

Pay Structures

Administrative Support Pay Range

Pay Grade 1

	Minimum	Midpoint	Maximum
Hourly	\$17.12	\$22.22	\$27.32
<i>Clerical Assistant, Workroom (200)</i> <i>MS Clerical Assistant (200,215)</i> <i>Receptionist, SEAY Tennis Center (230)</i>		<i>Receptionist, Elementary (198)</i> <i>Receptionist, MIS/HPMS (200)</i>	

Pay Grade 2

	Minimum	Midpoint	Maximum
Hourly	\$17.56	\$23.23	\$28.02
<i>MS Clerical Assistant, Special Education (200)</i> <i>MS/HS Clerical Assistant, 504/ADA (200)</i> <i>MS Bookkeeper (200)</i>		<i>MS Clerical Assistant (230)</i> <i>MS Clerical Assistant, Substitutes (200)</i>	

Pay Grade 3

	Minimum	Midpoint	Maximum
Hourly	\$18.02	\$23.39	\$28.76
<i>Administrative Assistant, Assistant Principal (215)</i> <i>HS Administrative Assistant, Special Education (200)</i> <i>HS Administrative Assistant, Fine Arts (200)</i> <i>MS/HS Administrative Assistant, Counseling (200)</i> <i>HS Administrative Assistant, Lead Counselor (215)</i> <i>HS Administrative Assistant, Assessment (215)</i>		<i>MS Assistant Registrar (230)</i> <i>Receptionist, HS (215)</i> <i>HS Administrative Assistant (210)</i> <i>HS Bookkeeper (210)</i> <i>HS Clerical Assistant, Substitutes (200)</i> <i>Administrative Assistant, Athletics (230)</i>	

Pay Grade 4

	Minimum	Midpoint	Maximum
Hourly	\$18.49	\$24.00	\$29.51
<i>Administrative Assistant, Construction (230)</i> <i>Administrative Assistant, Communications (230)</i> <i>Athletic Services Paraprofessional (230)</i> <i>MS Registrar (215)</i> <i>HS Registrar (230)</i>		<i>Administrative Assistant, Maintenance (230)</i> <i>Administrative Assistant, Special Ed Evaluation (210)</i> <i>Administrative Assistant, Textbooks (230)</i> <i>ELEM Administrative Assistant, Principal (215)</i>	

Pay Grade 5

	Minimum	Midpoint	Maximum
Hourly	\$18.97	\$24.53	\$30.28
<i>Administrative Assistant, Curriculum/Eduphoria (230)</i> <i>Administrative Assistant, Special Programs (230)</i> <i>Accounting Assistant (230)</i>		<i>MS/HS Administrative Assistant, Principal (230)</i> <i>Administrative Assistant, Technology (230)</i>	

Pay Grade 6

	Minimum	Midpoint	Maximum
Hourly	\$19.58	\$25.42	\$31.25
<i>Administrative Assistant, Education Services (230)</i>		<i>Accounts Payable (230)</i>	
<i>Administrative Assistant, Business Services (230)</i>		<i>Curricular Technologist/BSSU (230)</i>	
<i>Administrative Assistant, Safety/Security/Worker's Comp (230)</i>			

Pay Grade 7

	Minimum	Midpoint	Maximum
Hourly	\$22.14	\$28.74	\$35.34
<i>Communications Specialist (230)</i>		<i>HR Specialist & Certification (230)</i>	
<i>Account Specialist (230)</i>		<i>Benefits Manager (230)</i>	
<i>HR Specialist (230)</i>			

Pay Grade 8

	Minimum	Midpoint	Maximum
Hourly	\$30.19	\$38.94	\$47.69
<i>Administrative Assistant, Superintendent/Board (230)</i>			