

THIS SALARY SCHEDULE IS FOR THE 2025-2026 SCHOOL YEAR ONLY

The 2025-2026 school year pay schedules reflect the implementation of the Board approved salary increase.

The Richardson ISD Board of Trustees approved the following pay increases for the 2025-2026 school year:

Years of experience for Classroom Teachers (Role ID 087)

2,500 increase to salary for 1-4 years of experience or placement on the new teacher salary scale

5,000 increase to salary for 5+ years of experience or placement on the new teacher salary scale

Years of experience for Non-087 T-type job titles

2,500 increase to salary for 1-10 years of experience or placement on the new non-087 t-type salary scale

3,000 increase to salary for 11+ years of experience or placement on the new non-087 t-type salary scale

Non-exempt Professionals and Exempt Employees 3%

Non-exempt Employees 3%;

Market Adjustments: 6% - Assistant Principals, Identified Special Education Professionals, Campus Executive Assistants, Aides; \$2.50/hr. increase - Bus Drivers; \$2/hr. increase – Bus Monitors, Licensed Maintenance

Increases are calculated based on the Board approved percent of the employee's annual salary.

Neither past nor future salaries can be accurately calculated or predicted from this booklet. Only the salary ranges based on pay grades can be obtained from this information.

Salary plans are determined on an annual basis and salary advancement is not guaranteed. Pay increases are based on the annual pay raise approved by the Board of Trustees and per RISD Board Policy DEA (LOCAL).

Salary increases are based on completion of a creditable year of service according to TEA guidelines and the employee's satisfactory annual evaluation.

The raise will appear in pay statements as follows:

- For 12-month Biweekly employees with the July 3, 2025 payroll
- For 12-month Monthly employees with the July 18, 2025 payroll
- For 11-month Monthly employees with the August 20, 2025 payroll
- For 10-month Biweekly employees with the August 15, 2025 payroll
- For 10-month Monthly employees with the September 20, 2025 payroll

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New Hire Pay Plans

New Teacher Hiring Schedule

2025-2026 New Hire Salary Guide for Classroom Teachers Only (Role ID 087)

Years of Experience	New Hire Salary	Daily Rate 187 days	Daily Rate 191 days*
0	63,000	336.90	329.84
1	63,500	339.57	332.46
2	64,000	342.25	335.08
3	64,500	344.92	337.70
4	65,000	347.59	340.31
5	68,000	363.64	356.02
6	68,500	366.31	358.64
7	69,000	368.98	361.26
8	69,500	371.66	363.87
9	70,000	374.33	366.49
10	70,500	377.01	369.11
11	71,000	379.68	371.73
12	72,000	385.03	376.96
13	73,000	390.37	382.20
14	74,000	395.72	387.43
15	75,000	401.07	392.67
16	76,000	406.42	397.91
17	77,000	411.76	403.14
18	78,000	417.11	408.38
19	79,000	422.46	413.61
20	80,000	427.81	418.85
21	81,000	433.16	424.08
22	82,000	438.50	429.32
23	83,000	443.85	434.55
24	84,000	449.20	439.79
25	85,000	454.55	445.03
26	86,000	459.89	450.26
27	87,000	465.24	455.50
28	88,000	470.59	460.73
29	89,000	475.94	465.97
30	90,000	481.28	471.20

*Teachers new to RISD work a 191 day contract their first year. Thereafter, the contract is 187 days.

The annual salary quote applies to all eligible new hires without regard to educational level.

This hire-in schedule is not intended as and may not be used to determine salary levels for existing staff.

Salary plans are determined on an annual basis and salary advancement is not guaranteed. Pay increases are based on the annual pay raise approved by the Board of Trustees.

Employees hired after the first duty day for the 2025-2026 school year will receive an annual salary prorated to the first day of work.

New Librarians, Nurses and other Non-087 T-Types Hiring Schedule

2025-2026 New Hire Salary Guide for Librarians, Nurses and other Non-087 T-Types

Years of Experience	New Hire Salary	Daily Rate 187 days	Daily Rate 191 days*
0	63,000	336.90	329.84
1	63,500	339.57	332.46
2	64,000	342.25	335.08
3	64,500	344.92	337.70
4	65,000	347.59	340.31
5	65,500	350.27	342.93
6	66,000	352.94	345.55
7	66,500	355.61	348.17
8	67,000	358.29	350.79
9	67,500	360.96	353.40
10	68,000	363.64	356.02
11	69,000	368.98	361.26
12	70,000	374.33	366.49
13	71,000	379.68	371.73
14	72,000	385.03	376.96
15	73,000	390.37	382.20
16	74,000	395.72	387.43
17	75,000	401.07	392.67
18	76,000	406.42	397.91
19	77,000	411.76	403.14
20	78,000	417.11	408.38
21	79,000	422.46	413.61
22	80,000	427.81	418.85
23	81,000	433.16	424.08
24	82,000	438.50	429.32
25	83,000	443.85	434.55
26	84,000	449.20	439.79
27	85,000	454.55	445.03
28	86,000	459.89	450.26
29	87,000	465.24	455.50
30	88,000	470.59	460.73

*Employees in this category new to RISD work a 191 day contract their first year. Thereafter, the contract is 187 days.

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New Counselor Hiring Schedule

2025-2026 New Hire Salary Guide for Counselors

Years of Experience	Elementary 193 Days Annual Salary	Junior High 197 Days Annual Salary	High School 202 Days Annual Salary
0	67,960	69,369	71,130
1	68,477	69,896	71,670
2	68,993	70,422	72,210
3	69,509	70,949	72,750
4	70,025	71,476	73,290
5	70,541	72,003	73,830
6	71,057	72,529	74,370
7	71,573	73,056	74,910
8	72,089	73,583	75,450
9	72,605	74,110	75,991
10	73,121	74,636	76,531
11	74,153	75,690	77,611
12	75,185	76,743	78,691
13	76,217	77,797	79,771
14	77,249	78,850	80,852
15	78,281	79,904	81,932
16	79,313	80,957	83,012
17	80,346	82,011	84,092
18	81,378	83,064	85,172
19	82,410	84,118	86,253
20	83,442	85,171	87,333
21	84,474	86,225	88,413
22	85,506	87,278	89,493
23	86,538	88,332	90,573
24	87,570	89,385	91,654
25	88,602	90,439	92,734
26	89,634	91,492	93,814
27	90,666	92,545	94,894
28	91,698	93,599	95,975
29	92,731	94,652	97,055
30	93,763	95,706	98,135

The annual salary quote applies to all eligible new hires without regard to educational level.

This hire-in schedule is not intended as and may not be used to determine salary levels for existing staff.

Salary plans are determined on an annual basis and salary advancement is not guaranteed. Pay increases are based on the annual pay raise approved by the Board of Trustees. Employees hired after the first duty day for the 2025-2026 school year will receive an annual salary prorated to the first day of work.

Administrative Pay Plan

<i>Job Title</i>	<i>Pay Grade</i>	<i>Maximum Days Required</i>	<i>Experience Level</i>	<i>Annual Salary</i>	<i>Daily Rate</i>
Area Superintendent	ANQ	226	0	140,000	619.47
		226	1	150,000	663.72
		226	EC	160,000	707.96
Senior Executive Director	AFQ	226	0	126,565	560.02
		226	1	130,597	577.86
		226	EC	134,405	594.71
Executive Director	ADQ	226	0	117,858	521.50
Curriculum & Instruction		226	1	121,157	536.09
Business & Finance		226	EC	124,414	550.51
Technology					
Executive Director	ADS	261	0	136,112	521.50
Curriculum & Instruction		261	1	139,920	536.09
Business & Finance		261	EC	143,683	550.51
Executive Director	AGQ	226	0	103,251	456.86
Non-Instructional		226	1	106,135	469.63
		226	EC	109,020	482.39
Executive Director-	AGQA	226	0	109,751	485.62
Accountability/Continued Improvement		226	1	112,817	499.19
		226	EC	115,883	512.76
Executive Director-	AGSA	261	0	126,747	485.62
Facilities Planning		261	1	130,289	499.19
		261	EC	133,830	512.76
Executive Director	AGR	240	0	109,648	456.87
Athletics		240	1	112,710	469.63
Fine Arts		240	EC	115,756	482.32
Executive Director	AGS	261	0	119,242	456.87
		261	1	122,572	469.63
		261	EC	125,885	482.32
Principal - High School	AHQ	226	0	122,610	542.52
		226	1	125,202	553.99
		226	2	127,793	565.46
		226	EC	130,385	576.92

EC = Experience/Competency Level

* Generally assigned salary ranges. The district reserves the right to adjust these ranges as appropriate in special circumstances.

Administrative Pay Plan

Job Title	Pay Grade	Maximum Days Required	Experience Level	Annual Salary	Daily Rate
Coordinating Director	AJQ	226	0	97,811	432.79
		226	1	100,959	446.72
		226	2	104,109	460.66
		226	EC	107,258	474.59
Coordinating Director	AJS	261	0	112,958	432.79
		261	1	116,595	446.72
		261	2	120,232	460.66
		261	EC	123,869	474.59
Principal - Junior High	ALQ	226	0	102,098	451.76
Principal - Alternative School		226	1	104,657	463.08
		226	2	107,215	474.40
		226	EC	109,774	485.73
Campus Administrator	ANO	219	0	94,636	432.13
Principal - Elementary School		219	1	96,899	442.46
		219	2	99,162	452.79
		219	EC	101,425	463.13
Director	APN	207	0	79,884	385.91
		207	1	82,657	399.31
		207	2	85,431	412.71
		207	EC	88,204	426.11
Director	APQ	226	0	87,216	385.91
		226	1	90,243	399.31
		226	2	93,273	412.71
		226	EC	96,300	426.11
Director	APS	261	0	100,723	385.91
		261	1	104,219	399.31
		261	2	107,718	412.71
		261	EC	111,214	426.11
Director-Bilingual Services	APQB	226	0	91,216	403.61
		226	1	94,382	417.62
		226	2	97,551	431.64
		226	EC	100,717	445.65

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Administrative Pay Plan

<i>Job Title</i>	<i>Pay Grade</i>	<i>Maximum Days Required</i>	<i>Experience Level</i>	<i>Annual Salary</i>	<i>Daily Rate</i>
Director-Guidance & Counseling	APQC	226	0	90,216	399.19
		226	1	93,347	413.04
		226	2	96,481	426.91
		226	EC	99,613	440.77
Director-Purchasing	APQP	226	0	91,216	403.61
		226	1	94,382	417.62
		226	2	97,551	431.64
		226	EC	100,717	445.65
Director-Risk Management	APQR	226	0	90,716	401.40
		226	1	93,864	415.33
		226	2	97,016	429.27
		226	EC	100,165	443.21
Assistant Athletic Director	APR	240	0	92,619	385.91
		240	1	95,834	399.31
		240	2	99,051	412.71
		240	EC	102,266	426.11
Dean of Students - High School	ARQ	226	0	85,604	378.78
Dean of Instruction - High School		226	1	87,725	388.16
		226	2	89,845	397.54
		226	EC	91,965	406.92
Assistant Principal - High School	ARO	219	0	82,953	378.78
		219	1	85,008	388.16
		219	2	87,062	397.54
		219	EC	89,117	406.93
Assistant Principal - Junior High	ARN	207	0	75,750	365.94
Assistant Principal - Alternative School		207	1	77,805	375.87
		207	2	79,858	385.79
		207	EC	81,912	395.71
Assistant Principal - Elementary	ATN	207	0	73,080	353.04
		207	1	75,132	362.96
		207	2	77,188	372.89
		207	EC	79,243	382.82

EC = Experience/Competency Level

*Generally assigned salary ranges. The district reserves the right to adjust these ranges as appropriate in special circumstances.

Child Nutrition Pay Plan

Job Title	Pay Grade	Maximum Days Required	Exp Level	Annual Salary	Daily Rate	Hourly Rate	Hours per Day	Salary Basis / Payroll
Kitchen Maintenance Supervisor	CEQ	261	0	73,003	279.70	34.96	8	Salaried
		261	1	76,030	291.30	36.41	8	Monthly
		261	EC	79,058	302.90	37.86	8	
Child Nutrition Supervisor	CEQ	226	0	50,642	224.08	28.01	8	Salaried
		226	EC	51,673	228.64	28.58	8	Monthly
Child Nutrition Supervisor	CEN	207	0	48,041	232.08	29.01	8	Salaried
		207	EC	48,984	236.64	29.58	8	Monthly
Kitchen Maintenance Specialist	CGS	261	0	65,041	249.20	31.15	8	Salaried
		261	1	67,985	260.48	32.56	8	Monthly
		261	EC	70,950	271.84	33.98	8	
Child Nutrition Manager III	CGG	180	0	34,373	190.96	23.87	8	Salaried
		180	EC	34,992	194.40	24.30	8	Monthly
Child Nutrition Manager II	CJG	180	0	31,766	176.48	22.06	8	Salaried
		180	EC	32,314	179.52	22.44	8	Monthly
Child Nutrition Manager I.5	CMG	180	0	30,902	171.68	21.46	8	Salaried
		180	EC	31,406	174.48	21.81	8	Monthly
Child Nutrition Manager I	CLG	180	0	29,405	163.36	20.42	8	Salaried
		180	EC	29,894	166.08	20.76	8	Monthly
Child Nutrition - Assistant Manager	CNG	180	0	25,920	144.00	18.00	8	Salaried
		180	EC	26,338	146.32	18.29	8	Monthly
Child Nutritionist	CRF	178	0	16,020	90.00	15.00	6	Hourly
		178	EC	16,298	91.56	15.26	6	Biweekly

EC = Experience/Competency Level

Extended Learning Program Staff Pay Plan

Job Title	Pay Grade	Maximum Days Required	Experience Level	Annual Salary	Daily Rate	Hours Per Day
Coordinating Director	AJS	261	0	112,957	432.79	8
		261	1	116,595	446.73	8
		261	2	120,231	460.66	8
		261	EC	123,869	474.60	8
Coordinator	AVQ	226	0	72,576	321.13	8
Program Specialist II		226	1	75,147	332.51	8
		226	EC	77,719	343.89	8
Coordinator	AVS	261	0	83,816	321.13	8
		261	1	86,785	332.51	8
		261	EC	89,755	343.89	8
Security Officers	MSJ	187	0	55,000	294.12	
		187	1	58,000	310.16	
		187	EC	61,000	326.20	
Program Specialist I	AYN	207	0	54,968	265.55	8
		207	1	57,232	276.48	8
		207	EC	59,496	287.42	8
Program Specialist I	AYQ	226	0	60,014	265.55	8
		226	1	62,485	276.48	8
		226	EC	64,957	287.42	8
Program Specialist I	AYS	261	0	69,308	265.55	8
		261	1	72,162	276.48	8
		261	EC	75,017	287.42	8
Site Coordinator I - 75%	PSL	197	0	29,550	150.00	6
		197	EC	30,141	153.00	6
Administrative Specialist IV	PES	261	0	48,200	184.67	8
		261	EC	49,590	190.00	8
Administrative Specialist III	PGS	261	0	43,890	168.16	8
		261	EC	45,289	173.52	8
Administrative Specialist I	PLQ	226	0	32,441	143.55	8
		226	EC	33,405	147.81	8
Executive Assistant I	PLN	207	0	29,714	143.55	8
		207	EC	30,597	147.81	8

EC = Experience/Competency Level

Maintenance, Operations, Grounds, Warehouse & Print Shop Pay Plan

<i>Job Title</i>	<i>Pay Grade</i>	<i>Maximum Days Required</i>	<i>Exp Level</i>	<i>Annual Salary</i>	<i>Daily Rate</i>	<i>Hourly Rate</i>	<i>Hours per Day</i>
Manager III	MBS	261	0	89,178	341.68	42.71	8
		261	1	92,561	354.64	44.33	8
		261	EC	94,816	363.28	45.41	8
Bond Project Manager	MAS	261	0	84,898	325.28	40.66	8
Manager I - Facilities Maintenance		261	1	87,926	336.88	42.11	8
		261	EC	90,953	348.48	43.56	8
Manager I - Grounds (Athletics)	MDS	261	0	70,762	271.12	33.89	8
Manager I - Pest Control		261	1	73,790	282.72	35.34	8
		261	EC	76,818	294.32	36.79	8
Maintenance HVAC Specialist	MTS	261	0	75,001	287.36	35.92	8
		261	1	78,216	299.68	37.46	8
		261	EC	81,432	312.00	39.00	8
Energy Manager/Analyst	MCS	261	0	65,041	249.20	31.15	8
Manager I - Energy Management		261	1	67,985	260.48	32.56	8
Manager I - Print Shop		261	EC	70,950	271.84	33.98	8
Maintenance Area Supervisor	MCS	261	0	65,041	249.20	31.15	8
Manager I - Warehouse		261	1	67,985	260.48	32.56	8
		261	EC	70,950	271.84	33.98	8
HVAC Foreman	MNS	261	0	54,956	210.56	26.32	8
		261	EC	56,460	216.31	27.04	8
Assistant Manager - Print Shop	MFS	261	0	53,432	204.72	25.59	8
EMS Foreman		261	EC	54,706	209.60	26.20	8
Fire Alarm Tech							
Irrigation Specialist							
Roofing Foreman							
Project Coordinator/Estimator	MHS	261	0	53,432	204.72	25.59	8
		261	EC	54,706	209.60	26.20	8

EC = Experience/Competency Level

Maintenance, Operations, Grounds, Warehouse & Print Shop Pay Plan

<i>Job Title</i>	<i>Pay Grade</i>	<i>Maximum Days Required</i>	<i>Exp Level</i>	<i>Annual Salary</i>	<i>Daily Rate</i>	<i>Hourly Rate</i>	<i>Hours per Day</i>	<i>Salary Basis / Payroll</i>
Grounds IV - Pest Control	MES	261	0	47,251	181.04	22.63	8	Hourly
Grounds IV - Small Engine Mechanic		261	EC	48,692	186.56	23.32	8	Biweekly
Grounds IV Specialist								
Safety & Security Specialist								
Supervisor II - Heavy Equipment								
HVAC Tech	MKS	261	0	54,267	207.92	25.99	8	Hourly
Licensed Electrician		261	EC	55,791	213.76	26.72	8	Biweekly
Licensed Plumber								
Custodial Area Supervisor	MIS	261	0	51,845	198.64	24.83	8	Hourly
		261	EC	53,265	204.08	25.51	8	Biweekly
Lead Locksmith	MJS	261	0	45,581	174.64	21.83	8	Hourly
Maintenance III		261	EC	47,001	180.08	22.51	8	Biweekly
Maintenance - Kitchen Specialist								
EMS Tech	MGS	261	0	42,512	162.88	20.36	8	Hourly
Maintenance Foreman		261	EC	43,783	167.75	20.97	8	Biweekly
Maintenance II								
Printer III - Bindery								
Supervisor I - Operations								
Supervisor I - Security								
Supervisor II - Grounds								
Warehouse IV								
Supervisor I – Custodial	MWS	261	0	42,512	162.88	20.36	8	Hourly
		261	EC	43,783	167.75	20.97	8	Biweekly
Maintenance I	MLS	261	0	37,125	142.24	17.78	8	Hourly
Printer II		261	EC	38,231	146.48	18.31	8	Biweekly
Warehouse Assistant								
Custodial IV - High School Lead	MUS	261	0	39,004	149.44	18.68	8	Hourly
		261	EC	39,985	153.20	19.15	8	Biweekly
Security	MOS	261	0	38,628	148.00	18.50	8	Hourly
		261	EC	39,484	151.28	18.91	8	Biweekly
Warehouse III	MMS	261	0	32,740	125.44	15.68	8	Hourly
		261	EC	33,721	129.20	16.15	8	Biweekly
Campus Security	MOJ	187	0	23,457	148.00	18.50	8	Salaried
		187	EC	24,160	151.28	18.91	8	Monthly
Custodial III - Junior High Lead	MQS	261	0	36,582	140.16	17.52	8	Hourly
		261	EC	37,500	143.68	17.96		

EC = Experience/Competency Level

This salary schedule cannot be used to compute future earnings.

Maintenance, Operations, Grounds, Warehouse & Print Shop Pay Plan

Job Title	Pay Grade	Maximum Days Required	Exp Level	Annual Salary	Daily Rate	Hourly Rate	Hours per Day	Salary Basis / Payroll
Printer I	MPS	261	0	30,318	116.16	14.52	8	Hourly
Warehouse I		261	EC	31,236	119.68	14.96	8	Biweekly
Custodial II - Elementary Lead	MRS	261	0	34,034	130.40	16.30	8	Hourly
			EC	34,890	133.68	16.71	8	
Grounds II	MVS	261	0	27,770	106.40	13.30	8	Hourly
		261	EC	28,626	109.68	13.71	8	Biweekly
Custodial II	MVL	197	0	25,689	130.40	16.30	8	Hourly
		197	EC	26,335	133.68	16.71	8	Biweekly
Custodial I	251	261	0	31,320	120.00	15.00	8	Hourly
(High School - 3rd shift late hours)		261	EC	32,364	124.00	15.50	8	Biweekly
(Late shift = 6:00 PM to 2:30 AM)								
Custodial I	MYS	261	0	31,320	120.00	15.00	8	Hourly
		261	EC	32,364	124.00	15.50	8	Biweekly
				23,640	120.00	15.00		
Custodial I	MYL	197	0	24,428	124.00	15.50	8	Hourly
		197	EC				8	Biweekly
				21,120	120.00	15.00		
Custodial I	MYD	176	0	21,824	124.00	15.50	8	Hourly
		176	EC	31,320	120.00	15.00	8	Biweekly
Parking Lot Attendant	MZE	174	0	13,920	80.00	10.00	8	Salaried
		174	EC	14,310	82.24	10.28	8	Monthly

EC = Experience/Competency Level

Paraprofessional Pay Plan

Job Title	Pay Grade	Maximum Days Required	Experience Level	Annual Salary	Daily Rate
Executive Assistant V	PFQ	226	0	45,562	201.60
		226	EC	46,773	206.96
Administrative Specialist V	PFS	261	0	52,618	201.60
		261	EC	54,017	206.96
Administrative Specialist IV	PEQ	226	0	41,736	184.67
Administrative Specialist IV-Accts Payable		226	EC	42,940	190.00
Fleet Safety Specialist					
Administrative Specialist IV	PES	261	0	48,199	184.67
		261	EC	49,590	190.00
Registered Behavior Technician	PJK	191	0	34,296	179.56
		191	EC	35,325	184.95
Community Liaison	PGJ	187	0	31,446	168.16
		187	EC	32,448	173.52
Community Liaison	PGN	207	0	34,809	168.16
		207	EC	35,919	173.52
Administrative Specialist III	PGQ	226	0	38,004	168.16
Executive Assistant IV		226	EC	39,216	173.52
Executive Assistant III					
Administrative Specialist III	PGS	261	0	43,890	168.16
		261	0	45,289	173.52
Administrative Specialist II	PJN	207	0	32,100	155.07
		207	EC	33,093	159.87
Administrative Specialist II	PJQ	226	0	35,046	155.07
		226	EC	36,130	159.87
Administrative Specialist II	PJS	261	0	40,473	155.07
		261	EC	41,726	159.87
Teacher Assistant	PKJ	187	0	31,515	168.53
Caregiver		187	EC	32,460	173.58
School Liaison	PDN	207	0	31,542	152.38
SSS Central Lead		207	EC	32,471	156.86
Administrative Specialist II - Accts Payable	PMQ	226	0	34,316	151.84
		226	EC	35,292	156.16

EC = Experience/Competency Level

Paraprofessional Pay Plan

Job Title	Pay Grade	Maximum Days Required	Experience Level	Annual Salary	Daily Rate
Parent Education Specialist	PLJ	187	0	26,843	143.55
		187	EC	27,641	147.81
Executive Assistant I - Elementary/JH/MS		207	0	31,497	152.16
		207	EC	32,433	156.68
Executive Assistant I - High School		226	34,388	34,388	152.16
		226	35,410	35,410	156.68
Executive Assistant I – Central Offices	PLN	207	0	29,714	143.55
		207	EC	30,597	147.81
Administrative Specialist I	PLQ	226	0	32,441	143.55
Executive Assistant I – Central Offices		226	EC	33,405	147.81
Administrative Specialist I-Transportation	PLS	261	0	37,465	143.55
		261	EC	38,579	147.81
Immigrant Liaison	POJ	187	0	24,310	130.00
		187	EC	24,714	132.16
Technical Assistant (CAI Lab)	PCJ	187	0	28,310	151.39
		187	EC	28,714	153.55
Secretary III	PNJ	187	0	23,906	127.84
		187	EC	24,310	130.00
Student Data Specialist	PBJ	187	0	26,389	141.12
Additional Allocation at HS		187	EC	26,791	143.27
Student Data Specialist - Elem/JH	PNL	197	0	27,801	141.12
		197	EC	28,224	143.27
Secretary III	PNN	207	0	26,463	127.84
		207	EC	26,910	130.00
Student Data Specialist	PBN	207	0	29,212	141.12
		207	EC	29,657	143.27
Fixed Assets Specialist	PNQ	226	0	28,892	127.84
Secretary III		226	EC	29,380	130.00
Secretary II - Receptionist					
Student Data Specialist - HS	PBQ	226	0	31,893	141.12
		226	EC	32,379	143.27
Secretary III	PNS	261	0	33,366	127.84
		261	EC	33,930	130.00

Paraprofessional Pay Plan

Job Title	Pay Grade	Maximum Days Required	Experience Level	Annual Salary	Daily Rate
SDS/Secretary II	PXL	197	0	25,342	128.64
		197	EC	25,768	130.80
Educational Assistant Health Aide	PUJ	187	0	22,934	122.64
		187	EC	23,338	124.80
Secretary II	PPL	197	0	22,884	116.16
		197	EC	23,309	118.32
Secretary II	PPJ	187	0	21,722	116.16
		187	EC	22,126	118.32
Secretary II	PPN	207	0	24,045	116.16
		207	EC	24,492	118.32
Secretary II	PPQ	226	0	26,252	116.16
		226	EC	26,740	118.32
Special Education Aide Resource Inclusion Classroom	PQJ	187	0	24,306	129.98
		187	EC	24,394	130.45
Special Education Aide Central Program Classroom	PQK	187	0	24,826	129.98
		187	EC	24,916	130.45
Special Education Aide	PQM	202	0	26,256	129.98
		202	EC	26,351	130.45
Aide I		187	0	20,936	111.96
		187	EC	21,564	115.32
Library Assistant Secretary I	PRJ	187	0	19,751	105.62
		187	EC	20,344	108.79
Secretary I	PRN	207	0	21,859	105.60
		207	EC	22,520	108.79
Clerk	PVJ	187	0	17,952	96.00
Clerk	PVQ	226	0	21,696	96.00
Special Education Aide/Aide I	PQJ/PRJ	187	0	20,690	110.64
		187	EC	21,299	113.90
Clerk/Secretary II	PVJ/PPJ	187	0	19,837	106.08
Aide I/Secretary I	PRJ/PTJ	187	0	19,747	105.60

Paraprofessional Pay Plan

Special Education Aide/Clerk	PQJ/PVJ	187	0	19,792	105.84
		187	EC	20,103	107.50
Aide I/Clerk	PRJ/PVJ	187	0	18,850	100.80
Library Assistant/Clerk		187	EC	19,147	102.39
Secretary I/Clerk	PTJ/PVJ	187	0	18,850	100.80

EC = Experience/Competency Level

Professional Support Pay Plan

Job Title	Pay Grade	Maximum Days Required	Experience Level	Annual Salary	Daily Rate
Athletic Coordinator - High School	AKR	226	0	94,171	416.69
		226	1	96,594	427.41
		226	2	99,016	438.12
		226	EC	103,939	459.91
Fine Arts Coordinator - High School	AMR	226	0	90,464	400.28
		226	1	92,887	411.00
		226	2	95,310	421.73
		226	EC	100,232	443.50
Behavior Specialist	AUI	190	0	68,400	360.00
		190	1	70,562	371.38
		190	EC	72,724	382.76
Central Testing Coordinator	AVJ	187	0	60,052	321.13
Outreach Program Specialist - Campus		187	1	62,180	332.51
Program Specialist II		187	EC	64,307	343.89
Program Specialist II - Special Programs	AWJ	187	0	63,655	340.40
		187	1	65,911	352.46
		187	EC	68,165	364.52
Occupational Therapist	AWI	190	0	64,676	340.40
Physical Therapist		190	1	66,968	352.46
Program Specialist II		190	EC	69,259	364.52
SEL Counselor					
New Hire Scale for First Year in District	AVI-1	194	0	61,015	314.51
		194	1	63,177	325.66
		194	EC	65,339	336.79
Audiologist	AWL	197	0	67,059	340.40
Diagnostician		197	1	69,435	352.46
LSSP		197	EC	71,811	364.52
Related Service Lead					
Coordinator	AVL	197	0	63,263	321.13
		197	1	65,505	332.51
		197	EC	67,746	343.89
Program Specialist II	AVM	202	0	64,869	321.13
		202	1	67,168	332.51
		202	EC	69,465	343.89
Community Engagement Coordinator	AVN	207	0	66,474	321.13
Coordinator		207	1	68,830	332.51
Program Specialist II		207	EC	71,185	343.89

EC = Experience/Competency Level

Professional Support Pay Plan

<i>Job Title</i>	<i>Pay Grade</i>	<i>Maximum Days Required</i>	<i>Experience Level</i>	<i>Annual Salary</i>	<i>Daily Rate</i>
Cash Manager	AVQ	226	0	72,576	321.13
Coordinator		226	1	75,148	332.51
STEM Specialist		226	EC	77,719	343.89
Internal Auditor					
Program Specialist II					
Lead Reading Academy Coach					
Coordinator	AVS	261	0	83,815	321.13
		261	1	86,786	332.51
		261	EC	89,755	343.89
Speech Therapist	AQJ	187	0	63,655	340.40
		187	1	65,911	352.46
		187	EC	68,165	364.52
New Hire Scale for First Year in District	AQJ-1	191	0	63,655	333.27
Speech Therapist		191	1	65,911	345.08
		191	EC	68,165	356.89
Speech Therapist	AQI	190	0	64,676	340.40
		190	1	66,968	352.46
		190	EC	69,259	364.52
Speech Therapist Lead	AQL	197	0	67,059	340.40
		197	1	69,435	352.46
		197	EC	71,811	364.52
Speech Therapist	AQM	202	0	68,761	340.40
		202	1	71,198	352.46
		202	EC	73,633	364.52
Hippy Specialist	AYJ	187	0	55,000	294.12
		187	1	57,045	305.05
		187	EC	59,090	315.99
Program Specialist I	AYL	197	0	52,313	265.55
		197	1	54,467	276.48
		197	EC	56,622	287.42

EC = Experience/Competency Level

Professional Support Pay Plan

Job Title	Pay Grade	Maximum Days Required	Experience Level	Annual Salary	Daily Rate
Communications Specialist	AYN	207	0	54,968	265.55
Program Specialist I		207	1	57,232	276.48
		207	EC	59,496	287.42
Administrative Manager (Accounting)	AYQ	226	0	60,013	265.55
Administrative Manager (Board Relations)		226	1	62,485	276.48
Paralegal		226	EC	64,957	287.42
Program Specialist I					
Translation Specialist					
Program Specialist I	AYS	261	0	69,307	265.54
		261	1	72,161	276.48
		261	EC	75,016	287.42
SSS Campus Facilitator	T-Type	190	See Teacher Pay Scale		
Student Assistance Specialist	TJ	197	See 197-Day Counselor Pay Scale		
School/Community Outreach Specialist	AZJ	187	0	43,896	234.74
		187	1	45,699	244.38
		187	EC	47,504	254.03
Administrative Manager	AZQ	226	0	53,050	234.74
Senior Buyer Specialist		226	1	55,231	244.38
Digital Media Specialist		226	EC	57,411	254.03
Administrative Manager - Bond	AZS	261	0	61,267	234.74
		261	1	63,784	244.38
		261	EC	66,302	254.03
College/Career Coordinator	AXM	202	0	43,002	212.88
Accounting Program Specialist I	ASQ	226	0	45,426	201.00
Counseling Program Specialist I		226	EC	46,336	205.03
Workers Comp Coordinator	AWQ	226	0	50,721	224.43
		226	EC	51,737	228.93
LSSP Intern	INI	190	0	28,450	149.74

EC = Experience/Competency Level

Technology Staff Pay Plan

Job Title	Pay Grade	Maximum Days Required	Exp Level	Annual Salary	Daily Rate	Hourly Rate	Hours per Day	Salary Basis / Payroll
Executive Director	NCS	261	0	104,919	401.99		8	Salaried
		261	EC	125,904	482.39		8	Monthly
Tech Engineer/Manager III	NES	261	0	90,850	348.08		8	Salaried
		261	EC	109,020	417.70		8	Monthly
Tech Engineer/Manager III	NEQ	226	0	78,667	348.08		8	Salaried
Communications Tech Specialist		226	EC	94,400	417.70		8	Monthly
PEIMS Coordinator	NGS	261	0	78,737	301.67		8	Salaried
Principal Applications Admin		261	EC	96,904	371.28		8	Monthly
Principal Programmer/Analyst								
Tech Engineer/Manager II	NJS	261	0	76,406	292.75		8	Salaried
		261	EC	91,551	350.77		8	Monthly
Graphic Designer	NJQ	226	0	66,160	292.75		8	Salaried
Graphic Designer/Webmaster		226	EC	79,274	350.77		8	Monthly
Videographer	NKQ	226	0	58,748	259.95		8	Salaried
		226	EC	70,864	313.56		8	Monthly
Tech Engineer/Manager I	NLQ	226	0	52,971	234.38		8	Salaried
		226	EC	66,079	292.39		8	Monthly
Tech Engineer/Manager I	NLS	261	0	61,174	234.38		8	Salaried
		261	EC	76,313	292.39		8	Monthly
Technology Specialist II	NNS	261	0	55,117	211.18		8	Salaried
		261	EC	67,228	257.58		8	Monthly
Project Manager	NQS	261	0	52,200	200.00		8	Salaried
Technology Specialist I		261	EC	61,175	234.39		8	Monthly
Project Mgr/Tech Specialist I								
Technology Support II	NUS	261	0	50,895	195.00	24.38	8	Hourly
		261	EC	51,939	199.00	24.88	8	Biweekly
Elementary Tech Specialist	NUJ	187	0	35,530	190.00		8	Salaried
			EC	36,278	194.00		8	Monthly

EC = Experience/Competency Level

*Note: Salaries are represented as a starting range. Initial salary offers will be based on factors such as critical need, relevant experience, competitive market conditions, education, industry certifications, and the candidate's previous salary history. All salary offers must be approved by the Deputy Superintendent or the Assistant Superintendent of Human Resources.

Transportation Pay Plan

Job Title	Pay Grade	Maximum Days Required	Exp Level	Annual Salary	Daily Rate	Hourly Rate	Hours per Day	Salary Basis / Payroll
Fleet Manager	BAS	261	0	75,000	287.36	35.92	8	Hourly
		261	EC	80,000	306.48	38.31	8	Biweekly
Transportation Supervisor	BDS	261	0	54,778	209.88	26.23	8	Hourly
		261	EC	56,077	214.86	26.86	8	Biweekly
Transportation Coordinator	BFS	261	0	50,723	194.34	24.29	8	Hourly
		261	EC	52,242	200.16	25.02	8	Biweekly
Vehicle Mechanic	BGS	261	0	52,200	200.00	25.00	8	Hourly
		261	EC	53,495	204.96	25.62	8	Biweekly
Dispatcher	BKS	261	0	44,036	168.72	21.09	8	Hourly
Tech Router		261	EC	45,163	173.04	21.63	8	Biweekly
Transportation I	BOS	261	0	33,366	127.84	15.98	8	Hourly
		261	EC	33,930	130.00	16.25	8	Biweekly
Bus Driver (Non-CDL)	BQF	177	0	16,328	92.25	15.38	6	Hourly
		177	EC	16,873	95.33	15.89	6	Biweekly
Mechanic Assistant	BPS	261	0	41,760	160.00	20.00	8	Hourly
		261	EC	42,804	164.00	20.50	8	Biweekly

EC = Experience/Competency Level

Transportation Placement Scale

Position Range	2025-24 Job Exp	Bus Driver	Bus Monitor (177 Days)
Minimum	0	24.00	15.54
	1	24.50	15.86
	2	24.79	16.04
	3	25.08	16.23
	4	25.37	16.41
	5	25.66	16.60
	6	25.95	16.78
	7	26.24	16.97
	8	26.53	17.15
	9	26.82	17.34
	10	27.11	17.52
	11	27.40	17.70
	12	27.69	17.89
	13	27.98	18.07
	14	28.27	18.26
Midpoint	15	28.56	18.44
	16	28.85	18.64
	17	29.14	18.81
	18	29.43	19.00
	19	29.72	19.18
	20	30.01	19.36
	21	30.30	19.55
	22	30.59	19.73
	23	30.88	19.92
	24	31.17	20.10
	25	31.46	20.29
	26	31.66	20.39
	27	31.86	20.49
	28	32.06	20.59
	29	32.26	20.70
Maximum	30	32.46	20.80

Stipends and Salary Supplements

Supplemental pay (stipends) represents remuneration in addition to, but separate from, regular base salary, and includes assignment stipends, athletics and fine arts stipends, and others as identified. ***Supplemental pay is authorized on a year-to-year basis and is not to be considered a property right.*** Supplemental pay will be discontinued upon cessation of assignment or upon the occurrence of an event which otherwise causes the employee to be ineligible to receive the supplemental pay

High Needs Campus Stipends (ACE, CBE, FLA, RACD Only)

Professional Position	Stipend Amount	Payout #1 (Sept. 2025)	Payout #2 (Dec. 2025)	Payout #3 (May 2026)
Principal	15,000	3,000	6,000	6,000
Assistant Principal	12,000	2,400	4,800	4,800
Instructional Coach/CRS/CMS/Student Culture Coach	5,000	1,000	2,000	2,000
Dyslexia Teacher/SLPs	7,500	1,500	3,000	3,000

Academic, Co-Curricular, and Extra-Curricular Stipends

High School

Supplement Type	Annual Amount	Supplement Type	Annual Amount
Academic Decathlon Head Coach	4,905	Cheerleader - Head Sponsor	4,565
Academic Decathlon Associate Coach	2,865	Cheerleader - Assistant Sponsor	2,500
		Cheerleader/Pep Squad - 9th grade	1,715
Annual Sponsor	1,675		
		Drill Team Sponsor	6,000
AP Lab Teacher	920	Drill Team Assistant	2,200
Auditorium Manager	3,480	High School Lead Counselor	2,500
Ballet Folklorico	2,200		
		High School Librarian	1,550
Crisis Intervention	1,190	Music:	
		Band Director - Assistant	8,000
Debate / Speech	3,135	Choir Director - Head	6,750
		Choir Director - Assistant	4,500
Theater Director - Head	6,750	Orchestra Director - Head	6,750
Theater Director - Assistant	4,000	Orchestra Director - Assistant	4,000
Math Team & Mu Alpha Theta Sponsor	1,190	Department Chairperson:	
		(if at least 3 staff members in each dept)	
Mock Trial Sponsor	1,700	English	2,060
		ESL	2,060
National Honor Society	860	Foreign Language	2,060
		Math	2,060
Student Council Sponsor	1,635	Physical Education	2,060
		Science	2,060
Western Dance - Head	4,900	Social Studies	2,060
Western Dance - Assistant	2,865	Special Education	2,060

Supplemental pay is authorized on a year-to-year basis and is not to be considered a property right. Supplemental pay will be discontinued upon cessation of assignment or upon the occurrence of an event which otherwise causes the employee to be ineligible to receive the supplemental pay.

Academic, Co-Curricular, and Extra-Curricular Stipends

Junior High and Elementary

JUNIOR HIGH			
Supplement Type	Annual Amount	Supplement Type	Annual Amount
Academic Pentathlon Sponsor	970	Music:	
		Band Director - Head	8,000
Annual Sponsor	880	Band Director - Assistant	5,000
		Choir Director - Head	4,000
Beta Club Sponsor	715	Choir Director - Assistant	3,000
		Orchestra Director	4,000
Crisis Intervention	1,190	Orchestra Director - Assistant	3,000
		Department Chairperson:	
National Honor Society Sponsor	715	(if at least 3 staff members in each dept)	
		English	1,670
Student Council	815	ESL	1,670
		Foreign Language	1,670
Spirit Leader - 7th grade	1,020	Math	1,670
		Physical Education	1,670
Cheerleader/Pep Squad - 8th grade	1,715	Science	1,670
		Social Studies	1,670
Theater Director - only RWJH	2,500	Special Education	1,670
ELEMENTARY			
All District Elementary Choir Director	2,000	All District Elementary Accompanist	1,000

Supplemental pay is authorized on a year-to-year basis and is not to be considered a property right. Supplemental pay will be discontinued upon cessation of assignment or upon the occurrence of an event which otherwise causes the employee to be ineligible to receive the supplemental pay.

Athletic Stipends

High School

HIGH SCHOOL			
Supplement Type	Annual Amount	Supplement Type	Annual Amount
Baseball - Head Coach	7,215	Softball - Head Coach - Girls	7,215
Baseball - Assistant Coach	4,000	Softball - Assistant Coach - Girls	4,000
Basketball - Head Coach - Boys	8,525	Swimming - Head Coach	7,095
Basketball - Assistant Coach - Boys	5,275	Swimming - Assistant Coach	4,730
Basketball - Head Coach - Girls	8,525		
Basketball - Assistant Coach - Girls	5,275	Tennis - Head Coach	6,130
		Tennis - Assistant Coach	4,730
Cross Country - Head Coach	4,565		
		Track - Head Coach - Boys	5,540
Diving - Head Coach	4,985	Track - Assistant Coach - Boys	4,125
		Track - Head Coach - Girls	5,540
Football - 1st Varsity Assistant Coach	9,025	Track - Assistant Coach - Girls	4,125
Football - Assistant Coach	6,095		
Football - Defensive Coord Coach	9,025	Trainer - Head	10,015
Football - Offensive Coord Coach	9,025	Trainer - Assistant	8,655
Football - Special Coord Coach	8,365	Co Trainer - if Head & Asst duties split evenly	9,335
Golf - Head Coach - Boys	5,730	Volleyball - Head Coach	8,525
Golf - Head Coach - Girls	5,730	Volleyball - Assistant Coach	5,275
Soccer - Head Coach - Boys	6,640	Wrestling - Head Coach	5,590
Soccer - Head Coach - Girls	6,640	Wrestling - Assistant Coach	4,320
Soccer - Assistant Coach - Boys	3,810		
Soccer - Assistant Coach - Girls	3,810	Boys Assistant Coach	6,095
		Girls Assistant Coach	6,095
Strength & Conditioning Coach	9,000		
		Press Box Manager	1,400
		Camera Operator	1,400

Supplemental pay is authorized on a year-to-year basis and is not to be considered a property right. Supplemental pay will be discontinued upon cessation of assignment or upon the occurrence of an event which otherwise causes the employee to be ineligible to receive the supplemental pay.

Athletic Stipends

Junior High

JUNIOR HIGH			
Supplement Name	Annual Amount	Supplement Name	Annual Amount
Athletic Coordinator for Both Boys & Girls Programs*	7,421	Soccer - Girls - 8th Grade	1,225
Athletic Coordinator for Boys Program	7,071	Soccer - Girls - 7th Grade	1,225
Athletic Coordinator for Girls Program	7,071	Soccer - Boys - 8th Grade	1,225
		Soccer - Boys - 7th Grade	1,225
Assistant Coach - Boys	5,585		
Assistant Coach - Girls	5,585	Tennis - Both Boys and Girls Coach (use if one coach has both boys & girls tennis programs)	1,874
Extra Coach - Boys	1,020	Tennis - Boys Only	1,474
Extra Coach - Girls	1,020	Tennis - Girls Only	1,474
B-Team Basketball - Boys	750		
B-Team Basketball - Girls	750	Cross Country - Boys	1,020

* A school cannot use the Athletic Coordinator Boys & Girls AND Athletic Coordinator Boys or Athletic Coordinator Girls amounts. The principal may opt to have one Athletic Coordinator OR may split the Athletic Coordinator responsibilities as to boys/girls programs.

Supplemental pay is authorized on a year-to-year basis and is not to be considered a property right. Supplemental pay will be discontinued upon cessation of assignment or upon the occurrence of an event which otherwise causes the employee to be ineligible to receive the supplemental pay.

Career Pathways Stipends

CAMPUS		DISTRICT	
Teacher Leader	Annual Amount	Supplement Type	Annual Amount
Cooperating Teacher	250/semester	Area Academic Facilitator	1,500
ILT Member (elementary)	250/semester	Dyslexia Coach	1,500
Mentor Teacher	250/semester	G/T Specialist	1,500
Mentor Lead Teacher	250/semester	Instructional Tech Specialist (Central)	1,500
Campus Specialist	Annual Amount	Literacy Interventionist (Central)	1,500
Assessment Data Coach	1,000	Literacy Specialist	1,500
Campus Math Specialist	1,000	Pre K Specialist	1,500
Campus Reading Specialist	1,000	STEM Specialist (Central)	1,500
Instructional Coach	1,000	Teaching & Learning Specialist	1,500
Instructional Tech Specialist	1,000		
Math/Literacy Interventionist	1,000		
Student Culture Coach	1,000		
ADMINISTRATION			
Administration	Annual Amount		
Dean of Instruction (4) - One at each High School	5,000		
Lead Principal (7) Elementary (3) Secondary	5,000		

Supplemental pay is authorized on a year-to-year basis and is not to be considered a property right. Supplemental pay will be discontinued upon cessation of assignment or upon the occurrence of an event which otherwise causes the employee to be ineligible to receive the supplemental pay.

Additional Annual Stipends

ELEMENTARY	
Supplement Type	Annual Amount
Special Education Teacher (Local Resource)	2,000
Special Education Teacher (Centralized Program Classroom-DLC, PASS, PPCD, SC)	4,000
Special Education Paraprofessional (Centralized Program Classroom-DLC, PASS, PPCD, SC)	1,500
Bilingual Teacher - Bilingual Certified in a Bilingual Classroom at a Bilingual Campus	6,000
Bilingual Support (Campus) - Bilingual Certified at a Bilingual Campus	3,000
Bilingual Administrator - Bilingual Certified at a Bilingual Campus	3,000
Translation Paraprofessional (Campus – based on proficiency and need)	1,000
SECONDARY	
Supplement Type	Annual Amount
ESL - \$200/sheltered class up to \$1000 (Teacher must be dual certified in the core subject and ESL)	up to 1,000
LOTE - \$400/class up to \$2000	up to 2,000
Math - \$400/class up to \$2000 (cannot be combined with Special Ed supplement)	up to 2,000
Science - \$400/class up to \$2000 (cannot be combined with Special Ed supplement)	up to 2,000
Special Education Supplemental – \$400/class up to \$2000 – Secondary Local Resource and ICTS	up to 2,000
Special Education Supplemental – \$800/class up to \$4000 – Secondary Central Program Classroom Teachers (DLC, PASS, PPCD, SC)	up to 4,000
Special Education Paraprofessional (Centralized Program Classroom-DLC, PASS, PPCD, SC)	1,500
HS Lead Counselor	2,500
HS Dual Credit & Dual Enrollment (One-time payment in June) 1-29 students	500
HS Dual Credit & Dual Enrollment (One-time payment in June) 30-59 students	1,000
HS Dual Credit & Dual Enrollment (One-time payment in June) 60-89 students	1,500
HS Dual Credit & Dual Enrollment (One-time payment in June) 90+ students	2,000
On-Ramps	Up to 2,000
CTE Critical Need - Health Science (Must have high level industry licensure/certification AND certified in Health Science)	3,000
Bilingual Support - Bilingual Proficient servicing Bilingual Students and Parents	3,000
Bilingual Paraprofessional (Campus – based on proficiency and campus need)	1,000
CENTRAL	
Supplement Type	Annual Amount
Bilingual Support - Bilingual proficient & offering bilingual services for the district.	3,000
Nurse Critical Need (New hire to RISD, stipend is paid in 4 equal payments first year only)	1,500
Nurse Team Leader	4,500
Special Education Critical Needs (SLP, OT, PT, Diag., LSSP, Mob Sp.)	2,500
Special Education Team Lead	2,000
Special Education Supplemental – SSS Campus Facilitators	2,000

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Provisions and Applications of Salary Schedule of Richardson ISD

Hourly Employees

District personnel employed on an hourly basis are hired and placed on a wage scale commensurate with the position and established by the Board of Trustees and Administration. Under no circumstances is an hourly worker to be placed on a higher hourly rate of pay without prior authorization from Human Resources.

Annualized Compensation

The district pays all salaried employees over a 12-month period regardless of the number of months worked during the school year. Salaried employees will be paid in equal monthly payments, beginning with the first pay period of the school year. Salaried employees who separate from employment or retire under TRS before the last day of their calendar year will receive a lump sum payment for wages actually earned from the beginning of the school year to the date of separation in his or her final paycheck. Salaried employees who separate after completing their calendar year will continue to receive paychecks through the end of their annual pay period.

	Annual Pay Periods	
10-month employees	174-201 days	September – August
11-month employees	202-219 days	August – July
12-month employees	220-261 days	July – June

Credit for Prior Experience

Newly hired Richardson ISD employees are placed at the appropriate salary step of their respective salary schedule according to the rules and regulations set by the Texas Education Agency (TEA) and local policy. Experience credit is granted by placement on the Salary Schedule according to years of creditable experience and/or prior experience that is directly related to the position for which they are being hired.

- It is the responsibility of the employee to submit original service records. **Copies will not be accepted.**

Employees who provide service records with verifiable, creditable experience may receive additional salary if service records are submitted to Human Resources **no later than 5 pm than the PEIMS Fall snapshot date following employee's hire date of the current school year.** Service records received after this date that qualify for a salary adjustment will be processed for the following school year and will not qualify for or receive back pay.

Payday

Direct Deposit is available to all employees and required for monthly employees. Direct Deposit forms are located in the Payroll Office or on the Payroll Department page on the RISD Intranet. If assistance is required, please contact Payroll at 469-593-0605.

For monthly paid professional and paraprofessional employees, payday is the 20th of each month. If the 20th occurs on a weekend, payday will be the Friday before.

Payroll Deductions

RISD is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) – For TRS eligible positions, a contribution of 7.7% of the employee's TRS eligible earnings is deducted and sent to the Teacher Retirement System of Texas for deposit in the employee's account. This money accumulates with interest as a tax-deferred retirement benefit. The state contributes to the retirement system, also. The money that an employee contributes and the interest that money earns may be withdrawn only if the employee ceases to work for a Texas public school. Upon withdrawal, federal income tax is due on the principal and interest that has been treated as tax-deferred. For more detailed information on the retirement system contact Payroll or visit the TRS website at [TRS Website](#)
- Federal income tax (FIT) – For W4 forms submitted before 1/1/2025, Federal Income Tax is figured automatically by the income tax withholding percentage method according to the marital status and number of exemptions claimed on the W4 form. W4 forms submitted after 1/1/2025 do not use exemptions but have additional fields including additional income and deductions.
- Medicare Tax - Employees hired after March 31, 1986 are required to contribute to Medicare. The employee and employer both contribute 1.45% Medicare Tax that is sent to the Social Security Administration. If an employee has Medicare eligible wages greater than \$200,000 in a calendar year, an additional .009% will be paid by the employee. The benefit of this tax to the employee is that at the age of 65 the employee would be eligible for free Medicare Part A coverage, if this tax or a combination of the tax as regular Social Security participation has been paid for at least 10 years (40 credits of 40 quarters).
- TRS-Care – For TRS eligible positions, a contribution of .065% of the employee's TRS eligible earnings will be deducted to help support the Teacher Retirement System health care plan for retired employees.
- Plan 457 – RISD employees do not pay into Social Security. In lieu of Social Security, employees who are not TRS eligible will contribute to the 457 Plan.

Other payroll deductions that employees may elect include deductions for the employee's share of health, dental, life, and disability insurance and annuities. Employees may also request a payroll deduction for payment of membership dues to teacher professional organizations and donations to the RISD Foundation Fund.

Salary deductions are automatically made for unauthorized or unpaid leave.

Pay Information

Employees have the responsibility of ensuring their pay is accurate by reviewing their pay slip through Munis Self Service each time they are paid. It is important to ensure all information on each pay slip is accurate. Any wage overpayment must be promptly repaid to the District.

Employee Benefits

The Richardson Independent School District is pleased to make the following benefit programs available to all eligible employees:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Flexible Spending Accounts (FSA)
- Health Savings Accounts (HSA)
- Life & Disability Insurance
- Long Term Care
- Employee Assistance Program
- Retirement Investment Plans

Please visit [RISD Benefits Portal](#) to view the current year Employee Benefits Guide.