

4.10 School Based Administrative Support

8 Hours Per Day

Pay Grade	Contract Days	Job Title	Exempt Status	MVR Requirement
SB-1	180	HeadStart Administrative Assistant	NE	N
		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 Annual Rate	198 Annual Rate	Hourly Rate	198 Annual Rate	208 Annual Rate	213 Annual Rate	Hourly Rate	213 Annual Rate	233 Annual Rate
00	17.73	25,531.20	28,084.32	20.00	31,680.00	33,280.00	34,080.00	23.10	39,362.40	43,058.40
01	18.07	26,020.80	28,622.88	20.38	32,281.92	33,912.32	34,727.52	23.60	40,214.40	43,990.40
02	18.44	26,553.60	29,208.96	20.80	32,947.20	34,611.20	35,443.20	24.12	41,100.48	44,959.68
03	18.79	27,057.60	29,763.36	21.21	33,596.64	35,293.44	36,141.84	24.63	41,969.52	45,910.32
04	19.17	27,604.80	30,365.28	21.61	34,230.24	35,959.04	36,823.44	25.17	42,889.68	46,916.88
05	19.54	28,137.60	30,951.36	22.07	34,958.88	36,724.48	37,607.28	25.60	43,622.40	47,718.40
06	19.93	28,699.20	31,569.12	22.49	35,624.16	37,423.36	38,322.96	26.05	44,389.20	48,557.20
07	20.35	29,304.00	32,234.40	22.93	36,321.12	38,155.52	39,072.72	26.53	45,207.12	49,451.92
08	20.77	29,908.80	32,899.68	23.40	37,065.60	38,937.60	39,873.60	26.92	45,871.68	50,178.88
09	21.15	30,456.00	33,501.60	23.86	37,794.24	39,703.04	40,657.44	27.34	46,587.36	50,961.76
10	21.59	31,089.60	34,198.56	24.34	38,554.56	40,501.76	41,475.36	27.75	47,286.00	51,726.00
11	22.02	31,708.80	34,879.68	24.83	39,330.72	41,317.12	42,310.32	28.18	48,018.72	52,527.52
12	22.45	32,328.00	35,560.80	25.33	40,122.72	42,149.12	43,162.32	28.61	48,751.44	53,329.04
13	22.88	32,947.20	36,241.92	25.83	40,914.72	42,981.12	44,014.32	29.11	49,603.44	54,261.04
14	23.36	33,638.40	37,002.24	26.33	41,706.72	43,813.12	44,866.32	29.62	50,472.48	55,211.68
15	23.84	34,329.60	37,762.56	26.88	42,577.92	44,728.32	45,803.52	30.33	51,682.32	56,535.12
16	24.29	34,977.60	38,475.36	27.40	43,401.60	45,593.60	46,689.60	31.04	52,892.16	57,858.56
17	24.78	35,683.20	39,251.52	27.94	44,256.96	46,492.16	47,609.76	31.77	54,136.08	59,219.28
18	25.27	36,388.80	40,027.68	28.78	45,587.52	47,889.92	49,041.12	32.53	55,431.12	60,635.92
19	25.79	37,137.60	40,851.36	29.65	46,965.60	49,337.60	50,523.60	33.25	56,658.00	61,978.00
20	26.30	37,872.00	41,659.20	30.54	48,375.36	50,818.56	52,040.16	33.97	57,884.88	63,320.08
21	27.08	38,995.20	42,894.72	31.47	49,848.48	52,366.08	53,624.88	34.53	58,839.12	64,363.92
22	27.90	40,176.00	44,193.60	32.42	51,353.28	53,946.88	55,243.68	35.11	59,827.44	65,445.04
23	28.74	41,385.60	45,524.16	33.35	52,826.40	55,494.40	56,828.40	35.66	60,764.64	66,470.24
24	29.61	42,638.40	46,902.24	33.95	53,776.80	56,492.80	57,850.80	36.22	61,718.88	67,514.08
25	30.50	43,920.00	48,312.00	34.58	54,774.72	57,541.12	58,924.32	36.78	62,673.12	68,557.92

- Athletic Director Administrative Assistants are permitted up to 10 timesheet days.