

Salary Calculations

7.06

Paraprofessional Salary Guidelines

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Introduction

Five pay groups have been established for the classification and payment of paraprofessionals in the Windham School District. These five pay groups were established considering the State Job Classification System, State Salary Schedule, and certification requirements for paraprofessional personnel as established by Windham job descriptions.

The authority and responsibility for determining the number of paraprofessionals and level of job performance rests with the Superintendent. The Superintendent or designee is responsible for approving job descriptions for each assignment, and the classification of each assignment. Personnel will be certified in accordance with Senate Bill I, Chapter 19.

Pay Groups

Paraprofessionals are classified in pay groups as follows:

Group 4

Temporary Summer Clerks
Clerk I

Accounting Clerk III
Clerk-Typist III

Group 5

Classroom Aide II
Secretary II
Aide II
Clerk II
Clerk-Typist II
Warehouseman II
Receiving Clerk
Microfilm Clerk II
Library Clerk

Administrative Secretary I
Accounts Payable Clerk II
Operations Clerk II
Clerk Typist IV

Group 11

Support Specialist II
Personnel Specialist
Administrative Secretary II

Group 7

Secretary III
Warehouse Clerk III
Computer Classroom Aide III
Operations Clerk I
Accounts Payable Clerk I
Principal's Secretary
Aide III

Qualifications by Pay Group

The following are minimum qualifications for jobs within each pay group. Additional qualifications or increased level of proficiency may be required by the employing administrator. Half-time personnel must be able to work a four hour day, and will be paid proportionately to the job classification to which they are assigned.

GROUP 4

Classroom Aide I

Under the supervision of the unit principal.

- (1) Be a high school graduate or hold a GED certificate;
- (2) Have experience related to working with students or parents as approved by the superintendent. Experience may be work in church related schools, day camps, youth groups, private schools, licensed day care centers, or similar experience; and
- (3) Be able to type 35 w.p.m. net.

Clerk I

Under the supervision of the department head

- (1) Be a high school graduate or hold a GED certificate;
- (2) Have appropriate clerical or secretarial experience or background as approved by the superintendent.

GROUP 5

Secretary II

Under the supervision of the department head.

- (1) Be a high school graduate or hold a GED certificate;
- (2) Have two years of experience as an educational secretary; OR fifteen semester hours of college credit with some business orientation or equivalent business school background and one year secretarial experience; OR three years of general clerical/secretarial experience;
- (3) Type a minimum of 45 w.p.m. net or more as required in specific job descriptions, and
- (4) Be knowledgeable of standard office procedures such as use of telephone, 10 key adding machine, filing, typing business forms and letters.

Classroom Aide II

Under the supervision of the unit principal.

- (1) Be a high school graduate or hold a GED certificate;
- (2) Have two years of experience as an educational aide; OR a minimum of fifteen semester hours of college credit with some emphasis on child growth and development or similar background; OR have demonstrated proficiency in a specialized skill area as determined by the local school district;
- (3) Be able to type 45 w.p.m. net;
- (4) Be knowledgeable of standard office procedures such as use of telephone, 10 key adding machine, filing, typing business forms and letters; and
- (5) Have ability to use duplication and instructional equipment, instructional materials, and know some instructional procedures.

Clerk II

Under the supervision of the unit principal.

- (1) Be a high school graduate or hold a GED certificate;
- (2) Have two years of experience as an educational secretary; OR fifteen semester hours of college credit with some business orientation or equivalent business school background and one year secretarial experience; OR three years of general clerical/secretarial experience;
- (3) Type a minimum of 45 w.p.m. net or more as required in specific job descriptions; and
- (4) Be knowledgeable of standard office procedures such as use of telephone, 10 key adding machine, filing, typing business forms and letters.

Clerk-Typist II

Under the supervision of the department head.

- (1) Be a high school graduate or hold a GED certificate;
- (2) Have two years of experience as an educational secretary; OR fifteen semester hours of college credit with some business orientation or equivalent business school background and one year secretarial experience; OR three years of general clerical/secretarial experience; OR have demonstrated proficiency in a specialized skill area as determined by the local school district;
- (3) type a minimum of 45 w.p.m. net or more as required in specific job descriptions; and
- (4) Be knowledgeable of standard office procedures such as use of telephone, 10 key adding machine, filing, typing business forms and letters.

Warehouseman II

Under the supervision of the Warehouse Coordinator.

- (1) Be a high school graduate or hold a GED certificate;
- (2) Have experience related to working in a warehouse type environment as approved by the superintendent. Experience may be work in a grocery store, delivery of freight type work, or similar experience;
- (3) Be physically able to perform heavy work such as lifting and/or moving large containers; and
- (4) Be able to obtain a commercial driver's license.

Receiving Clerk

Under the supervision of the Warehouse Coordinator.

- (1) Be a high school graduate or hold a GED certificate;
- (2) Have experience related to working in a warehouse type environment as approved by the superintendent. Experience may be work in a grocery store, delivery of freight type work, or similar experience;
- (3) Be physically able to perform heavy work such as lifting and/or moving large containers; and
- (4) Be able to obtain a commercial driver's license.

GROUP 7

Secretary III

Under the supervision of the department head.

- (1) Be a high school graduate or hold a GED certificate;
- (2) Have thirty semester hours of college credit with some business orientation or equivalent business school training and three years secretarial experience; OR successful demonstration of seven areas of competency as identified in the Professional Standards Program of the National Association of Education Office Personnel, including competencies in typing, transcription, filing procedures, office records, management and business writing and three years secretarial experience; OR five years of general clerical/secretarial experience;
- (3) Type a minimum of 55 w.p.m. net;
- (4) Be knowledgeable of standard office procedures such as use of telephone, 10 key adding machine, filing, typing business forms and letters.

Warehouse Clerk III

Under the supervision of the Warehouse Coordinator.

- (1) Be a high school graduate or hold a GED certificate;
- (2) Have thirty semester hours of college credit with some business orientation or equivalent business school training and three years secretarial experience; OR successful demonstration of seven areas of competency as identified in the Professional Standards Program of the National Association of Educational Office Personnel, including competencies in typing, transcription, filing procedures, office records, management and business writing and three years secretarial experience; OR five years of general clerical/secretarial experience;
- (3) Type a minimum of 55 w.p.m. net; and
- (4) Be knowledgeable of standard office procedures such as use of telephone, 10 key adding machine, filing, typing business forms and letters.

Computer Classroom Aide III

Under the supervision of the unit principal or assigned certified teacher.

- (1) Be a high school graduate or hold a GED certificate;
- (2) Have three years of experience as either an Educational Aide I or II or thirty semester hours of college credit with some emphasis on child growth and development;
- (3) Experience working with students or parents as approved by the superintendent;
- (4) Type a minimum of 35 w.p.m. net.

Operations Clerk I

Under the supervision of the Director of Data Processing,

- (1) Be a high school graduate or hold a GED certificate;
- (2) Have thirty semester hours of college credit with some business orientation or equivalent business school training and three years secretarial experience, OR successful demonstration of seven areas of competency as identified in the Professional Standards Program of the National Association of Educational Office Personnel, including competencies in typing, transcription, filing procedures, office records, management and business writing and three years secretarial experience; OR five years of general clerical/secretarial experience;
- (3) Type a minimum of 55 w.p.m. net;
- (4) Be knowledgeable of standard office procedures such as use of telephone, 10 key adding machine, filing, typing business forms and letters; and
- (5) Be proficient in the use of word processors and data base management.

Accounts Payable Clerk III

Under the supervision of the Payroll/Accounts Payable Coordinator.

- (1) Be a high school graduate or hold a GED certificate;
- (2) Have thirty semester hours of college credit with some business orientation or equivalent business school training and three years secretarial experience; OR successful demonstration of seven areas of competency as identified in the Professional Standards Program of the National Association of Education Office Personnel, including competencies in typing, transcription, filing procedures, office records, management and business writing and three years secretarial experience; OR five years of general clerical/secretarial experience;
- (3) Type a minimum of 55 w.p.m. net; and
- (4) Be knowledgeable of standard office procedures such as use of telephone, 10 key adding machine, filing, typing business forms and letters.

Interpreter Aide I

Under the supervision of a certified teacher, teaching team and/or the principal.

- (1) Be a high school graduate OR hold a GED certificate;
- (2) Be eligible for Aide III certification as outlined by TEA; and
- (3) Possess Level I Interpreter certification.

Principal's Secretary

Under the supervision of the unit principal.

- (1) Be a high school graduate or hold a GED certificate;
- (2) Have thirty semester hours of college credit with some business orientation or equivalent business school training and three years secretarial experience; OR successful demonstration of seven areas of competency as identified in the Professional Standards Program of the National Association of Educational Office Personnel, including competencies in typing, transcription, filing procedures, office records, management and business writing and three years secretarial experience; OR five years of general clerical/secretarial experience;
- (3) Type a minimum of 55 w.p.m. net;
- (4) Be knowledgeable of standard office procedures such as use of telephone, 10 key adding machine, filing, typing business forms and letters.

GROUP 9

Administrative Secretary I

Under the supervision of the Administrative/Instructional Officer V, or Department Head.

- (1) Be a high school graduate or hold a GED certificate;
- (2) Have thirty semester hours of college credit with some business orientation or equivalent business school training and three years secretarial experience; OR successful demonstration of seven areas of competency as identified in the Professional Standards Program of the National Association of Educational Officer Personnel, including competencies in typing, transcription, filing procedures, office records, management and business writing and three years secretarial experience; OR five years of general clerical/secretarial experience;
- (3) Type a minimum of 55 w.p.m. net;
- (4) Be knowledgeable of standard office procedures such as use of telephone, 10 key adding machine, filing, typing business forms and letters.

Accounts Payable Clerk II

- (1) Be a high school graduate or hold a GED certificate;
- (2) Have thirty semester hours of college credit with some business orientation or equivalent business school training and three years secretarial experience; OR successful demonstration of seven areas of competency as identified in the Professional Standards Program of the National Association of Educational Office Personnel, including competencies in typing, transcription, filing procedures, office records, management and business writing and three years secretarial experience; OR five years of general clerical/secretarial experience;
- (3) Type a minimum of 55 w.p.m. net, and
- (4) Have college or business school training in the accounting and/or bookkeeping field or experience acceptable to the department supervisor.

Interpreter Aide II

Under the supervision of a certified teacher, teaching team and/or the principal.

- (1) Be a high school graduate OR hold a GED certificate;
- (2) Be eligible for Aide III certification as outlined by TEA; and
- (3) Possess Level II Interpreter certification.

Personnel Specialist I

Under the supervision of the Director of Personnel.

- (1) Be a high school graduate or hold a GED certificate;
- (2) Have thirty semester hours of college credit with some business orientation or equivalent business school training and three years secretarial experience; OR successful demonstration in seven areas of competency as identified in the Professional Standards Program of the National Association of Educational Office Personnel, including competencies in typing, transcription, filing procedures, office records, management and business writing and three years secretarial experience; OR five years of general clerical/secretarial experience; and
- (3) Type a minimum of 55 w.p.m. net.

Purchasing Specialist I

Under the supervision of the Purchasing Coordinator.

- (1) Be a high school graduate or hold a GED certificate;
- (2) Have thirty semester hours of college credit with some business orientation or equivalent business school training and three years secretarial experience; OR successful demonstration of seven areas of competency as identified in the Professional Standards Program of the National Association of Educational Office Personnel, including competencies in typing, transcription, filing procedures, office records, management and business writing and three years secretarial experience; OR five years of general clerical/secretarial experience.

Support Specialist I

Under the supervision of the Director of Career and Technology Education.

- (1) Be a high school graduate or hold a GED certificate;
- (2) Have thirty semester hours of college credit with some business orientation or equivalent business school training and three years secretarial experience, OR successful demonstration of seven areas of competency as identified in the Professional Standards Program of the National Association of Education Office Personnel, including competencies in typing, transcription, filing procedures, office records, management and business writing and three years secretarial experience; OR five years of general clerical/secretarial experience;
- (3) Type a minimum of 55 w.p.m. net.

Operations Clerk II

Under the supervision of the Director of Data Processing.

- (1) Be a high school graduate or hold a GED certificate;
- (2) Have thirty semester hours of college credit with some business orientation or equivalent business school training and three years secretarial experience; OR successful demonstration of seven areas of competency as identified in the Professional Standards Program of the National Association of Education Office Personnel, including competencies in typing, transcription, filing procedures, office records, management and business writing and three years secretarial experience; OR five years of general clerical/secretarial experience; and
- (3) Type a minimum of 55 w.p.m. net;
- (4) Be knowledgeable of standard office procedures such as use of telephone, 10 key adding machine, filing, typing business forms and letters; and
- (5) Be proficient in the use of word processors and data base management.

Maintenance Coordinator

Under the supervision of the Warehouse Coordinator.

- (1) Be a high school graduate or hold a GED certificate;
- (2) Have experience related to janitorial work in an office building environment as approved by the superintendent;
- (3) Be physically able to perform heavy work such as vacuuming, buffing, heavy cleaning and yard maintenance including mowing, clipping and edging
- (4) Be able to obtain a driver's license.

GROUP 11

Group 11 classification is available only to those persons in the following positions: Personnel Specialist, Purchasing Specialist, Support Specialist, Interpreter Aide III, and Maintenance Coordinator. To be eligible for the Group 11 pay, an employee must meet minimum qualifications for the positions as shown in Group 9.