FRANCIS HOWELL SCHOOL DISTRICT
ADMINISTRATIVE ASSISTANTS SALARY SCHEDULE
2026-2027

CO Receptionist	**AA Accounting**	**AA Vac Station**	**AA Site Adm EC/El/MS/HS**	**AA to Chief**
A+ Secretary	**AA VS Accounting**	**AA Bldg Finance**		
Guidance AA	**AA Cust Svs Mgr.**	**AA Activities**		
Office Secretary	**AA Sped Dept.**	**AA Finance Fac.**	**AA Content Leader**	
	BIS: EC/PS, EL	**BIS MS**	**AA EC Business Ops**	
	AA Facilities Usage Mgr		**BIS HS**	
			AA to Director	

Pay Grade	14	16	17	18	20	Pay Grade
MIN.	$17.08	$18.35	$19.07	$19.82	$21.42	MIN.

Actions:

A. Minimum wages in all paygrades stay the same.
B. The District will utilize open ended salary ranges with no defined maximum for all pay grades.
C. All eligible employees will receive an increase of 3.25% to be applied prior to the service-based increase.
D. All eligible employees with 3-5 completed school years of FHSD service as calculated on July 1, 2026, will receive an additional $0.20 per hour increase.
E. All eligible employees with 6-10 completed school years of FHSD service as calculated on July 1, 2026, will receive an additional $0.35 per hour increase.
F. All eligible employees with 11+ completed school years of FHSD service as calculated on July 1, 2026, will receive an additional $0.50 per hour increase.
G. For the 2026–2027 school year, eligible employees will receive the applicable service-based increase corresponding to their current years of credited service.

Notes:

A. Employees must have been hired prior to January 1 of the school year in which they were hired to receive credit for that school year.
B. An employee who separates from the district and is later re-employed will have their credited years of service reset based on their most recent hire date. This provision also applies to employees who move from an eligible permanent position to a substitute or as-needed position, as substitute or as-needed positions do not qualify for continued service credit.
C. Service-based increases are awarded upon attainment of a new service tier. The service-based increase will not be applied annually within the same tier.
D. Service-based increases are used when calculating an employee's hourly wage.