

Socorro ISD

SALARY SCHEDULES AND INFORMATION

2021-2022

Rudy Campoya

Chief Human Resources Officer

Celina Stiles

Director of Support/Personnel Administration

Bonnie Serang

Coordinator of Compensation

915.937.0222

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Compensation Officer

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#TeamSISD

SEIZE YOUR OPPORTUNITY

SOCORRO INDEPENDENT SCHOOL DISTRICT

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2021-2022 SISD BOARD OF TRUSTEES

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Assistant Superintendent / Administrative Services
Assistant Superintendent / Elementary Education
Assistant Superintendent / Middle & K-8 Schools
Assistant Superintendent / Secondary Education
Chief Academic Officer
Assistant Superintendent of Schools
Chief Financial Officer
Chief Operations Officer
Chief Communications Officer
Chief Technology Officer



2021-2022 SISD Calendar

Socorro Independent School District

Leading • Inspiring • Innovating

August/agosto 2021						
S	M	T	W	T	F	S
July 25	*26	*27	*28	*29	*30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September/septiembre 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October/octubre 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November/noviembre 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December/diciembre 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January/enero 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July

26-30.....Staff Development
31.....Teacher Work Day

August

2.....1st Nine Weeks Begins

September

6.....Labor Day Holiday

October

4-15.....Fall Intersession for Students
18.....Staff Development
19.....2nd Nine Weeks Begins

November

11.....Veteran's Day Holiday
22-26.....Thanksgiving Break

December

17.....Early Release (Teachers & Students)
20-31.....Winter Break

January

1.....New Year's Day
3-4.....Staff Development
5.....3rd Nine Weeks Begins
17.....Martin Luther King, Jr. Holiday

March

7-18.....Spring Intersession for Students
21.....Staff Development
22.....4th Nine Weeks Begins

April

15.....Good Friday Holiday

May

30.....Memorial Day Holiday

June

2.....Last Day of School
3.....Teacher Work Day
High School Graduations
4.....Teacher Work Day
High School Graduations

Teacher Inservice/Workdays

9 Staff Development Days
3 Workdays

Instructional Days (175)

Fall: 82 Spring: 93

Instructional Minutes

Fall: 37,080 Spring: 43,110
Elementary, K-8 and Middle Schools - 80,190
High Schools - 78,450
Total minutes include staff development waiver

*State Assessment Dates subject to change by TEA, log on to www.tea.state.tx.us

SISD shall follow smart snack guidelines in place of FMNV days.

Legend

- Inlement Weather Make Up Days
- In Session
- Intersession
- Holidays/District Closure
- Staff Development
- Teacher Work Day
- ▶ Beginning of Nine Weeks
- ◀ End of Nine Weeks
- Early Release - Students & Teachers
- State Assessment Test Day
- TELPAS Testing Window

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The Socorro Independent School District does not discriminate on the basis of race, national origin, sex, disability, or age in its programs, activity or employment.

February/febrero 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March/marzo 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April/abril 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May/mayo 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June/junio 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July/julio 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

*Tentative 2022-2023 Calendar

2021-2022 SISD COMPENSATION PLAN

On April 20, 2021, the SISD Board of Trustees approved a salary increase (as shown below) for all eligible employees for the 2021-2022 school year, effective July 1, 2021. To be eligible, employees needed to have been actively employed by July 1, 2021. A \$1,000 lump sum bonus was also approved for all eligible employees.

Auxiliary Employees	4% off the midpoint
Paraprofessional Employees	4% off the midpoint
Administrators/Professionals/Info Systems	4% off the midpoint
Teachers/Nurses/Librarians	See Salary Schedule
Counselors/Diagnosticians	See Salary Schedule

INSTRUCTIONAL ARRANGEMENTS
CLASS SIZE

EEB
(REGULATION)

ELEMENTARY SCHOOLS		The following grid displays total allocations:						
Principal	1	Every school must have a principal who serves as the instructional leader for the school.						
Enrollment		1-249	250-499	500-849	850-999	1000-1199	1200-1399	1400-1599
Assistant Principal(s) (217)		1	1	1	2	2	3	3
Enrollment		1-199	200-399	400-599	600-799	800-999	1000-1249	1250-1399
Counselor(s) (197)		0	1	1	1	2	2	3
Enrollment		1-249	250-499	500-749	750-999	1000-1249	1250-1499	1500-1749
SCE Instructional Coach (197) *		1	1	1	1	2	2	2
Librarian (192)		1	1	1	1	1	1	1
Library Aide (183)		1	1	1	1	1	1	1
School Nurse (192)		1	1	1	1	1	1	1
Nurse's Aide (183)		0	0	0	0	1	1	1
TEA-Physical Education (187) **		1	1	1	1	2	2	2
P.E. Aide (183) ***		1	1	1	1	2	2	2
Campus Secretary (226)		1	1	1	1	1	1	1
PEIMS/Attendance Specialist (226) ****		1	1	1	1	2	3	3
Campus Clerk (180)		1	1	1	1	2	2	2
At Risk Aide/CIS (SCE) (183) *****		1	1	1	1	1	1	1
Parent Liaison (183) *****		1	1	1	1	1	1	1
Class Size Reduction Teacher (SCE) (187) †		1	1	1	1	1	1	1
Enrollment				500-749	750-1500			
Permanent Substitute Teacher				2	3			
Class Sizes								
3 Year Old Program (187)	14:01	Programs are limited to special populations such as migrant or special education. Director approval is necessary from either the Director of State and Federal Programs or the Director of Special Education. Class size may not exceed 14:01						
Pre-Kindergarten (187)	22:01	Class sizes are recommendations. When necessary, class sizes may exceed the recommended number.						
Kindergarten-4th Grade (187) *****	22:01	Class sizes may not exceed 22:01						
5th Grade (187)	32:01	Class sizes are recommendations. When necessary, class sizes may exceed the recommended number.						
Minimum Class Size	15:01	Any class with less than 12 students must be approved in Cabinet						
	*	One Instructional Coach will be provided using State Compensatory Education Funding.						
	**	Every elementary school receives a minimum of 1 PE teacher.						
	***	Additional PE Aide support is based on a combination of PE Teacher(s) and Aide(s) to maintain an average student to adult ratio of 45:1.						
	****	Campuses serving as a PK Hub will receive an additional PEIMS Specialist. Schools that have 25% or more students overflowed to other campuses will receive an additional PEIMS Specialist.						
	*****	SISD provides every campus with a Parent Liaison. Each campus has a choice of having a CIS (Communities in Schools/Contracted Services Social Worker) or an At-Risk Aide (funded with State Compensatory Educational Funds.) If the campus chooses the At-Risk Aide, the District will pay 100%. The District will contribute \$17,500.00 towards a CIS Social Worker. The campus must pay the remaining \$17,500.00 (typically from Title I funds.)						
	*****	Parent Liaisons are paid out of district Title I funds. Should a school choose to have a CIS/Contracted Services Social Worker in lieu of a parent liaison, the campus will contribute \$17,500.00. (typically from Title I funds) A CIS/Contracted Services Social Worker will be fully funded from both State Compensatory Educational and Title I funds should a campus choose not to have a Parent Liaison or an At-Risk Aide. Campuses have the option of providing additional Instructional Aide Support funded from their local Title I funds.						
	*****	If campuses are participating in the Special Education Kindergarten Collaborative, and special education students are mainstreamed 100% of the time, the total number of students, including both special education and regular education students, will not exceed 22. The special education teacher will support all students and will not be considered the teacher of record.						
	†	In lieu of a class size reduction teacher, the campus may choose a SCE intervention teacher.						
		Any additional positions, additional days or additional periods must be requested through a PAF (Personnel Action Form) and be approved by Cabinet.						

Campus enrollment will be monitored for drops in excess of 30 or more students from the designated number that qualifies the campus for the additional allocation or fee. Once the campus enrollment drops by 30 or more students and is sustained for (4) four weeks, Cabinet will review and decide whether the campus will lose that additional allocation or fee.

INSTRUCTIONAL ARRANGEMENTS
CLASS SIZE

EEB
(REGULATION)

PK-8 COMBO SCHOOLS									
Enrollment		1-249	250-499	500-749	750-999	1000-1249	1250-1499	1500-1749	Over 1750
Principal	1	Every school must have a principal who serves as the instructional leader for the school. The following grid displays total allocations:							
Assistant Principal(s) (217)		0	1	2	2	3	3	4	5
Counselor(s) (197)		0	1	2	2	3	3	4	4
SCE Instructional Coach (197) *		2	2	2	2	2	2	2	2
Librarian (192)		0	1	1	1	1	1	1	1
Library Aide (183)		0	0	1	1	1	1	1	1
School Nurse (192)		0	0	1	1	1	1	1	1
Nurse's Aide (183)		0	0	0	0	1	1	1	1
TEA-Physical Education (187) **		1	1	1	1	2	2	2	2
P.E. Aide (183) ***		1	1	1	2	2	2	3	3
Campus Secretary (226)		1	1	1	1	1	1	1	1
PEIMS/Attendance Specialist (226)		0	1	1	1	2	2	2	2
SKED Clerk (MID) (226)		0	1	1	1	1	1	1	1
Campus Clerk (183)		0	1	1	1	2	2	2	2
At Risk Aide/CIS (SCE) (183)****		0	1	1	1	1	1	1	1
Parent Liaison(183)*****		0	1	1	1	1	1	1	1
SAC Aide (183)		0	1	1	1	1	1	1	1
Class Size Reduction Teacher (187) (SCE) †		2	2	2	2	2	2	2	2
SCE Intervention/Lab Teacher †††		1	1	1	1	1	1	1	1
Enrichment Teacher ††		1	1	1	1	1	1	1	1
Enrollment				500-749	750-1000	1001-1300			
Permanent Substitute Teacher				2	3	4			
Class Sizes									
3 Year Old Program (187)	14:01	Programs are limited to special populations such as migrant or special education. Director approval is necessary from either the Director of State and Federal Programs or the Director of Special Education. Class Size will not exceed 14:01.							
Pre-Kindergarten (187)	22:01	Class sizes are recommendations. When necessary, class sizes may exceed the recommended number.							
Kindergarten-4th Grade (187) *****	22:01	Student enrollment may not exceed 22:01							
5th -8th Grade (187)	32:01	Class sizes are recommendations. When necessary, class sizes may exceed the recommended number.							
Minimum Class Size	15:01	Any class with less than 12 students must be approved in Cabinet							
* Three Instructional Coaches will be provided using State Compensatory Education funding.									
** Every school receives a minimum of 1 PE teacher.									
*** Additional PE Aide support is based on a combination of PE Teacher and Aide to maintain a student to adult ratio of 45:1.									
**** SISD provides every campus with a parent liaison. Each campus has a choice of having a CIS (Communities in Schools/Contracted Services Social worker or an At Risk Aide (funded with State Compensatory Educational Funds.) If the campus chooses the At-Risk Aide, the District will pay 100%. The District will contribute \$17,500 towards a CIS Social Worker. The campus must pay the remaining \$17,500 (typically paid from campus Title I funds)									
campus will contribute \$17,500 (typically paid from Title I funds) ACIS Contracted Services Social Worker will be fully funded from both State Compensatory Educational and Title I funds should a campus choose not to have a Parent Liaison or an At-Risk Aide. Campuses have the option of providing additional instructional Aide Support funded from their local Title I funds.									
***** If campuses are participating in the Special Education Kindergarten Collaborative, and special education students are mainstreamed 100% of the time; the total number of students, including both special education and regular education students will not exceed 22. The special education teacher will support all students and will not be considered the teacher of record.									
† One class size reduction teacher for 5th grade and one for middle school; in lieu of a class size reduction teacher, the campus may choose a SCE intervention teacher.									
†† One additional FTE will be provided for each PK-8 combo school to support enrichment opportunities such as high school credit, STEM courses, LOTE and Fine Arts									
††† One additional SCE teacher will be provided for each PK-8 combo school to support intervention/lab instruction									
All classroom teachers must teach a minimum of three (3) classes.									
The number of inclusive FTEs in the middle school grades will be determined by using the formula of 25:1.									
Any additional positions, days or additional periods must be requested through a PAF and approved by Cabinet.									

Campus enrollment will be monitored for drops in excess of 30 or more students from the designated number that qualifies the campus for the additional allocation or fte. Once the campus enrollment drops by 30 or more students and is sustained for (4) four weeks, Cabinet will review and decide whether the campus will lose that additional allocation or fte.

INSTRUCTIONAL ARRANGEMENTS
CLASS SIZE

EEB
(REGULATION)

MIDDLE SCHOOLS									
Enrollment		1-249	250-499	500-749	750-999	1000-1249	1250-1499	1500-1749	Over 1750
Principal	1	Every school must have a principal who serves as the instructional leader of the school.							
The following grid displays total allocations:									
Assistant Principal(s) (217)		0	1	2	2	3	3	4	5
Counselor(s) (197)		0	1	2	2	3	3	4	4
SCE Instructional Coach (197) *		2	2	2	2	2	2	2	2
Librarian (192)		0	1	1	1	1	1	1	1
Library Aide (183)		0	0	1	1	1	1	1	1
School Nurse (192)		0	0	1	1	1	1	1	1
Nurse's Aide (183)		0	0	0	0	1	1	1	1
Campus Secretary (226)		0	1	1	1	1	1	1	1
PEIMS/Attendance Specialist (226)		0	1	1	1	2	2	2	2
SKED Clerk (MID) (226)		0	1	1	1	1	1	1	1
Campus Clerk (183)		0	1	1	1	2	2	2	2
At Risk Aide/CIS (SCE) (183) **		0	1	1	1	1	1	1	1
Parent Liaison (183) ***		0	1	1	1	1	1	1	1
SAC Aide (183)		0	1	1	1	1	1	1	1
Class Size Reduction Teacher (SCE) (187) †		1	1	1	1	1	1	1	1
Enrollment				500-749	750-1000	1001-1300			
Permanent Substitute Teacher				2	3	4			
Class Sizes									
6th - 8th Grade (187)	32:01	Class sizes are recommendations. When necessary, class sizes may exceed the recommended number.							
Minimum Class Size	15:01	Any class with less than 12 students must be approved in Cabinet							
* Two Instructional Coaches will be provided using State Compensatory Education funding. Additional Instructional Coaches may be funded out of campus Title I funds or other campus funding sources with Cabinet approval.									
** SISD provides every campus with a Parent Liaison. Each campus has a choice of having a CIS (Communities in Schools/Contracted Services Social Worker or an At Risk Aide (funded with State Compensatory Educational Funds.) If the campus chooses the At-Risk Aide, the District will pay 100%. The District will contribute \$17,500 towards a CIS Social Worker. The campus must pay the remaining \$17,500 (typically paid from campus Title I funds)									
*** Parent Liaisons are paid out of district Title I funds. Should a school choose to have a CIS/Contracted Services Social Worker in lieu of a parent liaison, the campus will contribute \$17,500 (typically paid from Title I funds) ACIS Contracted Services Social Worker will be fully funded from both State Compensatory Educational and Title I funds should a campus choose not to have a Parent Liaison or an At-Risk Aide. Campuses have the option of providing additional instructional Aide Support funded from their local Title I funds.									
† In lieu of a class size reduction teacher, the campus may choose a SCE Intervention teacher.									
All classroom teachers must teach a minimum of three (3) classes.									
The number of inclusive FTEs in the middle school grades will be determined by using the formula of 25:1.									
Any additional positions, days or additional periods must be requested through a PAF and approved by Cabinet.									

Campus enrollment will be monitored for drops in excess of 30 or more students from the designated number that qualifies the campus for the additional allocation or fte. Once the campus enrollment drops by 30 or more students and is sustained for (4) four weeks, Cabinet will review and decide whether the campus will lose that additional allocation or fte.

INSTRUCTIONAL ARRANGEMENTS
CLASS SIZE

EEB
(REGULATION)

MISSION EARLY COLLEGE									
Enrollment		1-249	250-499	500-749					
Principal	1	Every school must have a principal who serves as the instructional leader of the school.							
The following grid displays total allocations:									
Assistant Principal(s) (226)		0	1	2					
Counselor(s) (212)		1	1	1					
School Nurse (192)		0.5	0.5	1					
SCE Instructional Coach (197)*		1	1	1					
Administrative Assistant I (226)		1	1	1					
Registrar (226)		1	1	1					
PEIMS/Attendance Specialist (226)		1	1	1					
Campus Clerk (202)		1	1	1					
At Risk Aide/CIS (SCE) (183)**		1	1	1					
Parent Liaison (183)***		1	1	1					
Permanent Substitute Teacher		2	2	2					
Class Sizes									
9th -12th Grade (187)	32:01	Class sizes are recommendations. When necessary, class sizes may exceed the recommended number.							
Minimum Class Size	15:01	Any class with less than 12 students must be approved in Cabinet							
* Two Instructional Coaches will be provided using State Compensatory Education funding. Additional Instructional Coaches may be funded out of campus Title I funds or other campus funding sources with Cabinet approval.									
**** SISD provides every campus with a Parent Liaison. Each campus has a choice of having a CIS (Communities in Schools/Contracted Services Social Worker or an At Risk Aide (funded with State Compensatory Educational Funds.) If the campus chooses the At-Risk Aide, the District will pay 100%. The District will contribute \$17,500 towards a CIS Social Worker. The campus must pay the remaining \$17,500 (typically paid from campus Title I funds)									
***** Parent Liaisons are paid out of district Title I funds. Should a school choose to have a CIS/Contracted Services Social Worker in lieu									
All classroom teachers must teach a minimum of three (3) classes.									
The number of inclusive FTEs will be determined by using the formula of 25:1.									
Any additional positions, days or additional periods must be requested through a PAF and approved by Cabinet and paid with campus funds.									

Campus enrollment will be monitored for drops in excess of 30 or more students from the designated number that qualifies the campus for the additional allocation or fte. Once the campus enrollment drops by 30 or more students and is sustained for (4) four weeks, Cabinet will review and decide whether the campus will lose that additional allocation or fte.

INSTRUCTIONAL ARRANGEMENTS
CLASS SIZE

EEB
(REGULATION)

HIGH SCHOOLS		The following grid displays total allocations:														
Enrollment		1-249	250-499	500-749	750-999	1000-1249	1250-1499	1500-1749	1750-1999	2000-2249	2250-2499	2500-2749	2750-2999	3000-3249	3250-3499	Over 3500
Principal (226)	1	Every school must have a principal who serves as the instructional leader of the school.														
Assistant Principal(s) (226)		1	1	2	2	3	3	4	4	5	5	6	6	7	7	7
Enrollment		0-199	200-399	400-599	600-799	800-999	1000-1199	1200-1399	1400-1599	1600-1799	1800-1999	2000-2199	2200-2399	2400-2599	2600-2799	Over 2800
Counselor(s) (212)		1	1	1	1	2	2	3	3	4	4	5	5	6	6	7
Head Counselor(s) (217)		0	0	0	0	1	1	1	1	1	1	1	1	1	1	1
Enrollment		1-249	250-499	500-749	750-999	1000-1249	1250-1499	1500-1749	1750-1999	2000-2249	2250-2499	2500-2749	2750-2999	3000-3249	3250-3499	Over 3500
Assistant Principal Clerk (202)		0	0	1	1	1	1	1	1	2	2	2	2	2	2	2
Clerk I (Counselor Clerk) (183)		0	0	0	1	1	1	1	1	1	1	1	1	1	1	1
SCE Instructional Coach (197) *		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Librarian (HIGH) (202)		0	0	1	1	1	1	1	2	2	2	2	2	2	2	2
Library Aide(s) (183)		0	0	1	1	1	1	2	2	2	2	2	2	3	3	3
School Nurse (197)		0	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Nurse's Aide (183)		0	0	0	0	1	1	1	1	1	1	1	1	1	1	1
Administrative Assistant II (226)		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Registrar (226)		0	0	0	1	1	1	1	1	1	1	1	1	1	1	1
Business Agent (226)		0	0	0	1	1	1	1	1	1	1	1	1	1	1	1
Receptionist (226)		0	0	0	1	1	1	1	1	1	1	1	1	1	1	1
PEIMS/Attendance Specialist (226)		1	1	1	2	2	2	3	3	3	4	4	4	5	5	5
SKED Clerk (HIGH) (226)		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Transcript Clerk (212)		0	0	0	0	0	0	0	1	1	1	1	1	1	1	1
At Risk Aide/CIS (SCE) (183) ***		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
SAC Aide (183)		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Parent Liaison (183) ****		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Class Size Reduction Teacher (SCE) (187)†		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
+ 1 CTE above Formula		0	0	0	0	0	0	1	1	1	1	1	1	1	1	1
Enrollment				500-749	750-1500	1501-2250	2251-3000									
Permanent Substitute Teacher				3	4	5	6									
Class Sizes																
9th-12th Grade (187)	32:01	Class sizes are recommendations. When necessary, class sizes may exceed the recommended number.														
Minimum Class Size	15:01	Any class with less than 12 students must be approved in Cabinet														
* One Instructional Coach will be provided using State Compensatory Education funds. Additional Instructional Coaches may be funded out of campus Title I funds or other campus funding sources with Cabinet approval.																
** One Instructional Coach will be provided using District Title I funds. Additional Instructional Coaches may be funded out of campus Title I funds or other campus funding sources with Cabinet approval.																
*** SISD provides every campus with a Parent Liaison. Each campus has a choice of having a CIS (Communities in Schools/Contracted Services Social Worker or an At Risk Aide (funded with State Compensatory Educational Funds.) If the campus chooses the At-Risk Aide, the District will pay 100%. The District will contribute \$17,500 towards a CIS Social Worker. The campus must pay the remaining \$17,500 (typically paid from campus Title I funds)																
**** Parent Liaisons are paid out of district Title I funds. Should a school choose to have a CIS/Contracted Services Social Worker in lieu of a parent liaison, the campus will contribute \$17,500 (typically paid from Title I funds) ACIS Contracted Services Social Worker will be fully funded from both State Compensatory Educational and Title I funds should a campus choose not to have a Parent Liaison or an At-Risk Aide. Campuses have the option of providing additional instructional Aide Support funded from their local Title I funds.																
Early College High Schools will receive two exclusive teachers for the early college program and one Early College Secretary.																
Athletic Coordinators will count as .625 (Exclusive) and .375 (Inclusive).																
† In lieu of a class size reduction teacher, the campus may choose a SCE Intervention teacher.																
All classroom teachers must teach a minimum of three (3) classes.																
The number of inclusive FTEs in the high school grades will be determined by using the formula of 24:1.																
Any additional positions, days or additional periods must be requested through a PAF and approved by Cabinet.																

Campus enrollment will be monitored for drops in excess of 30 or more students from the designated number that qualifies the campus for the additional allocation or fee. Once the campus enrollment drops by 30 or more students and is sustained for (4) four weeks, Cabinet will review and decide whether the campus will lose that additional allocation or fee.

INSTRUCTIONAL ARRANGEMENTS
CLASS SIZE

EEB
(REGULATION)

OPTIONS HIGH SCHOOL									
Enrollment		1-249	250-499	500-749					
Principal	0.5	Shared with KEYS Academy							
The following grid displays total allocations:									
Assistant Principal(s) (217)		1	1	1					
Counselor (SCE) (212)		1	1	1					
School Nurse (192)*		0.5	0.5	1					
Licensed MSW		1	1	1					
SCE Instructional Coach (197) **		1	1	1					
Campus Secretary (226)		1	1	1					
PEIMS/Attendance Specialist (226)		1	1	1					
SKED Clerk (226)		1	1	1					
At Risk Aide/CIS (SCE) (183)***		1	1	1					
Parent Liaison (183)****		0.5	0.5	0.5					
Permanent Substitute Teacher		1	1	1					
Class Sizes									
9th -12th Grade (187)	32:01	Class sizes are recommendations. When necessary, class sizes may exceed the recommended number.							
Minimum Class Size	15:01								
* KEYS Academy and Options High School will share one school nurse.									
** One Instructional Coach will be provided using State Compensatory Education funding. Additional Instructional Coaches may be funded out of campus Title I funds or other campus funding sources with Cabinet approval.									
*** SISD provides every campus with a Parent Liaison. Each campus has a choice of having a CIS (Communities in Schools/Contracted Services Social Worker or an At Risk Aide (funded with State Compensatory Educational Funds.) If the campus chooses the At-Risk Aide, the District will pay 100%. The District will contribute \$17,500 towards a CIS Social Worker. The campus must pay the remaining \$17,500 (typically paid from campus Title I funds)									
**** Parent Liaisons are paid out of district Title I funds. Should a school choose to have a CIS/Contracted Services Social Worker in lieu of a parent liaison, the campus will contribute \$17,500 (typically paid from Title I funds) ACIS Contracted Services Social Worker will be fully funded from both State Compensatory Educational and Title I funds should a campus choose not to have a Parent Liaison or an At-Risk Aide. Campuses have the option of providing additional instructional Aide Support funded from their local Title I funds.									
All classroom teachers must teach a minimum of three (3) classes.									
FTEs will be determined by providing 3 teachers for every core subject area.									
Any additional positions, days or additional periods must be requested through a PAF and approved by Cabinet.									

Campus enrollment will be monitored for drops in excess of 30 or more students from the designated number that qualifies the campus for the additional allocation or fte. Once the campus enrollment drops by 30 or more students and is sustained for (4) four weeks, Cabinet will review and decide whether the campus will lose that additional allocation or fte.

INSTRUCTIONAL ARRANGEMENTS
CLASS SIZE

EEB
(REGULATION)

KEYS ACADEMY								
Enrollment		1-249	250-499	500-749				
Principal	0.5	Shared with Options High School						
The following grid displays total allocations:								
Assistant Principal(s) (217)		1	1	1				
At Risk Counselor (SCE) (212)		1	1	1				
Campus Clerk (183)		1	1	1				
School Nurse (192)*		0.5	0.5	1				
SCE Instructional Coach (197)**		1	1	1				
Campus Secretary (226)		1	1	1				
PEIMS/Attendance Specialist (226)		1	1	1				
SKED Clerk (226)		1	1	1				
At Risk Aide/CIS (SCE) (183)***		1	1	1				
SAC Aide (183)		1	1	1				
Parent Liaison (183)****		0.5	0.5	0.5				
Permanent Substitute Teacher		2	2	2				
Instructional Aides		KEYS Academy will be provided one instructional aide for every 2 core subject teachers not to exceed ten (10).						
Class Sizes								
6th -12th Grade (187)	15:1	Class size may not exceed 15.						
* KEYS Academy and Options High School will share one school nurse.								
** One Instructional Coach will be provided using State Compensatory Education funding. Additional Instructional Coaches may be funded out of campus Title I funds or other campus funding sources with Cabinet approval.								
*** SISD provides every campus with a Parent Liaison. Each campus has a choice of having a CIS (Communities in Schools/Contracted Services Social Worker or an At Risk Aide (funded with State Compensatory Educational Funds.) If the campus chooses the At-Risk Aide, the District will pay 100%. The District will contribute \$17,500 towards a CIS Social Worker. The campus must pay the remaining \$17,500 (typically paid from campus Title I funds)								
**** Parent Liaisons are paid out of district Title I funds. Should a school choose to have a CIS/Contracted Services Social Worker in lieu of a parent liaison, the campus will contribute \$17,500 (typically paid from Title I funds) ACIS Contracted Services Social Worker will be fully funded from both State Compensatory Educational and Title I funds should a campus choose not to have a Parent Liaison or an At-Risk Aide. Campuses have the option of providing additional instructional Aide Support funded from their local Title I funds.								
***** KEYS Academy will receive 1 security guard for every 50 students, not to exceed 2.5								
All classroom teachers must teach a minimum of three (3) classes.								
FTEs will be determined by providing 3 teachers for every core subject area.								
Any additional positions, days or additional periods must be requested through a PAF and approved by Cabinet.								

Campus enrollment will be monitored for drops in excess of 30 or more students from the designated number that qualifies the campus for the additional allocation or fte. Once the campus enrollment drops by 30 or more students and is sustained for (4) four weeks, Cabinet will review and decide whether the campus will lose that additional allocation or fte.

RECOMMENDED STAFFING GUIDELINES FOR SPECIAL EDUCATION-CAMPUS STAFF

Classroom Program	Campus Minimum Teachers	Additional Staff
Specialized Support/Co-Teaching-Elementary	3	30 Contact Hours: 1
Specialized Support/Co-Teaching-Combo	4	30 Contact Hours: 1
Specialized Support/Co-Teacher-Middle School	3	40 Contact Hours: 1
Specialized Support/Co-Teacher-High School	3	45 Contact Hours: 1
ACCESS	1	6-10 Students: 1 Assistant 11-15 Students: 2 Assistants
Practical Academic Skills	1	1-10 Students: 1 Assistant 11-14 Students: 2 Assistants
Fundamental Living Skills	1	1-9 Students: 2 Assistants 10-14: 3 Assistants
Behavior Intervention Class	1	6-10 Students: 1 Assistant 11-15: 2 Assistants
Structured Learning Unit (SLU and SIU-PBS) Preschool Program for Children with Disabilities: Structured Learning Unit (PPCD: SLU)	1	1-8 Students: 2 Assistants 9-13 Students: 3 Assistants
Preschool Program for Children with Disabilities (PPCD) and Collaborative Programs	1	1-4 Students: 1 Assistant 5-8 Students: 2 Assistants 9-14 Students: 3 Assistants
Individualized Learning Center (ILC) *A nurse will be assigned to ILC units based upon recommnedations from medical doctors	1	1-4 Students: 1 Assistant 5-7 Students: 2 Assistants 8-10: 3 Assistants 11-13 Students: 4 Assistants
*Contact Hour=1 period as designated by the ARD paperwork.		
*Paraprofessionals identified for a student in an ARD paperwork should not be considered in these formulas.		
*The need for additional staff at a campus beyond contact hours may be required due to type and severity of a childs disability.		

Socorro ISD
071909

INSTRUCTIONAL ARRANGEMENTS
CLASS SIZE

EEB
(REGULATION)

RECOMMENDED STAFFING GUIDELINES FOR SPECIAL EDUCATION-CAMPUS STAFF

Position	Formula	Additional Rationale
Educational Diagnosticians	1:100 students with disabilities (not including speech only students)	
Speech Language Pathologists (and Speech Therapy Assistants)	1:45 students receiving speech services	American Speech and Hearing Association recommends a 1:40 ratio for school services.
Occupational Therapists and Certified Occupational Therapy Assistants	1:45 students receiving Occupational Therapy services	American Occupational Therapy Association recommends a 1:40 ratio for school services.
Physical Therapists and Physical Therapy Assistants	1:45 students receiving Physical Therapy services	American Physical Therapy Association recommends a 1:40 ratio for school services.
Instructional Specialist	1:Feeder Pattern	
ASD Strategist	1:50 students receiving services	Most students receiving this service are identified with Autism.
Licensed Specialists in School Psychology	1:800 students with disabilities	
Special Education Counselor	1:35 students receiving special education counseling	
Adapted Physical Education Teachers	1:Feeder Pattern	
Teachers on Special Assignment: Music Therapy	1:50 students receiving music therapy	
Vocational Adjustment Coordinators (VAC)	1:8 full-time VAC students	
Job Coaches	1:4 full-time VAC students	
Itinerant Teachers of the Visually Impaired	1:25 students identified as visually impaired	If a student requiring Braille is receiving services, that student counts as 5 students.
Itinerant Teachers of the Auditorially Impaired/Communication Assistants	1:25 students identified as auditorially impaired	If a student requires sign language instruction or interpreting (on a limited basis only), that student will count as 5 students.
Homebound	1:6 students requiring services on homebound	
Social Worker Clerks	1:140 students with disabilities	
Teacher on Special Assignment: Section 504	1	
Dyslexia Program: Lead Teacher on Special Assignment: Dyslexia/504 Teacher on Special Assignment: Section 504/Dyslexia	1	

Socorro Independent School District
 2021-2022 Teacher Salary Scale (187 Days)
 April 20, 2021

	Bachelor	Master	Doctorate
Entry Level	54,244	56,744	58,244
1	54,569	57,069	58,569
2	54,894	57,394	58,894
3	55,219	57,719	59,219
4	55,544	58,044	59,544
5	55,869	58,369	59,869
6	56,482	58,982	60,482
7	57,091	59,591	61,091
8	57,688	60,188	61,688
9	58,013	60,513	62,013
10	58,338	60,838	62,338
11	58,663	61,163	62,663
12	58,988	61,488	62,988
13	59,313	61,813	63,313
14	59,638	62,138	63,638
15	59,963	62,463	63,963
16	60,288	62,788	64,288
17	60,613	63,113	64,613
18	60,938	63,438	64,938
19	61,263	63,763	65,263
20	61,588	64,088	65,588
21	62,268	64,768	66,268
22	62,948	65,448	66,948
23	63,628	66,128	67,628
24	64,308	66,808	68,308
25	64,988	67,488	68,988
Neither past nor future wages can be calculated or predicted from this schedule			

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro ISD's policy of non discrimination contact the Chief Human Resources Officer at (915) 937-0201, 12240 Rojas Dr., El Paso TX 79928.

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Socorro Independent School District
 2021-2022 WIN Teacher Salary Scale (187 Days)
 April 20, 2021

	Bachelor	Master	Doctorate
Entry Level	56,244	58,744	60,244
1	56,569	59,069	60,569
2	56,894	59,394	60,894
3	57,219	59,719	61,219
4	57,544	60,044	61,544
5	57,869	60,369	61,869
6	58,482	60,982	62,482
7	59,091	61,591	63,091
8	59,688	62,188	63,688
9	60,013	62,513	64,013
10	60,338	62,838	64,338
11	60,663	63,163	64,663
12	60,988	63,488	64,988
13	61,313	63,813	65,313
14	61,638	64,138	65,638
15	61,963	64,463	65,963
16	62,288	64,788	66,288
17	62,613	65,113	66,613
18	62,938	65,438	66,938
19	63,263	65,763	67,263
20	63,588	66,088	67,588
21	64,268	66,768	68,268
22	64,948	67,448	68,948
23	65,628	68,128	69,628
24	66,308	68,808	70,308
25	66,988	69,488	70,988
Neither past nor future wages can be calculated or predicted from this schedule			

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Socorro Independent School District
 2021-2022 Counselor Salary Scale (187 Days)
 4/20/2021

	Elem/MS/Combo	High School
Entry Level	57492	59492
1	57817	59817
2	58142	60142
3	58467	60467
4	58792	60792
5	59117	61117
6	59730	61730
7	60339	62339
8	60936	62936
9	61261	63261
10	61586	63586
11	61911	63911
12	62236	64236
13	62561	64561
14	62886	64886
15	63211	65211
16	63536	65536
17	63861	65861
18	64186	66186
19	64511	66511
20	64836	66836
21	65516	67516
22	66196	68196
23	66876	68876
24	67556	69556
25	68236	70236

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Socorro Independent School District
Administrators & Other Professionals Pay Family

Salary Scale
2021-2022

Pay Grade	Job Title	Minimum	Midpoint	Maximum
101				
	Coordinator Parent Volunteer Program			
	Coordinator Public Relations			
	Coordinator Fam Engagement Volunteer Program			
	Executive Assistant			
	Facilitator ABE Instructor			
	Graphic Artist			
	Officer Administrative Services			
	Officer Claims			
	Officer Compensation			
	Officer Payroll			
	Public Relations Specialist Staff Writer			
	Specialist CNS			
	Specialist CNS Meal Application			
	Specialist Community Services			
	Specialist Employee Relations			
	Specialist Multi Media			
	Specialist Safety			

Daily	\$198.45	\$245.00	\$291.55
202 Days	40,086.90	49,490.00	58,893.10
226 Days	44,849.70	55,370.00	65,890.30
239 Days	47,429.55	58,555.00	69,680.45

102		
	Occupational Therapist Asst	
	Physical Therapist Asst	
	Purchasing Agent	
	Senior Graphic Artist	
	Specialist Multi Media (Video Production)	
	Supervisor Accounts Payable	
	Supervisor Staff Architect/Plan Room	
	Supervisor Kitchen/Equipment CNS	
	Supervisor/Trainer CNS	
	Supervisor M &O	
	Supervisor Warehouse	

Daily	\$220.28	\$271.95	\$323.62
226 Days	49,783.28	61,460.70	73,138.12
239 Days	52,646.92	64,996.05	77,345.18

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103		
	Accountant Staff	
	Bid Agent	
	Coordinator Benchmark Testing	
	Coordinator Career Path/Transition	
	Coordinator CNS	
	Coordinator Facilities & Construction	
	Coordinator Fleet	
	Coordinator Maintenance/Construction Improv	
	Coordiantor Transportation	
	Coordinator Certification	
	Coordinator of Compensation	
	Coordinator of Employee Benefits	
	Coordinator of Employee Relations	
	Coordinator Grant Project	
	Coordinator Maintenance	
	Coordinator Maintenance & Ops	
	Coordinator Marketing/Sales	
	Coordinator of Payroll	
	Coordinator of Risk Management	
	Coordinator of Position Control	
	Coordinator of Sports Program	
	Master Social Worker	
	Speech Language Pathologist Assistant	

	Daily	\$250.45	\$307.30	\$364.15
197	Days	49,338.65	60,538.10	71,737.55
212	Days	53,095.40	65,147.60	77,199.80
226	Days	56,601.70	69,449.80	82,297.90
239	Days	59,857.55	73,444.70	87,031.85

104		
	Asst Director Community Education	
	Bilingual/ESL Facilitator	
	Facilitator Career/Tech	
	Fine Arts Facilitator	
	Grant Writer	
	Lead Dyslexia 504 Specialist	
	Officer Instr ELAR Elementary	
	Officer Instr ELAR Secondary	
	Officer Instr Math Elementary	
	Officer Instr Math Secondary	
	Officer Instr Science Secondary	
	Program Evaluator	
	Specialist District Instructional Technology	
	Special Education Strategist	
	Specialist Senior Communications	
	Specialist Title I	
	Specialist State Compensatory Ed	

	Daily	\$290.52	\$356.47	\$422.42
217	Days	63,042.84	77,353.99	91,665.14
226	Days	65,657.52	80,562.22	95,466.92

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105		
	Asst Principal Elementary School	
	Asst Principal PK-8 / Middle School	
	Coordinator Advanced Academics/Instrl Leadership	
	Coordinator Bilingual Program	
	Coordinator College Career Readiness	
	Coordinator CTE Business	
	Coordinator Guidance & Counseling	
	Coordinator Instructional Leadership	
	Educational Diagnostician	
	Officer Academic Compliance	

	Daily	\$314.79	\$386.24	\$457.69
187	Days	58,865.73	72,226.88	85,588.03
202	Days	63,587.58	78,020.48	92,453.38
217	Days	68,309.43	83,814.08	99,318.73
226	Days	71,142.54	87,290.24	103,437.94

106		
	Asst Director Special Ed	
	Asst Director Athletics	
	Asst Director Fine Arts	
	Asst Director State/Federal	
	Asst Principal High School	
	Coordinator Administrative Services	
	Coordinator for Culture Opportunity	
	Coordinator District Testing	
	Coordinator Library Services	
	Coordinator of Loss of Credit and Promotion	
	Licensed Specialist in School Psychology	
	Manager District Nurses	
	Manager Emergency Operations	
	Occupational Therapist	
	Physical Therapist	
	School Psychologist	
	Speech Language Pathologist	
	Supervisor Payroll	

	Daily	\$336.82	\$413.28	\$489.74
217	Days	73,089.94	89,681.76	106,273.58
226	Days	76,121.32	93,401.28	110,681.24

107		
	Chief of Police	
	Director Administrative Svcs	
	Director Athletics	
	Director of Attendance Promotion, Placement and Retention	
	Director Bilingual Education	
	Director of Budgeting	
	Director Business Services	
	Director Career/Technology	

	Daily	\$391.63	\$477.60	\$563.57
226	Days	88,508.38	107,937.60	127,366.82

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107		
	Director CNS	
	Director Community Services	
	Director Facilities/Construction	
	Director Fine Arts	
	Director Guidance/Counseling	
	Director Human Resources	
	Director Maintenance/Operations	
	Director Purchasing	
	Director of Public Relations	
	Director Research/Analysis	
	Director Special Education	
	Director State/Federal Prgrms	
	Director Transportation	
	Internal Auditor	
	Officer School Improvement	
	Principal Pk-8	
	Principal KEYS/Options	
	Principal Elementary	
	Principal Middle School	
	Principal Early College High School	

Daily	\$391.63	\$477.60	\$563.57
226 Days	88,508.38	107,937.60	127,366.82

108		
	Principal High School	

Daily	\$419.04	\$511.03	\$603.02
226 Days	94,703.04	115,492.78	136,282.52

109		
	Assistant Superintendent Admin Services	
	Assistant Superintendent Elementary Schools	
	Assistant Superintendent Secondary Schools	
	Chief Academic Officer	
	Chief Communication Officer	
	Chief Financial Officer	
	Chief Human Resources Officer	
	Chief Operations Officer	
	Chief Technology Officer	

Daily	\$525.95	\$633.68	\$741.41
226 Days	118,864.70	143,211.68	167,558.66

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SISD 2021-2022
SISD Principal's Placement Schedule

ELEMENTARY		
Step	Annual Amt	Daily Amt
0	\$ 88,508.38	391.63
1	\$ 89,048.52	394.02
2	\$ 89,588.66	396.41
3	\$ 90,128.80	398.80
4	\$ 90,668.94	401.19
5	\$ 91,209.08	403.58
6	\$ 91,749.22	405.97
7	\$ 92,289.36	408.36
8	\$ 92,829.50	410.75
9	\$ 93,369.64	413.14
10	\$ 93,909.78	415.53
11	\$ 94,449.92	417.92
12	\$ 94,990.06	420.31
13	\$ 95,530.20	422.70
14	\$ 96,070.34	425.09
15	\$ 96,610.48	427.48
16	\$ 97,150.62	429.87
17	\$ 97,690.76	432.26
18	\$ 98,230.90	434.65
19	\$ 98,771.04	437.04
20	\$ 99,311.18	439.43
21	\$ 99,851.32	441.82
22	\$ 100,391.46	444.21
23	\$ 100,931.60	446.60
24	\$ 101,471.74	448.99
25	\$ 102,011.88	451.38

MIDDLE SCHOOL and PK-8		
Step	Annual Amt	Daily Amt
0	\$ 88,508.38	391.63
1	\$ 89,105.02	394.27
2	\$ 89,701.66	396.91
3	\$ 90,298.30	399.55
4	\$ 90,894.94	402.19
5	\$ 91,491.58	404.83
6	\$ 92,088.22	407.47
7	\$ 92,684.86	410.11
8	\$ 93,281.50	412.75
9	\$ 93,878.14	415.39
10	\$ 94,474.78	418.03
11	\$ 95,071.42	420.67
12	\$ 95,668.06	423.31
13	\$ 96,264.70	425.95
14	\$ 96,861.34	428.59
15	\$ 97,457.98	431.23
16	\$ 98,054.62	433.87
17	\$ 98,651.26	436.51
18	\$ 99,247.90	439.15
19	\$ 99,844.54	441.79
20	\$ 100,441.18	444.43
21	\$ 101,037.82	447.07
22	\$ 101,634.46	449.71
23	\$ 102,231.10	452.35
24	\$ 102,827.74	454.99
25	\$ 103,424.38	457.63

HIGH SCHOOL		
Step	Annual Amt	Daily Amt
0	\$ 94,703.04	419.04
1	\$ 95,778.80	423.80
2	\$ 96,854.56	428.56
3	\$ 97,930.32	433.32
4	\$ 99,006.08	438.08
5	\$ 100,081.84	442.84
6	\$ 101,157.60	447.60
7	\$ 102,233.36	452.36
8	\$ 103,309.12	457.12
9	\$ 104,384.88	461.88
10	\$ 105,460.64	466.64
11	\$ 106,536.40	471.40
12	\$ 107,612.16	476.16
13	\$ 108,687.92	480.92
14	\$ 109,763.68	485.68
15	\$ 110,839.44	490.44
16	\$ 111,915.20	495.20
17	\$ 112,990.96	499.96
18	\$ 114,066.72	504.72
19	\$ 115,142.48	509.48
20	\$ 116,218.24	514.24
21	\$ 117,294.00	519.00
22	\$ 118,369.76	523.76
23	\$ 119,445.52	528.52
24	\$ 120,521.28	533.28
25	\$ 121,597.04	538.04

Salary schedule effective July 1, 2013.

This salary schedule is for placement purposes only.

Experience will be given for prior verifiable experience as an administrator at 1 for 1

and teaching experience at 3 for 1

(e.g. 10 years Admin plus 12 years of Teaching = 14 years for salary purposes)

**Socorro Independent School District
Technology Services Pay Family**

**Salary Scale
2021-2022**

Pay Grade	Job Title	Minimum	Midpoint	Maximum
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201				
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Daily	\$159.00	\$198.75	\$238.50
226 Days	35,934.00	44,917.50	53,901.00

202		
	Specialist Library	
	Specialist Communication	
	Technician Audio	
	Technician Computer Hardware	
	Technician Security/Safety	

Daily	\$197.18	\$246.45	\$295.73
226 Days	44,562.68	55,697.70	66,834.98

203		
	ERate Facilitator	

Daily	\$216.90	\$271.13	\$325.35
226 Days	49,019.40	61,275.38	73,529.10

204		
	Administrator Network/Telecom	

Daily	\$247.26	\$309.08	\$370.90
226 Days	55,880.76	69,852.08	83,823.40

205		
	Administrator Financial Operations	
	Systems Administrator Data	
	Software Engineer	
	Systems Administrator	
	Systems Administrator - GIS	
	Systems Administrator Security	
	Systems Administrator Data Communications	
	Systems Administrator ICS	

Daily	\$272.75	\$343.08	\$413.41
226 Days	61,641.50	77,536.08	93,430.66

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206		
	Manager Information Services	
	Business Systems/Development Coordinator	
	Information Systems Coordinator	
	Team Leader, Infrastructure/ICS	
	Coordinator, Technology Svcs	
207		
	Coordinator, Instructional Technology	
	Manager, SIS/PEIMS	
	Manager Datacenter/System Adm	
	Manager Network Services	

Daily	\$304.92	\$385.97	\$467.02
226 Days	68,911.92	87,229.22	105,546.52

Daily	\$337.53	\$424.57	\$511.61
226 Days	76,281.78	95,952.82	115,623.86

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**Socorro Independent School District
Clerical Paraprofessional Pay Family**

**Salary Scale
2021-2022**

Pay Grade	Job Title	Minimum	Midpoint	Maximum
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301		
	Clerk Campus	
	Receptionist HS	

Hourly		\$10.80	\$13.50	\$16.20
Daily		\$81.00	\$101.25	\$121.50
183	Days	14,823.00	18,528.75	22,234.50
202	Days	16,362.00	20,452.50	24,543.00
226	Days	18,306.00	22,882.50	27,459.00
239	Days	19,359.00	24,198.75	29,038.50

302		
	Clerk I	
	Clerk II	
	Clerk II Support Services	
	Clerk Print Shop	
	Liaison Community Services	

Hourly		\$11.82	\$14.78	\$17.74
Daily		\$88.65	\$110.85	\$133.05
183	Days	16,222.95	20,285.55	24,348.15
226	Days	20,034.90	25,052.10	30,069.30
239	Days	21,187.35	26,493.15	31,798.95

303		
	Clerk I Bus	
	Clerk II CNS	
	Clerk Mailroom	
	Data Entry Clerk	
	Parent/Fam Engagement Liaison	
	Secretary Sp Ed	
	Trainer Parent/Child	

Hourly		\$12.89	\$16.11	\$19.33
Daily		\$96.68	\$120.83	\$144.98
183	Days	17,691.53	22,110.98	26,530.43
202	Days	19,528.35	24,406.65	29,284.95
226	Days	21,848.55	27,306.45	32,764.35
239	Days	23,105.33	28,877.18	34,649.03

304		
	Clerk Assistant Principal	
	Clerk District VOC Assessment	
	Clerk Dual Language Academy	
	Clerk II Bus	
	Clerk SERS	
	Clerk Special Education	
	Data Entry Support Services	
	GO Center Advisor	
	Liaison Military Family	
	Secretary Facilities	
	Secretary IV	
	Secretary IV HR/Receptionist	
	Specialist CNS Data Entry	
	Switchboard Operator	

Hourly		\$14.05	\$17.56	\$21.07
Daily		\$105.38	\$131.70	\$158.03
183	Days	19,283.63	24,101.10	28,918.58
197	Days	20,758.88	25,944.90	31,130.93
226	Days	23,814.75	29,764.20	35,713.65
239	Days	25,184.63	31,476.30	37,767.98

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305		
	Clerk Library Services	
	Clerk Records/Transcript	
	Clerk SEMS	
	Clerk SKED MS/HS	
	Clerk SPED Records	
	Clerk CTE Receiving and Inventory	
	CTE Computer Campus Support Tech	
	NGS Migrant Recruiter	
	Registrar	
	Secretary Campus Elementary/Early College	
	Secretary Family Literacy	
	Secretary Support Services	
	Secretary V	
	Specialist PEIMS/Attend Elem	
	Specialist PEIMS/Attend HS	
	Specialist PEIMS/Attend MS	

Hourly		\$15.31	\$19.14	\$22.97
Daily		\$114.83	\$143.55	\$172.28
183	Days	21,012.98	26,269.65	31,526.33
202	Days	23,194.65	28,997.10	34,799.55
212	Days	24,342.90	30,432.60	36,522.30
226	Days	25,950.45	32,442.30	38,934.15

306		
	Administrative Specialist I	
	Clerk Accounts Payable	
	Clerk Purchasing	
	DODEA Military Family Liaison	
	Grant Writer PT	
	Secretary Campus Pk-8	
	Secretary Campus MS	
	Specialist Medical Services Clerk	

Hourly		\$16.69	\$20.86	\$25.03
Daily		\$125.18	\$156.45	\$187.73
226	Days	28,289.55	35,357.70	42,425.85

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307		
	Admin Specialist I Textbooks	
	HR Graphics/Web Designer	
	Specialist DOL/Time Clock	
	Specialist Human Resources	
	Specialist Human Resources - ACA/Service Records	
	Specialist Human Resources - Employee Benefits	
	Specialist Human Resources - Employee Leaves	
	Specialist Human Resources-Substitutes	
	Specialist Payroll	

Hourly	\$18.78	\$23.47	\$28.16
Daily	\$140.85	\$176.03	\$211.20
226 Days	31,832.10	39,781.65	47,731.20

308		
	Admin Specialist II/Fin Svcs	
	Production Assistant	
	Manager Business	
	Manager Records	
	Secretary HS	
	Specialist Financial Support	

Hourly	\$22.82	\$28.52	\$34.22
Daily	\$171.15	\$213.90	\$256.65
226 Days	38,679.90	48,341.40	58,002.90

309		
	Executive Administrative Specialist	

Hourly	\$24.18	\$30.23	\$36.28
Daily	\$181.35	\$226.73	\$272.10
226 Days	40,985.10	51,239.85	61,494.60

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**Socorro Independent School District
Instructional Paraprofessional Pay Family**

**Salary Scale
2021-2022**

Pay Grade	Job Title	Minimum	Midpoint	Maximum
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311		Hourly	\$10.80	\$13.50	\$16.20
		Daily	\$81.00	\$101.25	\$121.50

312		Hourly	\$11.50	\$14.65	\$17.80
	Instructional Aide PE	Daily	\$86.25	\$109.88	\$133.50
183	Days	15,783.75	20,107.13	24,430.50	

313		Hourly	\$12.54	\$15.97	\$19.40
	Aide Library	Daily	\$94.05	\$119.78	\$145.50
	Aide Nurses				
	Instructional Aide At Risk				
183	Days	17,211.15	21,918.83	26,626.50	

314		Hourly	\$13.66	\$17.40	\$21.14
	Aide SAC	Daily	\$102.45	\$130.50	\$158.55
	Instrl Aide Title I				
	Instrl Aide III				
	Instrl Aide III Title I				
	Instrl Aide III LPAC Aide Bilingual				
183	Days	18,748.35	23,881.50	29,014.65	

315		Hourly	\$14.89	\$18.97	\$23.05
	Instrl Aide Music	Daily	\$111.68	\$142.28	\$172.88
	Instrl Aide SPED				
	Instrl Aide SPED S/C				
183	Days	20,436.53	26,036.33	31,636.13	

316		Hourly	\$15.64	\$19.92	\$24.20
	Sp Ed Job Coach	Daily	\$117.30	\$149.40	\$181.50
183	Days	21,465.90	27,340.20	33,214.50	

318		Hourly	\$22.13	\$28.19	\$34.25
	LVN	Daily	\$165.98	\$211.43	\$256.88
	Mariachi Instructional Aide				
183	Days	30,373.43	38,690.78	47,008.13	

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**Socorro Independent School District
Auxiliary Pay Family**

**Salary Scale
2021-2022**

Pay Grade	Job Title	Minimum	Midpoint	Maximum		
401						
	Cafeteria Monitor (Grandfathered)					
	Cafeteria Monitor/Cross Guard (Grandfathered)					
	Crossing Guard (Grandfathered)					
	Lifeguard					
		Hourly	\$10.50	\$12.75	\$15.00	
		Daily	\$84.00	\$102.00	\$120.00	
		177	Days	14,868.00	18,054.00	21,240.00
		187	Days	15,708.00	19,074.00	22,440.00
		239	Days	20,076.00	24,378.00	28,680.00
402						
	Attendant Aquatics Center					
	Bus Monitor FT/PT					
	CNS Worker					
	Craft Helper					
	Custodian					
	Instructor Aquatics Center					
	Warehouse I					
		Hourly	\$11.02	\$13.77	\$16.52	
		Daily	\$88.16	\$110.16	\$132.16	
		187	Days	16,485.92	20,599.92	24,713.92
		226	Days	19,924.16	24,896.16	29,868.16
		239	Days	21,070.24	26,328.24	31,586.24
403						
	Carpenter I					
	Cashier I CNS					
	Courier - Catering					
	Courier CNS					
	Courier/Warehouse CNS					
	Electrician I					
	Grounds I					
	Helper Mechanic					
	Painter I					
	Plumber I					
			Hourly	\$11.96	\$15.01	\$18.06
			Daily	\$95.68	\$120.08	\$144.48
		183	Days	17,509.44	21,974.64	26,439.84
		187	Days	17,892.16	22,454.96	27,017.76
		226	Days	21,623.68	27,138.08	32,652.48
		239	Days	22,867.52	28,699.12	34,530.72

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404		
	Carpenter II	
	Clerk Cashier II	
	Custodian Asst Head HS	
	Custodian Head Elementary	
	Equipment Tech Helper CNS ***	
	Grounds Applicator I	
	Grounds Irrigator I	
	Heavy Equipment Operator	
	Juvenile Truancy Case Manager	
	Manager Asst CNS	
	Mechanic I Custom/Equipment	
	Parts Kitchen/Equip Tech CNS	
	Preventive Maintenance Team IV	
	Printer II	
	Repairman Small Engine	
	Security Guard FT/PT	
	Specialist Material Parts	
	Transportation Shop Helper	
	Transportation Parts Clerk	
	Warehouse II	

Hourly		\$13.24	\$16.55	\$19.86
Daily		\$105.92	\$132.40	\$158.88
187	Days	19,807.04	24,758.80	29,710.56

405		
	Custodian Head Middle School	
	Electrician II	
	Grounds Irrigator II	
	Kitchen/Equip Repari Tech CNS	
	Locksmith	
	Painter II	
	Plumber II	
	Printer III	
	Roofer II	
	Security Guard II	
	Warehouse III	
	Warehouse III Textbooks	

Hourly		\$14.63	\$18.29	\$21.95
Daily		\$117.04	\$146.32	\$175.60
187	Days	21,886.48	27,361.84	32,837.20
234	Days	27,387.36	34,238.88	41,090.40
239	Days	27,972.56	34,970.48	41,968.40

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406		
	Auto Mechanic	
	Carpenter III	
	Dispatcher	
	Head Custodian HS	
	Manager I CNS	
	Operations Route Specialist	

Hourly		\$16.17	\$20.21	\$24.25
Daily		\$129.36	\$161.68	\$194.00
187	Days	24,190.32	30,234.16	36,278.00
239	Days	30,917.04	38,641.52	46,366.00

407		
	Head Vehicle Mechanic	
	Locksmith II	
	Manager II CNS	
	Technician Fire Sprklr/Supp Sys	

Hourly		\$17.94	\$22.43	\$26.92
Daily		\$143.52	\$179.44	\$215.36
187	Days	26,838.24	33,555.28	40,272.32
234	Days	33,583.68	41,988.96	50,394.24
239	Days	34,301.28	42,886.16	51,471.04

408		
	Certified Equipment Technician CNS	
	Electrician III	
	Manager III CNS	
	Plumber III	
	Specialist Bldg Maintenance	
	Supervisor Print Shop	
	Technician Aquatics Center FAC	
	Technician Electronic Fire Alarm	
	Technician HVAC	

Hourly		\$19.92	\$24.90	\$29.88
Daily		\$159.36	\$199.20	\$239.04
226	Days	36,015.36	45,019.20	54,023.04
239	Days	38,087.04	47,608.80	57,130.56

409		
	Foreman Maintenance Manager	

Hourly		\$21.51	\$26.89	\$32.27
Daily		\$172.08	\$215.12	\$258.16
239	Days	\$41,127.12	\$51,413.68	\$61,700.24

410		
	Foreman Auto Shop	

Hourly		\$24.52	\$30.65	\$36.78
Daily		\$196.16	\$245.20	\$294.24
226	Days	44,332.16	55,415.20	66,498.24
239	Days	46,882.24	58,602.80	70,323.36

4BD		
	Bus Driver	

Hourly		\$15.50	\$19.00	\$22.50
Daily		\$124.00	\$152.00	\$180.00
187	Days	\$23,188.00	\$28,424.00	\$33,660.00

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**Socorro Independent School District
Medical Clinic Pay Family**

**SALARY SCALE
2021-2022**

Pay Grade	Job Title	Minimum	Midpoint	Maximum	
501	Certified Medical Assistant	Hourly	\$13.08	\$15.75	\$18.42
		Daily	\$104.64	\$126.00	\$147.36
		239 Days	\$25,008.96	\$30,114.00	\$35,219.04
502	Pharmacist Technician	Hourly	\$15.68	\$18.90	\$22.12
		Daily	\$125.44	\$151.20	\$176.96
		239 Days	\$29,980.16	\$36,136.80	\$42,293.44
503	LVN	Hourly	\$21.07	\$26.84	\$32.61
		Daily	\$168.56	\$214.72	\$260.88
		239 Days	\$40,285.84	\$51,318.08	\$62,350.32
504	Clinic Manager Clinic Manager/RN Registered Nurse	Daily	\$265.54	\$319.93	\$374.32
		239 Days	\$63,464.06	\$76,463.27	\$89,462.48
505	Nurse Practitioner Physician Assistant	Daily	\$377.07	\$454.30	\$531.53
		239 Days	\$90,119.73	\$108,577.70	\$127,035.67
506	Pharmacist	Daily	\$463.80	\$558.79	\$653.78
		239 Days	\$110,848.20	\$133,550.81	\$156,253.42
507	Physician	Daily	\$793.26	\$944.36	\$1,095.46
		239 Days	\$189,589.14	\$225,702.04	\$261,814.94

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**Socorro Independent School District
Police Pay Family**

**Salary Scale
2021-2022**

Pay Grade	Job Title	Minimum	Midpoint	Maximum
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601		
	Police Dispatcher	

Hourly		\$16.00	\$20.15	\$24.30
Daily		\$128.00	\$161.20	\$194.40
239	Days	30,592.00	38,526.80	46,461.60

602		
	Police K-9 Handler	
	Police/Peace Officer	

Hourly		\$19.42	\$23.98	\$28.54
Daily		\$155.36	\$191.84	\$228.32
187	Days	29,052.32	35,874.08	42,695.84
239	Days	37,131.04	45,849.76	54,568.48

603		
	Police Sergeant	

Hourly		\$24.97	\$30.45	\$35.93
Daily		\$199.76	\$243.60	\$287.44
239	Days	47,742.64	58,220.40	68,698.16

604		
	Police Lieutenant	

Hourly		\$29.21	\$35.63	\$42.04
Daily		\$233.68	\$285.04	\$336.32
239	Days	55,849.52	68,124.56	80,380.48

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21-22 SISD Police Dept Placement Schedule

	Number of Years	Pay Grade 601	Pay Grade 602	Pay Grade 603	Pay Grade 604
Minimum	0	16.00	19.42	24.97	233.71
	1	16.21	19.65	25.24	236.28
	2	16.41	19.87	25.51	238.84
	3	16.61	20.09	25.78	241.40
	4	16.81	20.31	26.05	243.96
	5	17.01	20.53	26.32	246.52
	6	17.21	20.75	26.59	249.08
	7	17.41	20.97	26.86	251.64
	8	17.61	21.19	27.13	254.20
	9	17.81	21.41	27.40	256.76
	10	18.01	21.63	27.67	259.32
	11	18.21	21.85	27.94	261.88
	12	18.41	22.07	28.21	264.44
	13	18.61	22.29	28.48	267.00
	14	18.81	22.51	28.75	269.56
	15	19.01	22.73	29.02	272.12
	16	19.21	22.95	29.29	274.68
	17	19.41	23.17	29.56	277.24
	18	19.61	23.39	29.83	279.80
	19	19.81	23.61	30.10	282.36
Midpoint	20	20.15	23.98	30.45	285.01
Maximum		24.30	28.54	35.93	336.31

Note :

Salary schedule effective February 1, 2002 - updated 5/2020
 Experience for placement will be capped at 20 years maximum.
 This salary schedule is for placement purposes only.
 Experience will be given for prior verifiable experience as a certified Peace Officer only.



**SISD 2021-2022
BUS DRIVER/OP ROUTE SPEC PLACEMENT SCALE**

	STEP	SISD Hourly Rate
minimum	0	15.50
	1	15.68
	2	15.85
	3	16.02
	4	16.19
	5	16.36
	6	16.53
	7	16.70
	8	16.87
	9	17.04
	10	17.21
	11	17.38
	12	17.55
	13	17.72
	14	17.89
	15	18.06
	16	18.23
	17	18.40
	18	18.57
19	18.74	
mid point	20	19.00
maximum		22.50

Note : Salary schedule approved August 23, 2005. updated 5/2020
 Experience for placement will be capped at 20 years maximum.
 This salary schedule is for placement purposes only.
 Current bus driver employees were placed by using service years with school district.
 Experience will be given for prior verifiable experience as a bus driver.

*Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.
 Salary stipends are not discriminatory on the basis of race, color, national origin, sex, disability, or age.*

Socorro Independent School District

Department of Athletics

CO-OP College Student/Coach

Sport	Weeks in Season	Stipend	Pay per Hour	Max.Hours
Cross country	August 3 -October 2	\$1,000	\$7.25	137
Soccer	March 29 - June 4	\$1,000	\$7.25	137
Softball	March 29 - June 4	\$1,000	\$7.25	137
Baseball	March 29 - June 4	\$1,000	\$7.25	137
Track-Assistant	January 4 - March 12	\$1,000	\$7.25	137
Track- Head	January 4 - March 12	\$1,200	\$7.25	165
Volleyball	August 3 -October 2	\$1,691	\$8.90	190
Basketball	October 7 - December 10	\$1,691	\$8.90	190
Cheerleading	18 weeks / 1st + 2nd 9 weeks (10 hrs/week)	\$1,500	\$8.33	180
Football- Assistant	August 3 -October 2	\$2,300	\$9.20	250
Football- Head	August 3 -October 2	\$2,700	\$10.80	250

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COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(REGULATION)

SALARY INCREASE
ELIGIBILITY
CRITERIA

All employees (to include temporary crossing guards and temporary cafeteria monitors) are eligible for Board-approved pay raises if they are employed by the Socorro Independent School District on the date of the approved compensation plan.

Employees will be given credit for a year of service if 90 days or more are worked in a given school year.

Other temporary and substitute employees are not covered by this administrative regulation.

PAY FAMILIES:
ADMINISTRATIVE
PROFESSIONAL
TEACHERS
TECHNOLOGY
AUXILIARY

The Superintendent or his/her designee shall develop and recommend a pay system for all district personnel to the Board for adoption. The salary model shall be designed to provide appropriate pay for the assessed worth of individual positions. The system shall be administered with the intention that employee compensation

1. stay competitive with appropriate labor markets for the various categories of personnel,
2. recognize the levels of skill, effort and responsibility required of different jobs, and
3. be fiscally controlled and cost effective.

SALARY
STRUCTURE

The salary model shall provide placement in job categories of all district personnel.

JOB
CLASSIFICATION

Each job in the district will be assigned to a job block based on job worth. This assignment will be determined based on a study of comparability and a job market analysis. The assignment will be approved by the Superintendent.

JOB
RECLASSIFICATION

Prior to January 31 of each even number year, the Department of Human Resources will accept completed Request for Reclassification forms (Addendum A) for the following school year. A Request for Reclassification form can be submitted by the employee(s) affected; the employees' immediate supervisor or the respective Assistant Superintendent. By March 31 of each even number year, information contained in the Request for Reclassification form will be reviewed and a comprehensive job analysis may be conducted by members of the District Reclassification Committee.

The Job Reclassification Committee may consist of the following:

- Chief Human Resources Officer
- An Assistant Superintendent or a member of the Superintendent's Cabinet
- Director of Human Resources

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(REGULATION)

- Director of Finance
- Three administrators representing various campuses and feeder patterns
- Any other committee member the Superintendent deems appropriate

Exclusion to the Job Reclassification Committee shall include:

- Immediate supervisor or any employee with supervisory authority over the position being reviewed for reclassification.

Upon completion of a comprehensive job analysis, the District Reclassification Committee will provide the Superintendent with all pertinent information, including a cost analysis, and make a recommendation to the Superintendent. Prior to May 15 of each even number year, the Superintendent will consider the recommendation against available resources and determine whether to accept or reject the recommendation.

The Superintendent has the authority to reclassify any position during the school year if it is in the best interest of the District.

COMPENSATION
PROCESS

All employees who receive an annual salary will be paid over a period of twelve (12) months regardless of the number of months the employee works (employees do not have an option). Administrative, Professional, and Technology (level 4 and above) staff will be paid once a month and all Paraprofessional, Auxiliary, and Technology (level 3 and below) staff will be paid twice a month. Employees that work part-time and are paid an hourly rate will be paid as compensation is earned.

Certified Teachers obtaining a Master's or Doctorate's Degree during the school year may submit an official transcript to the Department of Human Resources in order to be placed on the Master's or Doctorate's salary schedule. This change in salary schedule is effective as of the day the transcript is received in Human Resources. These guidelines also apply to Substitute Teachers who submit documentation that applies to a change in pay.

SALARY RANGES

The salary ranges for each job block shall be based on a market comparison of the position. Midpoint daily rates shall be established for each salary block based on the comparison of district salary to market compensation for the position. The market comparison shall take into consideration similarly-sized school districts in Texas, including property-poor districts with similar demographics.

The range progression between each job block shall be determined by an average percentage of the difference between the District and the market value of a benchmark job in each block.

COMPENSATION AND BENEFITS
COMPENSATION PLAN

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PAY RANGES	Salary ranges for each job block shall be based on an assessment of job worth and shall establish minimum, midpoint, and maximum rates of pay within the block. All salary ranges shall be reflected as a daily rate of pay for most pay groups. Employees shall be paid within the range of rates established for the position assigned. Payment of a rate outside the established range shall require notice to the Board. The Superintendent or his/her designee shall review the pay structure annually and make recommendations for adjustments consistent with economic indicators.
SALARY ADJUSTMENTS	The Superintendent may, as driven by market analysis and consideration for increased responsibilities, make adjustments to employees' salaries as recommended by the respective departmental Assistant Superintendent. Any such changes in pay during the term of the contract shall require Board approval.
OVERPAYMENTS	In case of an overpayment, the District may deduct any overpayment for the current or prior school year's salary from one or more of the employee's paycheck(s).
PROMOTION INCREASES AND HIRING RATES	Professionals, administrators, instructional and supervisory support staff who receive a promotion or are newly hired, may be placed on the salary model compared to the years of experience of a current employee in the same position or pay level. See the District's salary book.
HIRING RATES	<p>In hiring new employees, consideration should be given to job-related qualifications, previous salary history, and salaries of other employees with years of service in the district. The Superintendent or his/her designee shall approve hiring rates for new employees under the following general guidelines:</p> <ol style="list-style-type: none">1. New employees with no job-related experience will be hired at the minimum rate of the pay range.2. New employees with previous experience or special skills may be hired above the minimum rate if considered necessary, but should not be placed above the grade maximum or other employees with more job-related experience in the job. Employees hired as Administrators (105 and above) will be granted years of experience as applicable.3. In special circumstances, the Superintendent or his/her designee may approve hiring rates above the maximum. In these cases, the Superintendent or his/her designee will inform the Board of such action.

COMPENSATION AND BENEFITS
COMPENSATION PLAN

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4. Hiring rates for professional employees shall be designed to recruit the best qualified people in the most cost effective manner possible.
5. Hiring rates for professional employees on scale 107 and above shall require the Superintendent's approval.

SALARY
ADVANCEMENT

Pay ranges are established to provide opportunities to increase employee salaries for continued satisfactory service to the district. Employee salaries shall be reviewed on an annual basis. Employees may advance within the pay range according to the amount of increase approved annually by the Board.

The Superintendent shall make annual recommendations to the Board for general pay increases that are determined to be equitable and affordable. In making recommendations for employee pay increases, the Superintendent shall consider budget resources, cost of living inflation, and increases in competitive markets.

Individual pay increases shall be computed on a single dollar amount for a pay family or on the basis of range midpoints in the pay structure as follows:

$$\begin{array}{r} \text{Midpoint} \\ \text{Rate for} \\ \text{Grade} \\ \text{Level} \end{array} \times \begin{array}{r} \\ \\ \\ \end{array} \% \text{ Increase} = \begin{array}{r} \text{Base} \\ \text{Rate} \\ \text{Increase} \end{array}$$

HIRING RATES

In hiring new employees, consideration should be given to job-related qualifications, previous salary history, and salaries of other employees with years of service in the district. The Superintendent or his/her designee shall approve hiring rates for new employees under the following general guidelines:

1. New employees with no job-related experience or in entry level positions will be hired at the minimum rate of the pay range.
2. New employees with previous experience or special skills may be hired above the minimum rate if considered necessary, but should not be placed above the grade maximum or other employees with more job-related experience in the job.
3. In special circumstances, the Superintendent may approve hiring rates above the maximum. In these cases, the Superintendent will inform the Board of such action.

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(REGULATION)

4. Hiring rates for paraprofessional and auxiliary shall be designed to recruit the best qualified people in the most cost effective manner possible.

PROMOTION
INCREASES

Paraprofessional and Auxiliary staff who receive a promotion, or are newly hired, may be placed on the salary model compared to the years of experience of a current employee in the same position or pay level.

All salary placement recommendations shall be received and approved by the Department of Human Resources.

Approved:
Jose Espinoza, Ed. D. Superintendent
May 23, 2018

Board Committee Review:
June 11, 2018



SOCORRO INDEPENDENT SCHOOL DISTRICT

Salary Placement Verification Form

DEA: Compensation and Benefits

In order for the Socorro Independent School District to use past work experience to determine salary placement, one of the following must be submitted to the Department of Human Resources at the time of employment.

A.) Verification of Employment Letter (Must be submitted within 90 days of employment)

The following information must be included in a Verification of Employment Letter submitted on company letterhead.

The verification letter must include:

1. The position held and a brief description of duties assigned;
2. The exact Start/End Dates;
3. Full Time/Part Time Status (if the individual began as part-time and later moved to full-time or vice versa, information on exact dates must be included);
4. Date of letter and signature of person completing the letter; and
5. Telephone number of company.

B.) Service Record (if experience is from a school district).

New hires will be paid at zero (0) years of experience at the respective pay scale until a verification of employment letter or service record is received in the Department of Human Resources. Only the relevant experience pertaining to the position will be granted.

Experience granted will be calculated in full year increments as established by the Texas Education Agency. Employment at one or more organizations within the same school year does not qualify for separate years of experience.

SIGNATURE AFFIRMS THAT I HAVE READ, UNDERSTOOD, AND RECEIVED A COPY OF THE SALARY PLACEMENT VERIFICATION FORM.

Employee Signature

Date

COMPENSATION PLAN
INCENTIVES AND STIPENDS

DEAA
(REGULATION)

FACULTY
SELECTION -
UNIVERSITY
INTERSCHOLASTIC
LEAGUE
SPONSORSHIP

The principal of a school in which District approved University Interscholastic League competition is offered will provide an announcement of the need for faculty sponsors. The announcement will specify the UIL event, desired qualifications, a brief description of the duties and amount of reimbursement, if any.

Interested faculty members may apply to the principal for such announced positions.

The principal may select from the applicants or set up committee to interview applicants.

The principal will nominate a person for selection and recommend that person to the Department of Human Resources for approval.

PERSONNEL
COMPENSATION
FOR CAMPUS
INTERSESSION
ACTIVITIES

Campus staff assigned to teach intersession activities (remediation, enrichment or tutoring) and other tutorial assignments will be compensated based on the submission of a time sheet to the Department of Financial Services. The staff member must indicate the dates and hours worked, the type of activity, and sign the form. In order for payment to be made to the employee, the campus administrator must sign the timesheet to indicate his/her verification that the services have been rendered as indicated on the time sheet and assigned an appropriate account number. The time sheets will then be submitted directly to the Department of Financial Services by the cut-off date for each pay period for processing and payment.

SUPPLEMENTAL
PAY

The following stipends approved in Board policy DEA, **Supplemental Pay**, will be disbursed as follows:

1. All coaching, athletic, performing arts, bilingual, and special education stipends will be pro-rated and paid each month.
2. In addition, the following stipends and all travel allowances will be pro-rated and paid each month from the beginning of the school year:

NJROTC	Gifted and Talented Coordinator
Cheerleaders (all levels)	Newspaper (High School)
Yearbook (High School)	
Speech/Debate	Department Head
Professional Expense and Travel Allowance	One Act Play Director Math and Science

COMPENSATION PLAN
INCENTIVES AND STIPENDS

DEAA
(REGULATION)

Band Director	Assistant Band Director
Choir Director	Performing Dance
Theater	

3. Stipends for activities listed below will be paid in a lump sum in the end-of-month May payroll:

Literary Magazine (all levels)	High Q
National Honor Society	Destination Imagination (all levels)
Literary Anthology	Academic Decathlon
Safety Patrol	
Spelling Bee	Art Show
Science Fair	Yearbook
(all levels)	(Elem. & Mid. School)
Career & Technology Student Organization	One Act Play Dist. Coordinator
Newspaper (Middle School)	One-Act Play Asst. Director
Academic UIL Stipends	NJHS
Student Council	Mentor Teacher
(High School, MS, Pre K-8)	(ACP Only)
Mother/Daughter	
District Operations/Child Nutrition Services	
(Work Related Footwear)	
Mentor Principal	
Teacher of the Year	

Principals will identify sponsors for all activities listed above and notify the Department of Human Resources. Notification for sponsors of the activities listed in number two above shall be received by July 1st of each year and for number three above no later than April 15th of each year.

COMPENSATION PLAN
INCENTIVES AND STIPENDS

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Career and Technology stipends will be paid upon notification from the Director of Career and Technology.

State Compensatory Ed Instructional Coaches are not eligible for a Math, Science, or Bilingual stipend if they are not considered the Teacher of record. Any other stipends will not be approved if it interferes with the main function of the Instructional Coach.

Identification of coaches will be made through the cooperative efforts of the principals and the Athletics Director. Notification shall be sent to the Department of Human Resources by July 1st of each year.

Special Note: All supplemental pay/stipends are subject to student enrollment and/or program funding.

ATHLETIC STIPENDS **HIGH SCHOOL:**

Stipend Amount	Stipends per Location	Annual
Athletic Trainers	(2)	\$ 14,000
Athletic Coordinator	(1)	\$ 5,000
Football		
Head Coach	(1)	\$ 12,500
<i>*Spring Football Head Coach</i>	(1)	\$ 2,250
Varsity Assistant	(2)	\$ 8,000
Defensive Coord (1)		\$ 9,000
Offensive Coord (1)		\$ 9,000
<i>*Spring Football Assistant Coach</i>	(10-13)	\$ 1,500
Assistant Coach	(4)	\$ 8,000
9 th Grade Coach	(3-5)	\$ 7,000
<i>*will be paid after successfully completing Spring Football</i>		
Basketball		
Head Coach	(1) Boys	\$ 8,000
Head Coach	(1) Girls	\$ 8,000
Assistant Coach	(1) Boys	\$ 3,900

COMPENSATION PLAN
INCENTIVES AND STIPENDS

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(REGULATION)

Assistant Coach	(1) Girls	\$ 3,900
9 th Grade Coach	(1) Boys	\$ 3,500
9 th Grade Coach	(1) Girls	\$ 3,500
Volleyball		
Head Coach	(1)	\$ 7,000
Varsity Assistant	(1)	\$ 3,900
9 th Grade Coach	(1)	\$ 3,500
Softball		
Head Coach	(1)	\$ 6,400
Assistant Coach	(2)	\$ 3,900
Developmental Coach	(1)	\$ 2,700
Baseball		
Head Coach	(1)	\$ 6,400
Assistant Coach	(2)	\$ 3,900
Developmental Coach	(1)	\$ 2,700
Soccer		
Head Coach	(1) Boys	\$ 6,500
Head Coach	(1) Girls	\$ 6,500
Assistant Coach	(1) Boys	\$ 3,900
Assistant Coach	(1) Girls	\$ 3,900
Developmental Coach	(1) Boys	\$ 3,000
Developmental Coach	(1) Girls	\$ 3,000
Cross Country		
Head Coach	(1)	\$ 5,000
Assistant Coach	(1)	\$ 3,500
Tennis		
Head Coach	(1)	\$ 7,500
Assistant Coach	(1)	\$ 3,900

COMPENSATION PLAN
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(REGULATION)

Track

Head Coach	(1)	\$ 7,000
Assistant Coach	(4)	\$ 3,900

Wrestling

Head Coach	(1)	\$ 5,500
Assistant Coach	(1)	\$ 2,800

Golf

Coach	(1)	\$ 4,800
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Swimming

Head Coach	(1)	\$ 4,500
Assistant Swimming	(1)	\$ 2,500

MIDDLE SCHOOL and PK – 8 Campuses:

Athletic Coordinator	(1)	\$ 3,000
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Football

Head Coach	(1)	\$ 3,250
Assistant Coach	(4)	\$ 2,500

Track

Head Coach	(1)	\$ 1,800
Assistant Coach	(3)	\$ 1,500

Basketball

A-Level	(2) 7 th & 8 th , Boys	\$ 2,000
A-Level	(2) 7 th & 8 th , Girls	\$ 2,000
B-Level	(2) 7 th & 8 th , Boys	\$ 2,000
B-Level	(2) 7 th & 8 th , Girls	\$ 2,000

Volleyball

A-Level	(2) 7 th & 8 th	\$ 2,000
B-Level	(2) 7 th & 8 th	\$ 2,000

Baseball

Coach	(2)	\$ 1,500
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COMPENSATION PLAN
INCENTIVES AND STIPENDS

DEAA
(REGULATION)

	Cross Country		
	Coach	(1)	\$ 2,000
	Soccer		
	Coach	(2) 7 th & 8 th , Boys	\$ 1,500
	Coach	(2) 7 th & 8 th , Girls	\$ 1,500
	Softball		
	Coach	(2)	\$ 1,500
	HIGH SCHOOL:		
PERFORMING ARTS STIPENDS	Band Director	(1)	\$ 11,000
	Assistant Band Director	(2)	\$ 6,000
	Choir Director	(1)	\$ 5,000
	Performing Dance Group	(1)	\$ 5,000
	Flags	(1)	\$ 5,000
	Varsity Cheerleaders	(1)	\$ 4,500
	JV Cheerleaders	(1)	\$ 2,250
	Grade 9 Cheerleaders	(1)	\$ 2,250
	Theater Director	(1)	\$ 4,500
	Assistant Theater Di- rector	(1)	\$ 2,000
	*Orchestra Director	(1)	\$ 5,000
	One Act Play Director	(1)	\$ 1,500
	One Act Play Assistant Director	(1-2)	\$ 750
	One Act Play Coordinator	(1)	\$ 750
	Guitar	(1)	\$ 3,000
	Drill Team	(2) Armed & Unarmed	\$ 1,000
	Color Guard	(1)	\$ 1,000

COMPENSATION PLAN
INCENTIVES AND STIPENDS

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Rifle Team	(1)	\$ 1,000
Pistol Team	(1)	\$ 1,000
Honor School Award	(3)	\$ 2,500
Mariachi Director	(1)	\$ 5,000

MIDDLE SCHOOL:

Band Director	(1)	\$ 4,000
Assistant Band Director	(1)	\$ 3,000
*Orchestra Director	(1)	\$ 3,700
Choir Director	(1)	\$ 3,700
Cheerleader 7/8	(2)	\$ 1,750
One Act Play Director	(1)	\$ 1,000
*Mariachi Director	(1)	\$ 2,200

ELEMENTARY SCHOOL: (Combo or Pk-8)

Assistant Band Director	(1)	\$ 3,000
Choir	(1)	\$ 3,700

*Employees serving as High School or Middle School Orchestra or Mariachi Director will be eligible to receive both full stipends.

SPECIAL TEACHING SUPPLEMENTS:

Adapted Physical Education	\$ 1,500
AP (Per Section) [# of sections] 75% passing	\$ 200
Alternative	\$ 1,000
Itinerant Teacher for the Auditorially Impaired	\$ 5,000
Behavior Intervention Class (BIC)	\$ 2,000
Bilingual	\$ 2,000
Bilingual/ESL Facilitator	\$ 1,500
Culinary Arts	\$ 1,000

COMPENSATION PLAN
INCENTIVES AND STIPENDS

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CTE Advanced Academies (Libertas, Health, Synergi4, Aztec, Architecture, SATA, Sparta)	\$ 15,000
Dual Credit (Per Section) 75% passing	\$ 200
Early Childhood, Special Education	\$ 1,500
Homebound	\$ 1,500
Libertas Instructor (2)	\$ 10,000
LOTE (2) per District	\$ 3,000
Mathematics (grades 7-12)	\$ 3,000
Mathematics WIN (grades 6-8)	\$ 3,000
Psychologist/Associate Psychologist	\$ 1,000
Special Ed Specialized Support/Co-Teaching	\$ 1,500
Special Ed FLS	\$ 2,000
Special Ed Multi-handicap	\$ 2,000
Special Ed Nurse	\$ 1,500
Special Ed SC	\$ 1,500
Science (grades 7-12)	\$ 1,000
Science WIN (grades 6-8)	\$ 1,000
Special Ed Strategist	\$ 1,500
Itinerant Teacher for the Visually Impaired	\$ 5,000
Transition Services Coordinator	\$ 1,500
Vocational Adjustment Coordinator	\$ 1,500
Vocational Instructors – Contestants	\$ 600
WIN Academy	\$ 6,500

Employees serving both Bilingual and Special Ed students and are certified in both areas will be eligible for both stipends (prorated where applicable).

Department Heads

*High School Department Heads/Instructional Content Coaches
(Number of teachers/counselors in departments/combined
departments, including department heads).*

COMPENSATION PLAN
INCENTIVES AND STIPENDS

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Department Heads who serve as core subject teachers are eligible for an additional planning period. (Includes CTE Department Chairs)

3-5 teachers in department	\$ 600
6-9 teachers in department	\$ 900
10+ teachers in department	\$ 1,200

Middle School Department Heads (The content areas that qualify to receive the department head stipends are: Reading, English, Mathematics, Science, Social Studies, and Elective Teachers)

3-5 teachers in department	\$ 600
6-9 teachers in department	\$ 900
10+ teachers in department	\$ 1,200

High School Head Counselor (1)
(use criteria for department heads)

University Interscholastic League (UIL)

UIL per position

Elementary	\$ 400
Middle School	\$ 500
High School	\$ 550

UIL Campus Coordinator (academics)

Elementary	\$ 600
Middle School	\$ 750
High School	\$ 1,000

UIL District Coordinator (Elem. Mid. or H.S.) \$ 750

Gifted and Talented (2) High School (1) Middle School

Coordinator (2) Pre-K 8 (1) Elementary \$ 1,000

Career & Technology Student Organization Sponsor \$ 1,000

National Technical Honor Society (1 per sponsor) \$ 600

Library Instructional Team
(1 per feeder pattern) \$ 1,500

COMPENSATION PLAN
INCENTIVES AND STIPENDS

DEAA
(REGULATION)

****Other Academic Assignments***

<i>High School:</i>	Stipends per Location	Annual Amount
Mock Trial	(1)	\$ 1,500
Newspaper	(1)	\$ 1,500
Yearbook	(1)	\$ 2,200
Speech/Debate	(1)	\$ 2,200
High Q	(1)	\$ 2,000
National Honor Society	(1)	\$ 600
Destination Imagination	(2)	\$ 1,000
Literary Anthology (Magazine completion required)	(1)	\$ 1,000
Academic Decathlon	(1) per Discipline	\$ 2,500
Robotics	(1)	\$ 550
Science Fair	(1)	\$ 625
Student Council	(1)	\$ 1,000
Student Activities Director	(1)	\$ 6,000
Summer Student Activities Director	(1)	\$ 1,000
Art Show	(2-5)	\$ 500
Theater Technical Support	(1-3)	\$ 1,500
Visual Arts Competitions	(2-5)	\$ 1,000
<i>Middle School & Pre-K-8:</i>		
Newspaper	(1)	\$ 750
Yearbook	(1)	\$ 750
Destination Imagination	(2)	\$ 1,000
Science Fair	(1)	\$ 625
Student Council	(1)	\$ 550
NJHS	(1)	\$ 600
Spelling Bee	(1)	\$ 550

COMPENSATION PLAN
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Art Show	(2-5)	\$ 500
Literary Anthology (Middle) (Magazine completion required)	(1)	\$ 1,000
Robotics	(1)	\$ 550
Literary Anthology (Pre-K-8) (Magazine completion required)	(2)	\$ 1,000
Visual Arts Competition	(2-5)	\$ 1,000
<i>Elementary School:</i>		
Literary Anthology (Magazine completion required)	(1)	\$ 1,000
Destination Imagination	(2)	\$ 1,000
Science Fair	(1)	\$ 625
Spelling Bee	(1)	\$ 400
Math Bee	(1)	\$ 400
Art Show	(1)	\$ 500
Safety Patrol	(1)	\$ 300
Yearbook	(1)	\$ 400
NJHS	(1)	\$ 600
Robotics	(1)	\$ 550
Visual Arts Competition	(1)	\$ 1,000

PROFESSIONAL
STIPENDS

PRINCIPALS	PK-8 School Principals	\$ 2,000
	Middle School Principals	\$ 2,000
ASSISTANT PRINCIPALS	Middle School Assistant Principals	\$ 1,500
	High School Assistant Principals	\$ 2,000
PROFESSIONAL STIPENDS	Clinical Nurse (Employee Clinic)	\$15,000
	Physician Stipend	\$12,000
	Mentor Principal	\$ 1,000
	Mentor Teacher	\$ 500

COMPENSATION PLAN
INCENTIVES AND STIPENDS

DEAA
(REGULATION)

Teacher of the Year District Winners	\$ 1,000
Teacher of the Year-Elite Finalists	\$ 250

PROFESSIONAL
EXPENSE/TRAVEL
ALLOWANCES

Monthly Amount

Adapted Physical Education Teacher	\$ 174
Assistant Director of Special Education	\$ 174
Assistant Director of State and Federal Programs	\$ 174
Assistant Director of Athletics	\$ 174
Assistant Director of Fine Arts	\$ 174
Assistant Principal: Elementary School	\$ 87
Assistant Principal: High School or Middle School	\$ 116
Cabinet Members	\$ 250
Certified Occupational Therapy Assistant	\$ 174
Claims Officer	\$ 87
Clinic Manager	\$174
CNS Specialist	\$ 87
CNS Supervisor/Trainer	\$ 174
Video Production Specialist	\$ 174
Construction Officer (w/o district vehicle)	\$ 116
Coordinator Advanced Academics	\$174
Coordinator Benchmark	\$87
Coordinator: Athletics HS	\$ 174
Coordinator: Bilingual	\$ 174
Coordinator: Certifications	\$ 87
Coordinator: Compensation	\$ 87
Coordinator: District Testing	\$ 174
Coordinator: Employee Benefits/ Risk Management	\$ 87

COMPENSATION PLAN
INCENTIVES AND STIPENDS

DEAA
(REGULATION)

Supervisor: Accounts Payable	\$ 87
Family Literacy Program	\$ 174
Coordinator: Maintenance (w/o district vehicle)	\$ 116
Coordinator: Marketing Sales	\$ 174
Coordinator: Position Control	\$ 87
Coordinator: Sports Program	\$ 87
Coordinator: Teacher Induction Program	\$ 174
Specialist Title I	\$ 174
Coordinator: Vocational Adjustment	\$ 174
Coordinators (Other)	\$ 116
Technology Manager	\$ 174
Directors	\$ 174
Library Svcs Coord	\$ 174
District Vocational Assessment Clerk	\$ 174
DoDEA Military Liaison	\$ 87
Educational Diagnostician	\$ 174
Educator Quality Consolidated Grant Admin.	\$ 116
Emergency Operations Plan Manager	\$ 174
Coordinator: Employee	\$ 174
Relations Facilitator CTE	\$ 174
Facilitator Bilingual	\$ 174
Financial Operations Admin	\$ 174
Grant Writer	\$ 116
Homebound Teacher	\$ 174
H.R. Records Manager	\$ 58
Internal Auditor	\$ 116
Itinerant Counselor	\$ 87
Itinerant Nurse	\$ 174
Itinerant Teacher	\$ 87

COMPENSATION PLAN
INCENTIVES AND STIPENDS

DEAA
(REGULATION)

Job Placement Coordinator	\$ 174
Juvenile Case Manager	\$ 174
Licensed Specialist in School Psychology	\$ 174
Manager of District Nurses	\$ 174
Meal Application Specialist	\$ 87
Media Technician	\$ 174
Medical Services Clerk	\$ 174
Music Therapist	\$ 174
Network Specialist	\$ 174
Occupational Therapist	\$ 174
Payroll Manager	\$ 87
Pharmacist	\$ 174
Physician	\$ 174
Physical Therapist (Licensed & Asst)	\$ 174
Principal: Elementary	\$ 116
Principal: High School	\$ 174
Principal: Middle School	\$ 145
Program Evaluator	\$ 174
Psychologist	\$ 174
Public Relation Specialist	\$ 116
Purchasing/Bid Agent	\$ 87
Safety Officer	\$ 174
School Improvement and Leadership Dev. Ofcr.	\$ 174
Senior Communication Specialist	\$ 174
Senior Graphic Artist	\$ 87
Special Education Clerk	\$ 174
Special Education Counselor	\$ 174
Specialist DOL/Time Clock	\$ 174
Speech Therapist (Assigned to multiple campuses-excluding combo schools)	\$ 174

COMPENSATION PLAN
INCENTIVES AND STIPENDS

DEAA
(REGULATION)

Speech Therapist (Special Ed Department)	\$ 174
Staff Accountant	\$ 87
Staff Writer	\$ 174
Instructional Officer	\$ 174
Special Ed Strategist	\$ 174
Teacher Induction Program Facilitator	\$ 174
Teacher on Special Assignment/Instructional Specialist (Multiple Campuses)	\$ 174
Technology System Administrator	\$ 174
Technology Communication Specialist	\$ 87
Technology Software Engineer	\$ 174
Technology or Information Services Team Leader	\$ 174
Technology Hardware/Specialist	\$ 87
Tech Coord Business/Peims	\$ 174
Technician Security Safety	\$ 87
Telephone Network Specialist	\$ 174
Job Coach	\$ 174
Transitional Services Coordinator	\$ 174
Itinerant Teacher for the Visually Impaired/ Auditorially Impaired	\$ 174

Additional Travel Expense Allowances

Maintenance and Operations Administrative Staff (w/o district vehicle; involved in the oversight of District's new construction)	\$ 174 per month
All Pay Block 101 personnel (unless otherwise specified)	\$ 87 per month

Travel Reimbursement: Other employees traveling in behalf of the District will be reimbursed at a rate established by the Texas Education Agency. All travel reimbursements must be approved by the employee's supervisor.

Cellular Phone Stipends [See CPAC (REGULATION)]

Cabinet Members	\$ 75 per month
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COMPENSATION PLAN
INCENTIVES AND STIPENDS

DEAA
(REGULATION)

Principals, Directors, and Other

\$ 50

Professional Employees (Cabinet

per month

Members will designate

SUBSTITUTES SALARY TABLE

Certification

DAILY RATE

60 Hours Associates to Degreed

\$ 75

Degreed (Bachelors or higher from
an accredited university)

\$ 100

Certified Teacher

\$ 135

Retired Teachers

\$ 135

Long-Term

\$ 135

Priority Substitute Teacher

\$ 135

Pharmacist (Substitute)

\$ 463.80

Pharmacist Technician (Substitute)

\$ 125.44

Physician Assistant (Substitute)

\$ 377.07

Speech Therapist (Substitute)

\$ 55/hr.

Substitute Certified Teacher
(Temporary Assignment)

\$ 235

*Substitute teachers will no longer be limited in the number of
days/hours worked per month.

**Retired Teachers that are substitute teachers will continue to follow
all TRS rules for substituting.

SUBSTITUTE NURSES/COUNSELOR SALARY TABLE

Certification

DAILY RATE

Certified Medical Assistant
(Substitute)

\$126

LVN

\$175

Registered RN

\$225

*Counselor

\$125

*Long Term Counselors must be requested through the Department
of Guidance and Counseling.

COMPENSATION PLAN
INCENTIVES AND STIPENDS

DEAA
(REGULATION)

LIFEGUARD AND AQUATIC ENTRY LEVEL PAY

Positions	Hourly Rate
Lifeguard	\$10.00
Aquatic Instructor	\$9.00

ADULT BASIC EDUCATION INSTRUCTOR

Positions	Hourly Rate
ABE Instructor	\$25.00
ABE Instructor Professional Development	\$12.50
CTE Teachers teaching Adult Ed Classes	\$30.00

CO-OP COLLEGE STUDENT/COACH

Positions	Annual Amount
Cross Country	\$ 1,000
Soccer	\$ 1,000
Softball	\$ 1,000
Baseball	\$ 1,000
Track-Assistant	\$ 1,000
Track-Head	\$ 1,200
Volleyball	\$ 1,700
Basketball	\$ 1,700
Cheerleading	\$ 1,500
Football-Assistant	\$ 2,300
Football-Head	\$ 2,700

Co-op college student/coach stipends above are paid an hourly rate and cannot exceed the maximum annual amount for the appropriate stipend.

**Summer Sessions Coaching Stipend (2 Sessions – High School)
(Maximum 10 coaches per session, per campus)**

- \$ 375 / session

Lead Custodian

- Employee must be designated by Maintenance and Operations \$2,000 annually

CNS Technicians/Couriers (Work Related Steel Toe Footwear Stipend)

- \$100.00

CNS Kitchen Staff (Shoe Stipend)

- \$40.00

CNS Food Management Certification Reimbursement

- \$40.00

Registered Nurse Service Credit Guidelines

Credit for prior service outside the field of education for Registered Nurses shall be granted according to the following guidelines (the guidelines are based on the Registered Nurse years of service credit within the perspective field):

- Registered Nurse licensure within the United States and a current Texas license
- Full-time employment as defined by former employer
- Registered Nurse licensure within the United States prior to any employment outside the United States (ex: an RN who received her license within the U.S. and subsequently worked in a foreign country)
- Part-time employment credit within the United States will be taken on a case-by-case basis

Registered Nurse Service Credit Scale:

- 0 to 2 years employment outside the field of education = no (0) years of service credit
- 3 to 4 years employment outside the field of education = one (1) year of service credit
- 5+ years employment outside the field of education = three (3) years of service credit
-

COMPENSATION PLAN
INCENTIVES AND STIPENDS

DEAA
(REGULATION)

EXTRA DUTY PAY	Professionals Only - Tutoring	\$30.00 per hour
	All Professionals-Summer School	\$40.00 per hour
	Nurse/Sub-Nurse (Summer School)	\$40.00 per hour
	Nurse (During a catastrophe)	\$40.00 per hour
	Sp. Ed. Instructional Assistants (EYS)	\$21.50 per hour
	Paraprofessionals	Hourly Rate
	Staff/Curriculum Development or Planning (Mandatory)	Daily Rate
	Staff/Curriculum Development or Planning (Voluntary)	Full Day (\$100.00) Half Day (\$50.00)
	CNS Managers (Intersession/Summer Meal)	Hourly Rate

Approved:
Jose Espinoza, Ed. D. Superintendent
November 4, 2020

Board Committee Review:
November 9, 2020

OVERTIME-
GUIDELINES IN
APPLYING
EXEMPTION
CRITERIA

It is the policy of the Socorro Independent School District to schedule work in such a manner that employees are not required to work in excess of normal working hours as stated in the employee's job description.

1. PRIMARY DUTIES:

This is defined as the main, principal or most important duty the employee performs. Whether an employee performs the primary duties required under a particular exemption depends on an analysis of all the facts, but the most important factor is the character of the job itself. These factors need to be considered as well:

- The relationship between the employee's salary and the wages paid to other employees for the same kind of non-exempt work
- The employee's relative freedom from direct supervision
- The amount of time spent performing exempt work
- The relative importance of the exempt duties as compared with other types of duties

A good example is if the employee spends more than 50% of her time performing exempt work, the primary duty test will be generally met. However, if an employee spends less than 50% of their time on exempt work, it may still be their primary duty if other relevant facts support that conclusion. In addition, employees may be exempt if they perform a combination of exempt duties under different exemptions.

2. EXAMPLES OF EXEMPT DUTIES:

This is defined as the specific exempt duties listed in the various exemptions plus any non-exempt work that is directly and closely related to the exempt work performed. Also defined as the tasks that are related to exempt duties and that contribute to or facilitate the performance of exempt work such as:

- Physical tasks and menial tasks that arise out of exempt duties
- Recordkeeping
- Taking notes
- Using the computer to create documents or presentations
- Opening the mail for the purpose of reading it and making decisions

EXECUTIVE EXEMPTION

To qualify for the executive employee exemption, all of the following tests must be met:

- the employee must be compensated on a salary basis (as defined in the regulations) at a rate not less than \$455 per week;
- the employee's primary duty must be managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise;
- the employee must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and
- the employee must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be give particular weight.

ADMINISTRATIVE EXEMPTION

To qualify for the administrative employee exemption, all of the following tests must be met:

- the employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week;
- the employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and
- the employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

PROFESSIONAL EXEMPTION

To qualify for the learned professional employee exemption, all of the following tests must be met:

- the employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week;
- the employee's primary duty must be the performance or work

requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment;

- the advanced knowledge must be in a field of science or learning; and
- the advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

CREATIVE PROFESSIONAL EXEMPTION

To qualify for the creative professional employee exemption, all of the following tests must be met:

- the employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week;
- the employee's primary duty must be the performance of work requiring invention, imagination, originality or talent in a recognized field or artistic or creative endeavor.

COMPUTER EMPLOYEE EXEMPTION

To qualify for the computer employee exemption, the following tests must be met:

- the employee must be compensated either on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week or, if compensated on an hourly basis, at a rate not less than \$27.63 an hour;
- the employee must be employed as a computer systems analyst, computer programmer, software engineer or other similarly skilled worker in the computer field performing the duties described below; and
- the employee's primary duty must consist of:
 1. the application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
 2. the design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
 3. the design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
 4. a combination of the aforementioned duties, the performance of which requires the same level of skills.

3. EXAMPLES OF NON-EXEMPT:

Non-exempt duties:

- Performing the same kind of work as the employees supervised
- Performing any production work which is not part of supervisory function
- Performing routine clerical duties such as bookkeeping, billing, filing and operating business machines
- Checking and inspecting work as production operation, rather than as a supervisory function
- Keeping records on employees who are not under the person's supervision
- Preparing payrolls
- Performing maintenance work

OVERTIME COMPENSATION PROCEDURES

All paraprofessional employees are required to work a 7.5 hour work day which is 37.5 hour weekly, for full time employees. Any additional hours up to 40 hours for the week will be paid at the regular hourly rate. Overtime will be paid for any hours in excess of 40 hours in the same work week. All auxiliary employees are required to work an 8.0 hour work day for full time employees. Any hours in excess of 40 hours in the same work week will be considered overtime. The employee's supervisor will determine the work schedule. Supervisors will not allow employees to accrue over a total of 30 compensatory hours at any one time. All overtime must have prior approval from the immediate authorized supervisor and he/she must have prior approval from the Superintendent or Assistant Superintendent responsible for the respective department. Emergencies will be handled on a case-by-case basis.

HOURS WORKED:

The hours worked by an employee includes all of the time an employee is required to be on duty, or on the district's premises, or at a prescribed work place for the district. Waiting time or periods of inactivity (e.g., bus drivers) is considered time worked when the time belongs to and is controlled by the district. Periods during which an employee is completely relieved from duty and which are long enough to enable the employee to use the time effectively for his or her own purposes is not time worked.

Employees which attend college or continuing education courses may have an altered daily work schedule, with approval of a supervisor and he/she must have prior approval from the Superintendent or Assistant Superintendent responsible for the respective campus or de-

partment. Daily work hours will be the supervisor's responsibility in ensuring all employees work daily hours and specified calendar work days.

Meal periods will not be counted as time worked since by policy all employees are relieved from duty 45 minutes or more. Supervisors are required to make necessary overtime payment to any employee who takes less than 30 minutes of lunch in addition to the daily worked hours. Authorization of a missed lunch must be approved as a one-time option, or special occasion. Shift BREAKS on the time clock are not authorized.

The Socorro Independent School District will:

- Compensate all non-exempt employees for overtime through either (1) premium pay for all overtime worked at a rate not less than one and one-half times their regular rate of pay, or (2) premium compensatory time off at the rate of one and one-half hours off for each overtime hour worked up to a maximum of 200 total accrued hours. The supervisor will closely monitor the accrual and use of compensatory time to ensure that no employee accrues more than 200 hours within a school year. Socorro ISD has chosen to use compensatory time as the primary basis for overtime payment.
- Overtime includes any hours worked in excess of 40 hours in the same work week.
- Every work week stands alone in computing compensatory entitlements. Different work weeks cannot be consolidated or averaged in determining compensatory time during a pay period. The district defines the work week from Sunday 12:00 a.m. to Saturday 11:59 p.m.
- Accruing compensatory time must be understood and agreed to before the work is performed.
- Compensatory time cannot be waived by voluntary agreement between employer and employee, and an employee cannot "donate" overtime or agree to reduce rates of cash or compensatory time.
- If any employee terminates employment, the employee will be paid for any unused compensatory time at a rate not less than the average rate received by the employee during the last three years of employment or the final regular rate of pay received, whichever is higher.
- Compensatory time records will be audited by the Human Resources Department.
- It is the employee's responsibility to ensure he/she punches in/out correctly each day. Employees may experience delays in full compensation and disciplinary measures for failing to punch in/out prior to the cut off dates for finance.

Disciplinary action for employees which make excessive punch infractions may result in the following:

- 1st Infraction: Verbal Counseling
- 2nd Infraction: Written Counseling Record
- 3rd Infraction: Written Reprimand
- 4th Infraction: 2nd Written Reprimand, Recommend one (1) Day Suspension to HR, and Performance Improvement Plan
- 5th Infraction: 3rd Written Reprimand, Recommend three (3) Day Suspension to HR
- 6th Infraction: Recommend for Termination to HR
- Employees working overtime without prior approval will be subject to disciplinary action:
 - The first offense may merit a written warning.
 - The second offense may merit a one-day suspension without pay.
 - The third offense may merit termination.
- Since overtime starts accruing after 40 hours of work, the employee must leave the job site immediately at the end of the work day. Employees are encouraged not to eat at their desk and must have a duty-free lunch period.
- Non-exempt employees who report to work for less than 5.0 hours and need to leave their work site for a reported absence will receive the hours worked as compensatory time, which will be tracked by each campus or department supervisor.
- Falsification of records regarding time worked, including overtime, will be considered good cause for immediate termination. No employee will mislead time clock punches by inadvertently or advertently missing punches or by punching incorrectly. These actions may result in immediate termination. Actual time worked must be recorded.
- Compensatory time records will be kept at the campus or department level with appropriate documentation and signatures of the employees and administrator in charge.
- If compensatory time is taken, indicate such use on the compensatory log which must be submitted to Human Resources.
- Compensatory time not used prior to the end of each school year (see current calendar) will be paid at a rate of one and one-half times the current salary before the school year ends. Compensatory time will not accrue or be carried forward.
- In the event of electronic clock failure, paper time sheets will be used temporarily. A supply of these should be on hand at all times.
- Non-exempt employees are not to be authorized to perform additional stipend paid positions. This includes and is not limited to coaching, UIL, safety patrol, after school programs, and/or any organized SISD functions.

OVERTIME EXCEPTIONS:

Hours worked under the following conditions are not covered as over-time:

1. Security guards who, solely at the employee's option, volunteer for special details for a separate and independent employer.
2. Employees who exchange shifts, and thus, substitute for other individuals employed by SISD in the same capacity.
3. Individuals who volunteer to perform services for SISD providing the following terms are met:
 - a) Individuals receive no compensation or are paid expenses, reasonable benefits, or a nominal fee for their services.
 - b) Employees may not volunteer to work for SISD to perform the same type of services they are employed to perform.

SISD DEFINITION OF COMPENSATORY TIME:

OVERTIME COMPENSATION:

- Supervisors of non-exempt employees shall inform them prior to the performance of work requiring overtime duty, that the only form of compensation shall be compensatory time off unless the respective Assistant Superintendent has granted prior approval in writing that cash will be paid. The supervisor shall also maintain a written record of such overtime requests and use.
- The District can pay all overtime in cash if it so desires. However, if compensatory time is accrued in lieu of cash and then later converted into cash, the rate at which the accrued hour is paid shall be the regular rate earned by the employee at the time the compensatory hours are converted into cash, not the regular rate paid when overtime was worked.
- A prerequisite to the use of compensatory time in lieu of overtime payments is an employment agreement or understanding. Under the federal regulations following the 1985 amendments, the agreement or understanding may be evidenced by a notice to the employee that compensatory time will be given in lieu of overtime pay. In such a case, the understanding would be presumed to exist with respect to any employee who fails to object.
- An employee must be permitted to use compensatory time within a reasonable period after making a request, if the use of compensatory time does not unduly disrupt the operations of

the District. Mere inconvenience to the employer is not a sufficient basis for denial of a request for use of compensatory time. "Compensatory time off" hours are not counted as hours worked during the work week for purposes of overtime compensation, even though the employee is compensated at the employee's regular rate. Compensatory time must be used during the school year in which it is accrued. It may not be carried over to another school year.

OVERTIME OPTIONS:

The following three options may be used in dealing with overtime:

1. Alter the regular schedule during the work week so that the total hours will not exceed forty. If schedules are altered during the work week, equivalency time of one hour off for one hour worked may be given.
2. Pay for the overtime at one and one-half time the employee's regular hourly rate at the end of the pay period over 40 hours.
3. Grant compensatory time of one and one-half hours for every hour of overtime worked over 40

JOINT EMPLOYMENT RELATIONSHIPS:

Employees who perform work for an outside group (e.g., PTA, churches) and receive compensation from that group for the work performed will be paid overtime wages for the time worked. A joint employment relationship exists when:

1. There is an arrangement between the district and an outside agency to share the employee's services.
2. One district or group is acting directly or indirectly in the interest of the other district or group in relation to the employee.
3. The district or groups are not completely disassociated with respect to the employment of a particular employee and may be deemed to share control of the employee, directly or indirectly.

In a joint employment relationship, all of the employee's work for all of the joint districts or groups during the work week is considered as one employment for overtime purposes. All joint districts or groups are responsible for compliance with the Fair Labor Standards Act with respect to all hours worked for all districts or groups in the particular work week. Regardless of who pays what portion of wages earned, the employee is entitled to the premium rate of overtime pay based on regular wages, and the entitled amount cannot be reduced by either district or group.

RECORD KEEPING:

The Fair Labor Standards Act requires employers to make, keep and preserve adequate records of the hours worked each work day and the total hours worked each work week for all non-exempt employees. No particular order or form is set out by regulation. The district will provide appropriate documents for the record keeping. (29 U.S.C. 211© and 215(a)(2))

Time Clock Supervisors are responsible for rectifying all time sheets prior to the cut-off date for finance.

Only the supervisor may override the time clock system and make corrections to time sheets. Non-exempt employees who alter or adjust time sheets are subject to discharge or other disciplinary measures.

ENFORCEMENT:

The Fair Labor Standards Act (FLSA) is governed by the federal government. Non-exempt positions are subject to the FLSA rules. Infractions of the regulations governing FLSA carry heavy penalties which might, in extreme cases, result in loss of monies to the Socorro Independent School District.

TIME CLOCK
REGULATIONS

All existing payroll procedures will remain in place until further notice. The time clock system is one additional time management system, which further assists department personnel in tracking working hours.

This policy applies to all non-exempt personnel. One or more time clocks will be installed in each district facility and campus. All non-exempt employees will receive training on the use of the District's time clock system.

TIME CLOCK RULES FOR PARAPROFESSIONAL, AUXILIARY AND ALL NON-EXEMPT EMPLOYEES:

1. Each employee will comply with SISD established clock-in and out policies.
2. No employee will clock-in or out for any other person. Any employee clocking in or out for another employee is subject to termination.
3. No employee will clock-in seven minutes before the approved clock-in time. Employees are expected to clock-in no later than seven minutes after the scheduled clock-in time to avoid a late-to-work punch. No work will be performed beyond the scheduled work shift without prior approval from the immediate supervisor. The immediate supervisor and the respective Assistant Superintendent must approve all overtime before it is worked.

4. The time clock will round all punches to the closest quarter hour for pay purposes only. Employees are not allowed to punch 7 minutes early or late daily excessively to simply gain more "time off" paid. Below are examples which clarify time clock rounding procedures:

Example 1:

Your clock-in time is 08:00 a.m.

You arrive at 08:05 a.m.

The time clock will round the in-punch time to 08:00 a.m.

Example 2:

Your clock-in time is 08:00 a.m.

You arrive at 08:08 a.m.

The time clock will round the in-punch time to 08:15 a.m.

Example 3:

Your clock-out time is 4:30 p.m.

You clock-out at 4:16 p.m.

The time clock will round the out-punch time to 4:15 p.m.

Example 4:

Your clock-out time is 4:30 p.m.

You clock-out at 4:38 p.m.

The time clock will round the out-punch time to 4:45 p.m.

Example 5:

Your clock-out time for lunch is 11:30 a.m.

You clock-out at 11:31

The time clock will round the out-punch time to 11:30

5. A valid reason must exist for early clock-ins or late clock-outs. It must be verified by the immediate supervisor on duty. The immediate supervisor must report these situations to the re-

- spective department supervisor who will approve the clock-in or clock-out time for pay authorization.
6. Any employee may clock in/out at work sites, other than the home base with prior approval by his/her supervisor.
 7. No travel time from the employee's home to work location, whether by private vehicle or SISD vehicle, will be considered work time.
 8. The respective campus or department supervisor/secretary will review the daily exceptions report and make the appropriate punch time clock changes, if required, according to set policies.
 9. Long intervals of work beyond the normal work time schedule must be justified by the supervisor. Overtime hours which are worked by an employee "off the clock" or "at home" will be added manually into the time clock software by the Time Clock Supervisor. Failure to do so by the supervisor may result in disciplinary action. No supervisor will add work time to any employee's schedule simply to add time. Disciplinary action will be taken if time is added without just cause.
 10. Employees must work the required number of hours daily. Payroll may pay or dock according to the employees work hours registered by the biometric time clock system.
 11. Employees attending trainings at another location other than their home campus/department must use the time clock at the location the training is held.

Approved:

Jose Espinoza, Ed. D. Superintendent
February 3, 2016

Board Committee Review:
February 8, 2016