than 12 months shall be reinstated at the same pay rate previously held prior to the break-in-service, or according to the procedures for placement of new hires, whichever is greater.

If rehired at a different pay grade level or rehired following a break in service that is longer than 12 months, the employee's pay will be placed according to the procedures for placement of new hires.

STIPENDS AND ALLOWANCES

A stipend shall not be paid to an employee unless it is part of the Board of Trustees' approved Salary Schedule for certified instructional teachers, counselors, and assistant principals. All of the following recommendations for employee stipends must be made directly to the Board: Certification, additional work duties, added assignments, or any other requests. The Superintendent is only authorized to provide allowances to employees for cell phones and travel. Refer to the Supplemental Salary Chart for supplemental pay rates approved by the Board of Trustees as part of the HCDE Salary Schedule.

GENERAL GUIDELINES: JOB CLASSIFICATION REVIEW

Job classification determines the assigned pay range for a job and is based on job requirements, assigned duties, and market rates. All jobs are classified for pay based on the relative level of knowledge and skill requirements, scope and complexity of assigned duties, job accountability, and working conditions.

A reclassification occurs when a job classification is changed to a higher or lower pay range. Job classification changes may be warranted for the following reasons:

- A substantial and sustained change in job duties assigned
- A significant change in the competitive price for the job
- Identification of an internal inequity related to other jobs

Administrative procedures should provide a process for reviewing job reclassifications. The procedures should identify:

- Who has authority to initiate a request for job reclassification
- What supporting information needs to be provided
- Who is responsible for analyzing the request and making a recommendation
- What is the timeline for receiving and completing reviews
- When is the effective date of a job reclassification
- Who has final approval authority and if there will be an option to appeal

Changing the pay grade classification for a job should be based on the work itself and not solely due to the request of the job incumbent or supervisor. Job classification changes should be limited and relatively infrequent. These infrastructure changes to the pay plan should not be a result of negotiation. Instead, changes should be based only on a review of job duties relative to other jobs in the department and market data.

Review of job reclassifications must be initiated by the division director or by Human Resources. Jobs previously submitted for review within the last 18 months and newly created jobs are usually not eligible for review.

A request for a job classification review must be submitted on a form provided by Human Resources that describes the rationale for reclassifying the position and provides an explanation of changes in job duties and responsibilities. The request must be approved by the division director before submitting to Human Resources.

Human Resources will evaluate the job reclassification and prepare a recommendation for review by the superintendent or designee.

Request for Job Classification Review

Request Date: _____ Job Title to Review: _____

Current Pay Grade: _____ Requesting Supervisor: _____

Requested Pay Grade: _____ Supervisor Job Title: _____

Job classification groups jobs of similar value into pay grades and pay ranges, and is based on the requirements of the job with the following factors taken into consideration:

- ◆ Knowledge (education and specialized experience)
 - ◆ Effort (decision-making, complexity, communication responsibility)
 - ◆ Responsibility (scope of impact, financial accountability, supervisory responsibility)
 - ◆ Environment (exposure to hazardous working conditions)
 - ◆ External Job Market Value
-

Requests should include a copy of the current job description and departmental chart.

1. Why do you feel that this job is assigned to the wrong pay grade level?
2. How has the job changed? What led to the change in job duties and responsibilities?
3. List core job responsibilities and percent time required for each (use additional pages if needed).

% time: _____

% time: _____

% time: _____

% time: _____

Signature of Division Director

Date

NEW HIRE CERTIFIED TEACHERS

CERTIFIED INSTRUCTIONAL STAFF SALARY SCHEDULE

This schedule shows minimum salaries only. Some employees are paid more than these amounts for additional duty days or stipends. Salary schedules are developed for one year only. Future salaries cannot be predicted from this schedule.

This schedule is used for Chapter 21 contract teachers and transition specialists employed in the Schools division.

Years	191 Day	Years	191 Day
Experience	Salary	Experience	Salary
0	\$72,750	16	\$80,964
1	\$73,350	17	\$81,362
2	\$73,850	18	\$81,762
3	\$74,300	19	\$82,181
4	\$74,750	20	\$82,592
5	\$75,200	21	\$83,004
6	\$75,900	22	\$83,364
7	\$76,700	23	\$83,804
8	\$77,200	24	\$84,204
9	\$77,886	25	\$84,604
10	\$78,564	26	\$85,004
11	\$78,964	27	\$85,404
12	\$79,364	28	\$85,804
13	\$79,764	29	\$86,204
14	\$80,164	30	\$86,604
15	\$80,564		

CERTIFIED INSTRUCTIONAL TEACHER STIPENDS

CERTIFIED INSTRUCTIONAL TEACHERS

Advanced Degree*	\$1,000
HCDE Identified Critical Needs Stipends:	
Bilingual	\$4,200
Board Certified Behavior Analyst	\$5,000
Math	\$3,500
Reading	\$2,000
Science	\$3,500
Special Education	\$2,000
Additional Certificate	\$150

CERTIFIED SBEC COUNSELORS

Special Education	\$2,000
STAAR/EOC Testing	\$1,000

CERTIFIED SBEC ASSISTANT PRINCIPALS

Special Education	\$2,000
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SBEC: State Board for Educator Certification

RESPONSE TEAM MEMBER

Assigned AB Campus Staff	\$3,000
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ACADEMIC & BEHAVIOR SCHOOLS SPECIAL EDUCATION ASSIGNMENT

Certified Teacher	\$5,250
Educational Aide	\$4,000

** Effective August 1, 2011, the Advanced Degree Stipend will only be awarded to certified teachers hired on or after August 1, 2011 who possess an advanced degree specific to his/her assigned subject area.*

A stipend shall not be paid to an employee unless it is part of the Board of Trustees' approved salary schedule for certified instructional teachers, counselors, and assistant principals. All of the following recommendations for employee stipends must be made directly to the Board: certification, additional work duties, added assignments, or any other requests.

PROCEDURES FOR STIPENDS

TEXAS TEACHER CERTIFICATE

Texas Teaching Certificates include Standard, Provisional, and Professional Certificates only. Stipend credit is not given for Probationary, One-year, Five-year, or Paraprofessional Certificates or for any of the following permits: Emergency, Non-Renewable, Temporary Classroom Assignment, Temporary Exemption or Temporary Teacher Certificates.

ADVANCED DEGREE STIPEND

An employee shall receive a stipend for one master’s degree only. A doctorate degree replaces a master’s stipend.

STIPENDS ARE GIVEN FOR THE FOLLOWING:

Advanced Degree	\$1,000
HCDE Identified Critical Needs Stipends:	
Bilingual	\$4,200
Math	\$3,500
Science	\$3,500
Reading	\$2,000
Special Education	\$2,000
Assignment Stipends:	
Board Certified Behavior Analyst	\$5,000
Additional Certificate Stipends:	\$150

An employee receives the highest critical needs stipend first. If additional stipends are critical needs stipends, then they receive one half(½) of the stipend amount for each additional critical needs stipend.

CRITICAL NEEDS STIPEND

HCDE awards stipends in critical needs areas as determined by the Department. In other words, if an employee holds one or more certificates in a subject area classified as a critical needs area, then the employee will get the specified stipend for that certificate. Employees are entitled to only one stipend per critical needs certificate area.

ADDITIONAL CERTIFICATE STIPENDS

An employee holding two or more certificates will receive additional stipends.

ASSIGNMENT STIPENDS

The only positions approved to receive assignment stipends are Instructional Team Leader and Head Coach.

HCDE SERVICE

The employee must have at least 90 days in a school year in order to receive one year of service credit. If there is any break in service, only the most recent years after the break will be counted for HCDE service credit. Substitute experience is not counted toward HCDE years of service. Service is awarded after completion of each school year.

OTHER DISCTRICT/OUT-OF-STATE EXPERIENCE

The employee must have at least 90 days in a school year in order to receive one year of service credit. If there is any break in service, only the most recent years after the break will be counted for HCDE service credit. Substitute experience is not counted toward HCDE years of service. Service is awarded after completion of each school year.

EFFECTIVE DATE

Stipends shall be awarded once recognized by SBEC and added to an employee’s Teaching Certificate. Stipends shall be prorated from the date of award to the end of the school year, and shall be awarded in full, paid over 24 pay periods, each subsequent school year.

ADMINISTRATIVE SALARY SCHEDULE

PAY GRADE | ADMINISTRATIVE

A-1

Site Coordinator | CASE

A-1	MINIMUM	MIDPOINT	MAXIMUM
Daily	175.23	215.00	254.78
240 Days	42,055	51,600	61,147

A-2

Coordinator | Family Engagement
Grants Development Associate
Junior Staff Accountant | Business Services
Program Coordinator | CASE
Project-Based Learning Associate
Project Coordinator | Provider Support

A-2	MINIMUM	MIDPOINT	MAXIMUM
Daily	211.67	259.72	307.77
240 Days	50,801	62,333	73,865

A-3

Career Navigator (Core AEFLA) | Adult Education
Career Navigator (IELCE) | Adult Education
Civic Engagement Project Coordinator
Coordinator | Benefits
Coordinator | Marketing and Client Engagement
Coordinator | Procurement Services
Coordinator | Research and Evaluation
Coordinator | Workforce
Creative Services Coordinator
Event Coordinator
Food Contract Coordinator
Grants Development Coordinator
Human Resources Coordinator
Instruction & Curriculum Specialist (Core AEFLA) | Adult Education
Instruction & Curriculum Specialist (IELCE) | Adult Education
Membership & Business Development Coop Coordinator | Choice Partners
Operations Coordinator | Facilities
Parent Comm Engagement Liaison | Schools
Performance & Accountability Coordinator | Adult Education
Professional Development & Digital Literacy Coordinator | Adult Education
Project Coordinator | CASE
Records Operations Manager
Recovery Coach | Fortis Academy
Resource Coordinator | CASE
Special Events & Project Coordinator | CASE
Staff Accountant I | Business Services
Teacher (FT) | Adult Education
Translations Coordinator | Marketing and Client Engagement

A-3	MINIMUM	MIDPOINT	MAXIMUM
Daily	258.24	316.86	375.48
190 Days	49,066	60,203	71,341
210 Days	54,230	66,541	78,851
240 Days	61,978	76,046	90,115

A-4

Assessment Manager | Center for Educator Success
 Community Resources Manager
 Compensation Analyst | Human Resources
 Compliance Manager | Center for Educator Success
 Compliance Officer | Business Services
 Contract Manager | Food Coop
 Contract Manager II | Choice Partners
 Contract Compliance Specialist | Choice Partners
 Contract Procurement Manager | Choice Partners
 Grants & Budget Compliance Coordinator | Adult Education
 Grants Development Specialist | Center for Grants Development
 Manager | Center for Grants Development
 Manager | Communications and Creative Services
 Manager | Federal Programs and Compliance
 Manager | Marketing and Client Services
 Manager | Procurement Services
 Manager | Public Information and Policy
 Manager | Research
 Manager of Teacher Advancement | Center for Educator Success
 Manager of Teacher Support | Center for Educator Success
 Quality Assurance Coordinator | Adult Education
 Quality Manager | CASE
 Recruitment Manager | Center for Educator Success
 Risk Management Specialist | Human Resources
 Special Projects Workflow Specialist
 Staff Accountant II

A-4	MINIMUM	MIDPOINT	MAXIMUM
Daily	302.14	370.73	439.32
240 Days	72,514	88,975	105,437

A-5

Accounting Manager | Business Services
 Assistant Director | CASE
 Assistant Director | Facilities
 Assistant Director | Human Resources
 Assistant Director | Marketing and Client Engagement
 Assistant Principal | Schools
 Career Pathways Manager | Adult Education
 Client Account Manager | Choice Partners
 Compliance & Technical Support Officer | Schools
 Manager | Adult Education
 School Climate and Culture Specialist | Center for Secure and Safe Schools
 School Safety and Security Specialist | Center for Secure and Safe Schools
 Senior Accountant | Business Services
 Senior Contract Manager | Choice Partners

A-5	MINIMUM	MIDPOINT	MAXIMUM
Daily	356.53	437.46	518.39
210 Days	74,871	91,867	108,862
240 Days	85,567	104,990	124,414

A-6

Director | Education Foundation
Officer of Business & Revenue | Choice Partners
Officer of Certification & Assessments | Center for Educator Success
Officer of Compliance & Construction | Choice Partners
Officer of Elementary Education | Center for Educator Success
Officer of Food & Nutrition | Choice Partners
Officer of Leadership & Development | Center for Educator Success
Officer of Partnerships & Certification | Center for Educator Success
Officer of Professional Learning/Student Recognition | Center for Educator Success
Officer of Secondary Education | Center for Educator Success
Officer of School Safety and Security | Center for Safe and Secure Schools

A-6	MINIMUM	MIDPOINT	MAXIMUM
Daily	420.07	503.08	586.09
240 Days	100,817	120,739	140,662

A-7

Construction Director | Facilities
Director | Adult Education
Director | Center for Grants Development
Director | Center for Safe and Secure Schools
Director | Communications and Creative Services
Director | Curriculum and Compliance Services
Director | Marketing and Client Engagement
Director | Procurement Services
Director | Records Management
Director | Research and Evaluation Institute
Maintenance Director | Facilities
Principal | Schools

A-7	MINIMUM	MIDPOINT	MAXIMUM
Daily	464.18	555.90	647.62
240 Days	111,403	133,416	155,429

A-8

Chief Accounting Officer | Business Services
Senior Director | Adult Education
Senior Director | CASE
Senior Director | Center for Educator Success
Senior Director | Choice Partners
Senior Director | School-Based Therapy Services
Senior Director | Schools

A-8	MINIMUM	MIDPOINT	MAXIMUM
Daily	552.84	650.40	747.96
240 Days	132,682	156,096	179,510

A-9

Chief Communications Officer
Chief HR Officer
Chief of Staff
Chief Operations Officer | Facilities

A-9	MINIMUM	MIDPOINT	MAXIMUM
Daily	647.20	760.97	874.74
240 Days	155,328	182,633	209,938

A-10

Assistant Superintendent | Academic Support Services
Assistant Superintendent | Business Services
Assistant Superintendent | Education and Enrichment

A-10	MINIMUM	MIDPOINT	MAXIMUM
Daily	743.85	875.12	1,006.39
240 Days	178,524	210,029	241,534

HEAD START ADMINISTRATIVE SALARY SCHEDULE

PAY GRADE | ADMINISTRATIVE

H-1

Family Services Provider

H-1	MINIMUM	MIDPOINT	MAXIMUM
Daily	173.18	211.20	249.22
230 Days	39,831	48,576	57,321

H-2

Instructional Coach (non-certified)

H-2	MINIMUM	MIDPOINT	MAXIMUM
Daily	199.05	244.23	289.41
230 Days	45,782	56,173	66,564

H-3

Assistant Campus Manager

H-3	MINIMUM	MIDPOINT	MAXIMUM
Daily	219.36	264.38	309.40
230 Days	50,453	60,807	71,162

H-4

Campus Manager
Compliance Coordinator
Data Coordinator
Education and Special Services Coordinator
Family Services Coordinator
Health Services Coordinator
Nutrition Services Coordinator
Operations Coordinator
Professional Development Coordinator
Special Education Coordinator

H-4	MINIMUM	MIDPOINT	MAXIMUM
Daily	247.68	302.05	356.42
230 Days	56,966	69,472	81,977

H-5

Community Partnership Manager
Counselor
Data Compliance Manager
Education and Special Services Manager
Health and Family Services Manager
Nutrition Services Manager
Operations Manager

H-5	MINIMUM	MIDPOINT	MAXIMUM
Daily	302.17	368.50	434.83
230 Days	69,499	84,755	100,011
240 Days	72,521	88,440	104,359

H-6

Assistant Director | Compliance/Family Services
Assistant Director | Education/Operations

H-6	MINIMUM	MIDPOINT	MAXIMUM
Daily	355.59	428.42	501.25
240 Days	85,342	102,821	120,300

H-7

Senior Director

H-7	MINIMUM	MIDPOINT	MAXIMUM
Daily	517.72	609.08	700.44
240 Days	124,253	146,179	168,106

PROFESSIONAL SUPPORT SALARY SCHEDULE

PAY GRADE | PROFESSIONAL SUPPORT

P-1

Music Therapist

P-1	MINIMUM	MIDPOINT	MAXIMUM
Daily	316.20	372.00	427.80
162 Days	51,224	60,264	69,304
180 Days	56,916	66,960	77,004

P-2

Behavior Intervention Specialist
Instructional Coach (certified)
School Counselor
School Counselor SEL
School Nurse

P-2	MINIMUM	MIDPOINT	MAXIMUM
Daily	341.50	401.76	462.02
191 Days	65,227	76,736	88,246
200 Days	68,300	80,352	92,404
210 Days	71,715	84,370	97,024
213 Days	72,740	85,575	98,410

P-3

Licensed Specialist in School Psychology
Occupational Therapist
Physical Therapist
Recovery Program Coordinator

P-3	MINIMUM	MIDPOINT	MAXIMUM
Daily	387.15	466.44	545.73
162 Days	62,718	75,563	88,408
180 Days	69,687	83,959	98,231
200 Days	77,430	93,288	109,146
240 Days	92,916	111,946	130,975

P-4

Manager | School-Based Therapy Services

P-4	MINIMUM	MIDPOINT	MAXIMUM
Daily	456.83	550.40	643.97
230 Days	105,074	126,592	148,113
240 Days	109,639	132,096	154,553

ADMINISTRATIVE SUPPORT SALARY SCHEDULE

PAY GRADE | ADMINISTRATIVE SUPPORT

S-1

Reserved for future use.

S-2

After-School Program Specialist | CASE
Campus Clerk | Head Start
Campus Clerk | Schools
Data Clerk | CASE
Receptionist | Adult Education
Receptionist | Facilities
Special Initiatives Clerk | CASE

S-2	MINIMUM	MIDPOINT	MAXIMUM
Hourly	16.00	19.76	23.52
Daily	128.00	158.08	188.16
210 Days	26,880	33,197	39,514
230 Days	29,440	36,358	43,277
240 Days	30,720	37,939	45,158

S-3

Administrative Assistant | CASE
Administrative Assistant | CES
Community Partnership Clerk | Head Start
Customer Support/Imaging Clerk I | Records Management
Data Clerk | Adult Education
Education & Special Services Clerk | Head Start
General Office Clerk I | Adult Education
Health & Family Services Clerk | Head Start
Imaging Quality Control Clerk | Records Management
Nutrition Services Clerk | Head Start
Operations Clerk | Head Start
Project Assistant/Promotions | CASE

S-3	MINIMUM	MIDPOINT	MAXIMUM
Hourly	17.50	21.61	25.72
Daily	140.00	172.88	205.76
230 Days	32,200	39,762	47,325
240 Days	33,600	41,491	49,382

S-4

Administrative Assistant | CCP
 Administrative Assistant | Compliance/Records
 Administrative Assistant | Center for Safe and Secure Schools
 Administrative Assistant | Director
 Administrative Assistant | Head Start
 Administrative Assistant | Marketing and Client Engagement
 Admin Support Assistant
 Clerk | Business Services
 Customer Support/Imaging Clerk II | Records Management
 Data Compliance Specialist | Head Start
 Financial Assistant
 Fixed Assets Clerk
 General Office Clerk II | Adult Education
 Professional Development/Technology Office Clerk
 Secretary
 Secretary | Director
 Secretary | Head Start
 Secretary | Principal
 Staffing Office Clerk

S-4	MINIMUM	MIDPOINT	MAXIMUM
Hourly	19.00	23.46	27.92
Daily	152.00	187.68	223.36
230 Days	34,960	43,166	51,373
240 Days	36,480	45,043	53,606

S-5

Accounts Payable Specialist
 Administrative Assistant | Chief HR Officer
 Administrative Assistant | Chief Operations Officer
 Administrative Assistant | Director
 Administrative Assistant | Events
 Administrative Assistant | Senior Director
 Contract Billing Specialist | Choice Partners
 Contract Specialist | Procurement Services
 Financial Assistant/Admin | Senior Director
 Food Contract Assistant
 Imaging & Content Support | Records Management
 Payroll Specialist
 Payroll/TRS Reporting Specialist
 P-card Specialist
 Procurement Specialist
 Recruitment Specialist | Human Resources
 Secretary | Senior Director

S-5	MINIMUM	MIDPOINT	MAXIMUM
Hourly	21.50	26.54	31.58
Daily	172.00	212.32	252.64
230 Days	39,560	48,834	58,107
240 Days	41,280	50,957	60,634

S-6

Benefits Specialist
Executive Assistant | Assistant Superintendent
Executive Assistant | Board of Trustees
Logistics Specialist
Lead Payroll Specialist
Records Contract Specialis
Senior Accounts Payable Specialist

S-6	MINIMUM	MIDPOINT	MAXIMUM
Hourly	24.75	30.56	36.37
Daily	198.00	244.48	290.96
240 Days	47,520	58,675	69,830

S-7

Occupational Therapy Assistant
Physical Therapy Assistant

S-7	MINIMUM	MIDPOINT	MAXIMUM
Hourly	28.50	35.19	41.88
Daily	228.00	281.52	335.04
162 Days	36,936	45,606	54,276
180 Days	41,040	50,674	60,307

S-8

Senior Executive Assistant | Superintendent

S-8	MINIMUM	MIDPOINT	MAXIMUM
Hourly	34.50	42.60	50.70
Daily	276.00	340.80	405.60
240 Days	66,240	81,792	97,344

INSTRUCTIONAL SUPPORT SALARY SCHEDULE

PAY GRADE | INSTRUCTIONAL SUPPORT

I-1

Educational Aide I | Schools

I-1	MINIMUM	MIDPOINT	MAXIMUM
Hourly	15.50	18.90	22.30
Daily	124.00	151.20	178.40
191 Days	23,684	28,879	34,074

I-2

Educational Aide II | Schools

I-2	MINIMUM	MIDPOINT	MAXIMUM
Hourly	16.75	20.43	24.11
Daily	134.00	163.44	192.88
191 Days	25,594	31,217	36,840

I-3

Educational Aide III | Schools

I-3	MINIMUM	MIDPOINT	MAXIMUM
Hourly	19.25	23.48	27.71
Daily	154.00	187.84	221.68
191 Days	29,414	35,877	42,341

HEAD START INSTRUCTIONAL SUPPORT SALARY SCHEDULE

PAY GRADE | INSTRUCTIONAL SUPPORT

E-1

Teaching Assistant
Relief Teaching Assistant

E-1	MINIMUM	MIDPOINT	MAXIMUM
Hourly	15.50	18.90	22.30
Daily	124.00	151.20	178.40
200 Days	24,800	30,240	35,680

E-2

Early Childhood Teacher | Pre-CDA

E-2	MINIMUM	MIDPOINT	MAXIMUM
Hourly	17.48	21.32	25.16
Daily	139.83	170.55	201.27
218 Days	30,483	37,180	43,877

E-3

Early Childhood Teacher | CDA
Teacher | CDA

E-3	MINIMUM	MIDPOINT	MAXIMUM
Hourly	20.39	24.87	29.35
Daily	163.14	198.98	234.82
200 Days	32,628	39,796	46,964
218 Days	35,565	43,378	51,191

E-4

Early Childhood Teacher | AA
Teacher | AA

E-4	MINIMUM	MIDPOINT	MAXIMUM
Hourly	23.31	28.42	33.54
Daily	186.44	227.37	268.30
200 Days	37,288	45,474	53,660
218 Days	40,644	49,567	58,489

E-5

Early Childhood Teacher | BS
Teacher | BS

E-5	MINIMUM	MIDPOINT	MAXIMUM
Hourly	26.22	31.97	37.73
Daily	209.73	255.77	301.81
200 Days	41,946	51,154	60,362
218 Days	45,721	55,758	65,795

TECHNOLOGY SALARY SCHEDULE

PAY GRADE | TECHNOLOGY

T-1

Help Desk Analyst I
Help Desk Field Technician

T-1	MINIMUM	MIDPOINT	MAXIMUM
Hourly	24.25	28.87	33.49
Daily	194.00	230.96	267.92
240 Days	46,560	55,430	64,304

T-2

Graphic Designer
Help Desk Analyst II

T-2	MINIMUM	MIDPOINT	MAXIMUM
Hourly	29.25	34.82	40.39
Daily	234.00	278.56	323.12
240 Days	56,160	66,854	77,549

T-3

Application and Network Support Analyst
Infrastructure Analyst | Network
Multimedia Content Coordinator
Multimedia Production Coordinator

T-3	MINIMUM	MIDPOINT	MAXIMUM
Daily	308.63	367.42	426.21
240 Days	74,071	88,181	102,290

T-4

Graphic Design Manager
Multimedia Manager
Product (Tech Training/Curriculum) Manager
Process Improvement Coordinator
Web Content Coordinator
Software Developer
Systems Analyst
Systems Engineer

T-4	MINIMUM	MIDPOINT	MAXIMUM
Daily	332.83	396.23	459.63
240 Days	79,879	95,095	110,311

T-5

Information Security Officer
Senior Software Developer
Senior Systems Analyst
Senior Systems Engineer

T-5	MINIMUM	MIDPOINT	MAXIMUM
Daily	397.07	472.70	548.33
240 Days	95,297	113,448	131,599

T-6

Manager | Applications
Manager | Operations Services
Manager | Project
Manager | Service Desk

T-6	MINIMUM	MIDPOINT	MAXIMUM
Daily	428.43	510.04	591.65
240 Days	102,823	122,410	141,996

T-7

Director | Information Technology Services

T-7	MINIMUM	MIDPOINT	MAXIMUM
Daily	480.32	571.81	663.30
240 Days	115,277	137,234	159,192

OPERATIONS SUPPORT SALARY SCHEDULE

PAY GRADE | OPERATIONS SUPPORT

O-1

Cook | Head Start
Custodian | Adult Education
Custodian | Head Start
Custodian | Facilities
Custodian | Schools

O-1	MINIMUM	MIDPOINT	MAXIMUM
Hourly	15.50	18.90	22.30
Daily	124.00	151.20	178.40
190 Days	23,560	28,728	33,896
218 Days	27,032	32,962	38,891
240 Days	29,760	36,288	42,816

O-2

Courier | Facilities
Courier | Head Start
Food Services Clerk | Schools
Mail Clerk | Facilities
Parking Monitor | Facilities

O-2	MINIMUM	MIDPOINT	MAXIMUM
Hourly	16.50	20.13	23.76
Daily	132.00	161.04	190.08
210 Days	27,720	33,818	39,917
230 Days	30,360	37,039	43,718
240 Days	31,680	38,650	45,619

O-3

Maintenance Worker
Warehouseman

O-3	MINIMUM	MIDPOINT	MAXIMUM
Hourly	17.75	21.64	25.53
Daily	142.00	173.12	204.24
240 Days	34,080	41,549	49,018

O-4

Bus Driver
Construction & Environmental Specialist | Facilities
Maintenance Technician I
Records Center Technician

O-4	MINIMUM	MIDPOINT	MAXIMUM
Hourly	20.75	25.30	29.85
Daily	166.00	202.40	238.80
240 Days	39,840	48,576	57,312

O-5

Maintenance Technician II
Senior Customer Support/Imaging Center Specialist
Transportation Technician
Utility Craftsman II

O-5	MINIMUM	MIDPOINT	MAXIMUM
Hourly	24.25	29.57	34.89
Daily	194.00	236.56	279.12
240 Days	46,560	56,774	66,989

O-6

Maintenance Technician III
Senior Records Center Technician

O-6	MINIMUM	MIDPOINT	MAXIMUM
Hourly	27.75	33.84	39.93
Daily	222.00	270.72	319.44
240 Days	53,280	64,973	76,666

SUPPLEMENTAL SUPPORT SALARY SCHEDULE

ADULT EDUCATION

Aide with High School Diploma	\$16.00/hr
Aide with 12 College Credit Hours	\$16.50/hr
Career Pathways Instructor	\$40.00/hr
Clerk	\$16.00/hr
Craft Instructor	\$40.00/hr
Program Assistant	\$33.00/hr
Substitute Teacher	\$25.00/hr
Teacher	\$30.00/hr
Transition Specialist/Career Navigator	\$30.00/hr

HEAD START

Assistant Cook	\$2,000/yr
Cook Supplemental Pay	\$1.75/hr
Early Head Start Center Management	\$3,000/yr
Healthy Living Catering/Policy Council	\$2,000/yr
Substitute Teaching Assistant	\$15.00/hr
Teaching Assistant Supplemental Pay	\$1.61/hr
Translator Policy Council	\$25.00/hr

SCHOOLS

Administrator (Summer/Extra Duty Pay)	\$35.00/hr
Bus Aide	\$17.00/hr
Bus Driver	\$500.00/yr
Counselor (Summer/Extra Duty Pay)	\$32.00/hr
Educational Aide (Summer/Extra Duty Pay)	\$21.00/hr
Home Bound Student Services	\$40.00/hr
School Nurse (Summer/Extra Duty Pay)	\$32.00/hr
Teacher (Summer/Extra Duty Pay)	\$32.00/hr
Trainer (Boys Town and Love & Logic)	\$38.00/hr

INTERNS

High School Student	\$15.00/hr
College Student	\$17.00/hr

ADULT EDUCATION PROFESSIONAL DEVELOPMENT STIPENDS

Eligibility: Part-time staff only

POSITION	REQUIRED HOURS	CATEGORY OF REQUIRED PROFESSIONAL DEVELOPMENT	STIPEND
Teacher Substitute Teacher Program Assistant	15	3 Hours Principles of Adult Learning 6 Hours Literacy 6 Hours Other	\$450
Clerk Aide Transition Specialist Career Navigator	3	3 Hours Other	\$45
Additional Training	N/A	Paid at hourly rate if required and approved. *Excludes full-time positions.	

Staff required to complete only half of the professional development hours will receive half of the stipend amount.

SUBSTITUTE PAY

POSITION	PAY RATE
Educational Aide Teacher (Degree Only) Teacher (TX Teacher Certificate) Assistant Principal Nurse Bus Driver	\$125/day \$200/day \$260/day \$375/day \$300/day \$20/hr

RELIEF INSTRUCTOR PAY

POSITION	PAY RATE
Teacher (Degree Only) Teacher (TX Teacher Certificate)	\$200/day \$260/day

CERTIFIED TEACHER CALENDAR

TS
Teacher
Transiton Specialist

Calendar
191
200

ADMINISTRATIVE CALENDAR

A-1

Site Coordinator | CASE

Calendar

240

A-2

Grants Development Associate

240

Family Engagement Coordinator

240

Junior Staff Accountant | Business Services

240

Program Coordinator | CASE

240

Project-Based Learning Associate

Part-time

Project Coordinator | Provider Support

240

A-3

Calendar

Career Navigator (Core AEFLA) | Adult Education

240

Career Navigator (IELCE) | Adult Education

240

Civic Engagement Project Coordinator

240

Coordinator | Benefits

240

Coordinator | Marketing and Client Engagement

240

Coordinator | Procurement Services

240

Coordinator | Research and Evaluation

240

Coordinator | Workforce

240

Creative Services Coordinator

240

Event Coordinator

240

Food Contract Coordinator

240

Grants Development Coordinator

240

Human Resources Coordinator

240

Instruction & Curriculum Specialist (Core AEFLA) | Adult Education

240

Instruction & Curriculum Specialist (IELCE) | Adult Education

240

Membership & Business Development Coop Coordinator | Choice Partners

240

Operations Coordinator | Facilities

240

Parent Comm Engagement Liaison | Schools

240

Performance & Accountability Coordinator | Adult Education

240

Professional Development & Digital Literacy Coordinator | Adult Education

240

Project Coordinator | CASE

240

Records Operations Manager

240

Recovery Coach | Fortis Academy

240

Resource Coordinator | CASE

240

Special Events & Project Coordinator | CASE

240

Staff Accountant I | Business Services

240

Teacher (FT) | Adult Education

190, 240

Translations Coordinator | Marketing and Client Engagement

240

A-4

Assessment Manager Center for Educator Success	240
Community Resources Manager	240
Compensation Analyst Human Resources	240
Compliance Manager Center for Educator Success	240
Compliance Officer Business Services	240
Contract Manager Food Coop	240
Contract Manager II Choice Partners	240
Contract Compliance Specialist Choice Partners	240
Contract Procurement Manager Choice Partners	240
Grants & Budget Compliance Coordinator Adult Education	240
Grants Development Specialist Center for Grants Development	240
Manager Center for Grants Development	240
Manager Communications and Creative Services	240
Manager Federal Programs and Compliance	240
Manager Marketing and Client Services	240
Manager Procurement Services	240
Manager Public Information and Policy	240
Manager Research	240
Manager of Teacher Advancement Center for Educator Success	240
Manager of Teacher Support Center for Educator Success	240
Quality Assurance Coordinator Adult Education	240
Quality Manager CASE	240
Recruitment Manager Center for Educator Success	240
Risk Management Specialist Human Resources	240
Special Projects Workflow Specialist	240
Staff Accountant II	240

Calendar**A-5**

Accounting Manager Business Services	240
Assistant Director CASE	240
Assistant Director Facilities	240
Assistant Director Human Resources	240
Assistant Director Marketing and Client Engagement	240
Assistant Principal Schools	240
Career Pathways Manager Adult Education	240
Client Account Manager Choice Partners	240
Compliance & Technical Support Officer Schools	240
Manager Adult Education	240
School Climate and Culture Specialist Center for Secure and Safe Schools	240
School Safety and Security Specialist Center for Secure and Safe Schools	240
Senior Accountant Business Services	240
Senior Contract Manager Choice Partners	240

Calendar

A-6

Director Education Foundation	240
Officer of Business & Revenue Choice Partners	240
Officer of Certification & Assessments Center for Educator Success	240
Officer of Compliance & Construction Choice Partners	240
Officer of Elementary Education Center for Educator Success	240
Officer of Food & Nutrition Choice Partners	240
Officer of Leadership & Development Center for Educator Success	240
Officer of Partnerships & Certification Center for Educator Success	240
Officer of Professional Learning/Student Recognition Center for Educator Success	240
Officer of Secondary Education Center for Educator Success	240
Officer of School Safety and Security Center for Safe and Secure Schools	240

Calendar**A-7**

Construction Director Facilities	240
Director Adult Education	240
Director Center for Grants Development	240
Director Center for Safe and Secure Schools	240
Director Communications and Creative Services	240
Director Curriculum and Compliance Services	240
Director Marketing and Client Engagement	240
Director Procurement Services	240
Director Records Management	240
Director Research and Evaluation Institute	240
Maintenance Director Facilities	240
Principal Schools	240

Calendar**A-8**

Senior Director Adult Education	240
Senior Director CASE	240
Senior Director Center for Educator Success	240
Senior Director Choice Partners	240
Senior Director School-Based Therapy Services	240
Senior Director Schools	240

Calendar**A-9**

Chief Communications Officer	240
Chief HR Officer	240
Chief of Staff	240
Chief Operations Officer Facilities	240

Calendar**A-10**

Assistant Superintendent Academic Support Services	240
Assistant Superintendent Business Services	240
Assistant Superintendent Education and Enrichment	240

Calendar

HEAD START ADMINISTRATIVE CALENDAR

H-1

Family Services Provider

Calendar

230 Days

H-2

Instructional Coach (non-certified)

Calendar

230 Days

H-3

Assistant Campus Manager

Calendar

230 Days

H-4

Campus Manager
Compliance Coordinator
Data Coordinator
Education and Special Services Coordinator
Family Services Coordinator
Health Services Coordinator
Nutrition Services Coordinator
Operations Coordinator
Professional Development Coordinator
Special Education Coordinator

Calendar

230 Days
230 Days
230 Days
230 Days
230 Days
230 Days
230 Days
230 Days
230 Days
230 Days

H-5

Community Partnership Manager
Counselor
Data Compliance Manager
Education and Special Services Manager
Health and Family Services Manager
Nutrition Services Manager
Operations Manager

Calendar

240 Days
240 Days
240 Days
240 Days
240 Days
240 Days
240 Days

H-6

Assistant Director | Compliance/Family Services
Assistant Director | Education/Operations

Calendar

240 Days
240 Days

H-7

Senior Director

Calendar

240 Days

PROFESSIONAL SUPPORT CALENDAR

P-1

Music Therapist

Calendar

Part-time, 162, 180

P-2

Behavior Intervention Specialist
Instructional Coach (certified)
School Counselor
School Counselor SEL
School Nurse

Calendar

200
200
200
200
191, 213, 219

P-3

Licensed Specialist in School Psychology
Occupational Therapist
Physical Therapist
Recovery Program Coordinator

Calendar

200
Part-time, 162, 180, 240
Part-time, 162, 180, 240
240

P-4

Manager | School-Based Therapy Services

Calendar

Part-time, 230, 240

ADMINISTRATIVE SUPPORT CALENDAR

S-2

After-School Program Specialist	Calendar
Campus Clerk	240
Receptionist	210, 230
Special Initiatives Clerk	240

S-3

Administrative Assistance CASE	Calendar
Administrative Assistance School-Based Therapy Services	240
Clerk Procurement Services	240
Community Partnership Clerk Head Start	230
Contract Billing Clerk Choice Partners	230
Customer Service Clerk	240
Data Clerk Adult Education	240
Digital File Clerk Choice Partners	240
General Office Clerk	240
Imaging Operator Records Management	230, 240
Meeting Facilitator	240
Nutrition Services Clerk Head Start	240
Operations Clerk Head Start	230

S-4

Administrative Assistant to the Director	Calendar
Administrative Assistant to the Principal	240
Data/Compliance Specialist	240
Financial Assistant	230
Fixed Assets Clerk	230, 240
Food Contract Assistant	240
General Office Clerk II	240
Microfilm/Imaging Clerk	230, 240
Records Management Specialist	240
Secretary Head Start	240
	230

S-5

	Calendar
Accounts Payable Specialist	240
Accounts Receivable Specialist	240
Administrative Assistant Executive Director	240
Administrative Assistant Senior Director	240
Benefits Specialist	240
Contract Specialist	240
Contract Billing Specialist	240
Financial Assistant/Secretary to Senior Director	240
Human Resources Recruitment Specialist	240
Imaging and Content Specialist	240
Leave Specialist	Part-time
Payroll Specialist	240
Procurement Specialist	240
Quality Assurance Specialist	240
Records Support Specialist	240
Senior Grant Accounting Clerk	240

S-6

	Calendar
Benefits Specialist	240
Executive Assistant Assistant Superintendent	240
Executive Assistant Board of Trustees	240
Logistics Specialist	240
Lead Payroll Specialist	240
Records Contract Specialis	240
Senior Accounts Payable Specialist	240

S-7

	Calendar
Occupational Therapy Assistant	Part-time, 162, 180
Physical Therapist Assistant	Part-time, 162, 180

S-8

	Calendar
Senior Executive Assistant Superintendent	240

INSTRUCTIONAL SUPPORT CALENDAR

I-1

Educational Aide I | Schools

Calendar

191

I-2

Educational Aide II | Schools

Calendar

191

I-3

Educational Aide III | Schools

Calendar

191

HEAD START
INSTRUCTIONAL SUPPORT CALENDAR

E-1

Teaching Assistant

Calendar

200 Days

E-2

Early Childhood Teacher | CDA

Calendar

218 Days

E-3

Reserved for future use

E-4

Early Childhood Teacher
Teacher

Calendar

218 Days
200 Days

TECHNOLOGY CALENDAR

T-1

Help Desk Analyst I
Help Desk Field Technician

Calendar

240
240

T-2

Graphic Designer
Help Desk Analyst II

Calendar

240
240

T-3

Application and Network Support Analyst
Infrastructure Analyst | Network
Multimedia Content Coordinator
Multimedia Production Coordinator

Calendar

240
240
240
240

T-4

Graphic Design Manager
Multimedia Manager
Product (Tech Training/Curriculum) Manager
Process Improvement Coordinator
Web Content Coordinator
Software Developer
Systems Analyst
Systems Engineer

Calendar

240
240
240
240
240
240
240
240

T-5

Information Security Officer
Senior Software Developer
Senior Systems Analyst
Senior Systems Engineer

Calendar

240
240
240
240

T-6

Manager | Applications
Manager | Operations Support
Manager | Project
Manager | Service Desk

Calendar

240
240
240
240

T-7

Director | Information Technology Services

Calendar

240

OPERATIONS SUPPORT CALENDAR

O-1

Cook | Head Start
Custodian | Adult Education
Custodian | Head Start
Custodian | Facilities
Custodian | Schools

Calendar

190
Part-time, 240
Part-time, 240
Part-time, 240
Part-time, 240

O-2

Courier | Facilities
Courier | Head Start
Food Services Clerk | Schools
Mail Clerk | Facilities
Parking Monitor | Facilities

Calendar

230, 240
230, 240
191
240
Part-time, 240

O-3

Maintenance Worker
Warehouseman

Calendar

Part-time, 240
240

O-4

Bus Driver
Construction & Environmental Specialist | Facilities
Maintenance Technician I
Records Center Technician

Calendar

240
240
240
240

O-5

Maintenance Technician II
Senior Customer Support/Imaging Center Specialist
Transportation Technician
Utility Craftsman II

Calendar

240
240
240
240

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Maintenance Technician III
Senior Records Center Technician

Calendar

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Harris County
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