HUMAN RESOURCES DEPARTMENT

Hillsboro R-3 School District Salary & Benefits Handbook

2026-2027



Dr. Jon Isaacson
Superintendent

Betsy Noack
Human Resource Specialist

Welcome to Hillsboro: Investing in Our People, Building a Destination District



Each year, this handbook is updated to provide the most current information regarding your compensation, benefits, and employment policies. More importantly, it reflects our continued commitment to the work we have been intentionally building over the past several years—creating a district where people want to come, grow, and stay.

At Hillsboro, we believe that salary and benefits are not just operational decisions—they are strategic investments in our people. They are a critical part of what makes Hillsboro a Destination District for educators and support staff. We are proud to recognize and honor the full scope of your professional journey by giving credit for all years of service. We value the experience, dedication, and expertise you bring to our district each day.

At Hillsboro, we believe in a shared responsibility. As a district, we are committed to investing in our people—through competitive compensation, strong benefits, and a supportive work environment. In return, we ask each member of our team to be present, engaged, and committed to doing their very best for our students each day. This partnership is what allows us to create a consistent, high-quality experience for every child we serve.

With that investment comes a shared responsibility. Our commitment to you is matched by our expectation that every student in Hillsboro receives the very best—high-quality instruction, strong support systems, and a school experience that prepares them for success. That standard defines who we are and drives the decisions we make.

These efforts are aligned with our Strategic Plan, specifically Pillar 4: Leadership and Governance, Priority Area 4.1, which focuses on attracting and retaining high-quality staff—you. This work would not be possible without the strong support of our Board of Education and the Hillsboro community, both of whom continue to invest in our people and our mission.

The Human Resources Department remains committed to serving you with clarity, consistency, and care. Our goal is to support the Comprehensive School Improvement Plan through dependable service, transparent communication, and meaningful relationships. We strive to be a trusted resource and to help foster a workplace culture built on respect and trust.

Thank you for your continued dedication to the Hillsboro R-3 School District and to the students we serve. We are proud to have you as part of our team.

Sincerely,

Dr. Jon Isaacson
Superintendent of Schools

Human Resources Department Staff



Dr. Jon Isaacson | isaacson_jon@hsdr3.org| 636-789-0000 Ext. 6004

Superintendent of Schools

Oversees daily operations of the District, Human Resources, and Finance Office. Oversight of employee benefits and benefit programs, assists with the Applitrack and MOREAP online application system, assists with the development and updates of employee handbooks. Ensures compliance with district policies, as well as state and federal regulations related to Human Resources. Updates position descriptions and supports ongoing HR program alignment.



Betsy Noack | noack_betsy@hsdr3.org| 636-789-0000 Ext. 6040

Human Resource Specialist

Manages daily operations of HR, maintains accurate and confidential personnel files, assists with the applicant tracking systems (Applitrack and MOREAP) and posts job openings, coordinates and administers employment testing and background checks. Manages student teacher placements and student worker employment. Creates and maintains Frontline systems: Absence Management, Professional Growth and Central. Oversees FMLA and other leave policies. Processes resignation, retirement & unemployment. Provides guidance on certification, licensing and DESE related forms. Develop and update employee handbooks. Manages the Substitute placement and calling system.

Jen White | white_jennifer @hsdr3.org | 636-789-0000 Ext. 6010

Director of Finance



Oversees the daily operations of the Finance and Payroll departments, including the administration of employee benefits and benefit programs, and the maintenance of personnel data in coordination with the Business Office. Ensures compliance with district policies, as well as state and federal regulations.

Assists with Payroll operations and provides support for the Aesop and Time and Attendance systems. Develops and manages the HR and Payroll SAS system, including position budgeting, report generation, and the calculation of salaries and fringe benefits.



Melissa Hildebrand| hildebrand_melissa@hsdr3.org| 636-789-0000 Ext. 6005

Associate Superintendent of C & I – Certified Employee Human Resources & District Title IX Coord.

Responsible for the recruitment, utilization, development, and evaluation of certified staff, assists with licensing questions and DESE forms, approves certified and classified educational movement applications, and liaison to the Career Ladder Committee and student teacher placements. Coordination of certified MOU and University Partnership agreements, Coordinates certified professional development. Coordinates certified staffing and transfer requests and assists with summer school staffing.



Dr. Clay LaRue | larue_clay@hsdr3.org | 636-789-0000 Ext. 6011

Assistant Superintendent of Operations – Classified Employee Human Resources

Responsible for recruiting, utilizing, developing, and evaluating classified staff, assisting with licensing questions and DOT forms, and Coordinating classified professional development. Coordinates classified staffing and transfer requests and manages summer school transportation staffing.

Matt Whitehead | whitehead_matt@hsdr3.org| 636-789-0000 Ext. 6006



Executive Director of Special Services and Early Childhood – Special Education and Early Childhood Employee Human Resources

Responsible for recruiting, utilizing, developing, and evaluating special education and early childhood staff, assisting with licensing questions and DESE forms, and coordinating special education and early childhood professional development. Coordinates special education staffing and transfer requests and assists with Special Education summer school transportation and staffing.

Kim Uthoff | uthoff_kim@hsdr3.org| 636-789-0000 Ext. 6008

Personnel Services Supervisor

Manages daily operations of Payroll and Benefits, assists with the Absence Management and Attendance. Develops and implements the HR and Payroll SAS system, position budgeting, report writing, and salary/fringe benefit computation. Processes resignation and retirement with PEERS/PSRS, specializes in assisting employees with direct deposit, leave balances (sick, vacation, personal), short and long term disability, state and federal tax withholdings, child support, and garnishments. Ensures compliance with ESSA requirements and testing.

Angie Boylan|boylan_angie@hsdr3.org | 636-789-0060 Ext. 6007
Absence Management, Time Clocks and Professional Growth
Assists with FMLA leave tracking, professional development and travel requests

Erika Forster|forster_erika@hsdr3.org | 636-789-0060 Ext. 6015
Workman's Compensation and District Property Insurance (MUSIC)
Responsible for workers' compensation cases and district insurance.

District Strategic Plan (CSIP) 2023-2028

Mission:

To inspire a growth mindset in all learners by providing relevant, educational learning experiences designed to promote academic achievement, healthy relationships, and sucess in life.

Vision:

The Hillsboro R-3 School District will provide a safe, nurturing environment where all students have access to opportunities for success. We will encourage, challenge, support, and inspire students to acquire the essential skills needed to become capable, productive, and compassionate members of society.

Motto:

Together, we educate and inspire the learners of today and the leaders of tomorrow.

Philosophy:

To inspire a growth mindset in all learners by providing relevant, educational learning experiences designed to promote academic achievement, healthy relationships, and sucess in life.

Key Pillar 1: Academics: Teaching and Learning

Priority Area 1.1: Real-world Opportunities
Priority Area: 1.2: Early Learning Center
Priority Area 1.3: Curriculum and Instruction and Systems Alignment (organizational alignment, structures to meet expectations)
Priority Area 1.4: Data-driven Decisions
Priority Area 1.5: College and Community Partnerships

Key Pillar 2: The 3 C's: Culture. Climate. Communication.

Priority Area 2.1: Quality Relationships- Caring School Community *(student to student, adult to student, adult to adult)*
Priority Area 2.2: Public Relations *(parent education, engagement, and support)*
Priority Area 2.3: Student engagement and leadership *(relations, leadership, and accountability)*
Priority Area 2.4: Communication planning, internal and external structures

Key Pillar 3: Safety (Physical Plant and Mental-Emotional-Social Well-being)

Priority Area 3.1: Safety Infrastructure and Preparedness
Priority Area 3.2: Early Intervention (mental health support and resources)
Priority Area 3.3: Class Size/Staffing Analysis in alignment with MSIP 6

- ***Goal 3.3.A. The district will maintain a student-to-staff ratio that is near the Median Range of the DESE minimum and desirable standards for class size.***
- ***Goal:3.3. B. By the start of 2024-2025 school year, the district will develop a (Five-Year) Long Range Staffing Plan; that will also be annually reviewed.***

Priority Area 3.4: Behavioral Supports, Training and Protocols

Key Pillar 4: Leadership and Governance

Priority Area 4.1: Attract and Retain Quality Staff

- ***Goal: 4.1.A. The District will decrease voluntary turnover of those leaving for similar positions in each employee group year over year.***
- ***Goal: 4.1.B. The District will attract a talented, highly qualified, and diverse workforce as evidenced by 100% fill rate and an increase in applicants for job positions year over year.***
- ***Goal 4.1.C. By August 2024, the District will implement systematic employee check-ins/feedback for all employees.***

Priority Area 4.2: Accountability Structures (District-Wide Alignment)

- ***Goal 4.2.A: Staff and Students share the responsibility for learning through being actively engaged in the District/School by demonstrating regular attendance. By the end of 2026-2027, 93% of the students and staff will have an average attendance rate greater than 93%.***

Priority Area 4.3: Long-range Facility Planning (Maintenance, new construction, renovation, grade configurations (transitions)

Priority Area 4.4: Alignment of Budget to Plans

- ***Goal 4.4.A. Starting with the 2024-2025 school year, the District will be developed using collaborative input and align the district resources directly to the District strategic goals while ensuring a targeted 18-22% financial fund balance reserve.***
- ***Goal 4.4.B. District and school staff will manage the financial resources effectively and efficiently, which promotes transparency.***

Priority Area 4.5: Transparency, Trust, and Teamwork (community engagement)

- ***Goal 4.5.A. The District will provide a comprehensive educational experience that meets the needs and expectations of all stakeholders by increasing participation rates on District surveys year over year.***

Priority Area 4.6: Professional Growth (support staff, leadership, BOE)

- ***Goal 4.6.C. (measurable if applicable): By 2027-2028, 100% of support staff will participate in ongoing and relevant professional development.***

Priority Area 4.7: Leadership development (Staff/Administration/BOE)

- ***Goal 4.7.A. Staff and students will have opportunities to develop, practice, and demonstrate leadership skills and talents, as well as, to celebrate goal achievement.***
- ***Goal 4.7.B. The District will develop a promotion preparation strategy that results in an increased number of employees moving into higher-paying positions, year over year.***

2026-2027 Semi-Monthly Pay Dates

The following chart outlines the semi-monthly pay schedule for the 2026-2027 school year. Pay dates typically fall on the **15th and last day of each month**. If a pay date falls on a weekend or holiday, payment will be issued on the **preceding business day**.

PAY DATE	PAY PERIOD START	PAY PERIOD END	TEACHER CHECKS	12-Month CLASSIFIED CHECKS	10-Month CLASSIFIED CHECKS	11-Month CLASSIFIED CHECKS
7/15/26	6/16/2026	6/30/2026		1		
7/31/26	7/1/2026	7/15/2026		2		
8/15/26	7/16/2026	7/31/2026		3		
8/31/26	8/1/2026	8/15/2026	1	4		1
9/15/26	8/16/2026	8/31/2026	2	5	1	2
9/30/26	9/1/2026	9/15/2026	3	6	2	3
10/15/26	9/16/2026	9/30/2026	4	7	3	4
10/31/26	10/1/2026	10/15/2026	5	8	4	5
11/15/26	10/16/2026	10/31/2026	6	9	5	6
11/30/26	11/1/2026	11/15/2026	7	10	6	7
12/15/26	11/16/2026	11/30/2026	8	11	7	8
12/31/26	12/1/2026	12/15/2026	9	12	8	9
1/15/27	12/16/2026	12/31/2026	10	13	9	10
1/31/27	1/1/2027	1/15/2027	11	14	10	11
2/15/27	1/16/2027	1/31/2027	12	15	11	12
2/28/27	2/1/2027	2/15/2027	13	16	12	13
3/15/27	2/16/2027	2/28/2027	14	17	13	14
3/31/27	3/1/2027	3/15/2027	15	18	14	15
4/15/27	3/16/2027	3/31/2027	16	20	15	16
4/30/27	4/1/2027	4/15/2027	17	20	16	17
5/15/27	4/16/2027	4/30/2027	18	21	17	18
5/31/27	5/1/2027	5/15/2027	19	22	18	19
6/15/27	5/16/2027	5/31/2027	20	23		
6/30/27	6/1/2027	6/15/2027	21	24		
Last week of June 2027 - July 15 Check			22			
Last week of June 2027 - July 31 Check			23			
Last week of June 2027 - August 15 Check			24			

Non–12-month certified employees receive three summer payments as follows:

Check #22: Issued-June 2027 (for July 15, 2026) **Check #23**: Issued-June 2027 (for July 31, 2026) **Check #24**: Issued-June 2027 (for August 15, 2026)

- **Regular Pay Dates**: The 15th and the last day of each month. If these fall on a weekend or holiday, pay will be issued the **preceding business day**.
- **Teacher Hourly Assignments** (e.g., time sheet work excluding homebound, athletic supervision, etc.) are **paid monthly on the 15th** of the following calendar month. All hours must be accurately recorded through the clock-in/out system.

CERTIFIED STAFF SALARY INFORMATION

Certified Staff Compensation Plan

Overview

The Hillsboro R-III School District Professional Staff Compensation Plan allows for potential advancement in salary steps if an employee meets the following criteria and funds are available as determined by the District:

• Continued employment

• Length of service requirements

The salary schedules include levels that recognize the above criteria along with other discretionary items detailed below. Employees are eligible to move up one step per fiscal year (July 1st through June 30th). Employees are eligible for salary lane or multiplier movement due to educational hours or a degree earned. Employees may also receive base salary adjustments in addition to the funds provided under the salary schedule.

Initial Salary Schedule Placement for New Hires or Transfers

Placement on the Salary Schedule is determined by:

• Previous licensed experience in a PreK-12 educational institution or an accredited higher institution in an identified area of need.

• Ability to meet/exceed the posted job qualifications

• Type of position

Initial placement is at the sole discretion of the Board and/or its designee.

Specific Requirements and Procedures for Step Advancement

The following applies specifically to the Hillsboro R-III School District's Certified and Certified Administration Compensation Plan and may or may not coincide with DESE requirements for licensure renewal (if applicable)**.** An employee must satisfy (both) the continued employment and length of service requirements in order to advance a step on the District's salary schedule**s**.

Evaluation and Continued Employment

- The employee must have continued employment thru tenure or board approval annually to be eligible for step advancement.

Length of Service

- Employees must have begun employment before January 1 and have at least six months of service in the fiscal year to be eligible for level advancement.
- Employees who start after December 31 will remain at the same level for the following fiscal year.

Labor Market Factors – Additional Salary Adjustment

The District may grant an additional salary adjustment for employees hired in shortage areas at its sole discretion. The determination of shortage areas is made by the District. The adjustment applies only while the employee is working in the position/certification area that warranted it. If the employee transfers or is reassigned outside of the shortage area or no

longer possesses the required certification(s), the adjustment is forfeited and will be prorated if the transfer occurs during the year.

The District reserves the right to modify, amend, or delete the additional salary adjustment at its discretion. Such changes do not affect other terms and conditions of the employee's employment or contract and are not subject to the District's grievance procedure.

Levels/Step assignments are not solely determined by years of service with the district and/or prior experience.

Salary Movement – Educational Hours Request and Verification Form

In accordance with **Board Policy GCBA**, certified employees seeking salary advancement based on additional college credit must ensure that:

- **Hours earned beyond the BA/BS degree** are directly related to a **master's degree** in the teacher's assigned area **and/or** are **approved in advance** by the Superintendent or designee.

- **Hours earned beyond the master's degree** must be part of an **advanced degree program** in the teacher's assigned area **and/or** must also be **pre-approved** by the Superintendent or designee.

Program of Study Requirement

Before enrolling in a graduate program or individual graduate-level courses, employees must:

1. **Obtain a Program of Study** from their university advisor or representative of university providing the course

2. **Submit the Program of Study** to the **Superintendent or designee** for approval thru Frontline

Transcripts and Salary Advancement

As you complete your coursework:

- Submit **official transcripts** each time you accumulate enough credit hours to move to the next salary lane.

- Advancement will be based on a **direct comparison** of your transcript to the approved Program of Study.

Salary schedule movement is recognized **once annually** prior to the **September payroll deadline**, typically the **first Friday of September**.

Eligible schedule lanes include:

- **BA / BS - Must be towards a MA degree and aligned with a program of study.**
- **BS +15 - Must be towards a MA degree and aligned with a program of study.**

- **MA - can take individual graduate courses aligned with your position (approved by Associate Supt of C & I)**
- **MA +15 - can take individual graduate courses aligned with your position (approved by Associate Supt of C & I)**
- **MA +30**
- **Doctorate**

Application Process via Frontline Central

To request salary movement based on educational hours or an earned degree, employees must complete the **Educational Hours Request Form** in **Frontline Central**. The form will prompt you to provide:

1. **Personal and Position Information**
2. **Educational History**
3. **Graduate Program or Course Details**
4. **Verification**
    - Confirmation that the course(s) apply to your current role
    - Confirmation that **official transcripts** have been submitted to the district

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By carefully following this process and completing all requirements through Frontline Central, you help ensure timely and accurate processing of your request for salary schedule movement.

If you have questions or need assistance at any stage of this process, please contact the **Human Resources Department**.

Resignation of Employees with Contracts

In general, professional staff members including, but not limited to, Teachers and Principals, have a binding contract with the District once the employee and the Board have executed a contract in accordance with law. A tenured teacher has a binding contract with the District for the next school year if the Teacher does not notify the District of his or her resignation in writing by June 1.

Employees may notify the District that they will not accept a future employment contract or an extension of an existing contract by submitting a written resignation notice to the Superintendent or designee at any time. The resignation is considered accepted once it is approved by the Board.

Employees who seek to resign during the course of a contract or after a contract has been executed, even if performance has not begun, must notify the Superintendent or designee in writing of the request to resign. Only the Board has the authority to release an employee from a contract. The Board considers serious illness, transfer of a spouse, and military service legitimate reasons for resignation of professional staff, but the Board will consider each resignation on an individual basis. An employee will not be released from a contract unless a suitable replacement is found.

If an employee under contract with the District is not released from the contract and chooses to break the contract, the District is entitled to compensation for the costs of finding a suitable replacement, training expenses, and other disruptions. Because the actual damages will be difficult, if not impossible, to ascertain, the Board agrees that the following amounts are a reasonable estimation of the damages:

Professional staff members who seek to have their resignations considered by the Board after June 1 will first be required to tender a written, signed accord, and satisfaction to the District as follows:

The employee will pay of the contract:

June 1 – June 30 - (3%)

July 1 – July 31 - (7%)

August 1 or later - (10%)

The District may deduct the damage amounts from the employee's paycheck or other compensation the District owes the employee if the employee has agreed to these deductions by contract or in writing or if the District otherwise determines it has the legal authority to do so. If a payroll deduction is not possible and/or any final leave day payouts are insufficient to cover the damage amount owed by the employee, the employee must submit a cashier’s check or money order for the full damage amount to the Superintendent or designee prior to the Board of Education taking action.

The Board reserves the right to pursue all available legal remedies when an employee breaks a contract with the District including, but not limited to, filing charges to have a teaching certificate or professional license revoked or seeking a monetary judgment. In addition, the District may share with potential employers seeking information about the employee the fact that the employee broke a contract with the District.

Resignations requested by the Board or administration shall not be subject to this policy.

Certified and Professional Staff Position Schedules

12 Month Positions:

260 DAYS (includes days of work and holidays). Leave allotments for a full year are 7 sick days, 5 personal days, and 20 vacation days.

Certified Staff in this category:

Superintendent
Associate Superintendent (Curriculum & Instruction-Certified Human Resources)
Assistant Superintendent (Operations-Classified Human Resources)
Executive Director of Special Services and Early Childhood (Special Education Human Resources)
Principal – (High School, Junior High, Intermediate, Elementary, Primary, Early Childhood)
District Activities Director/Assistant Principal – High School
Farm Director/Agriculture Teacher

Professional Exempt Staff in this category:

Director of Buildings and Grounds
Director of Finance
Director of Technology
Director of Transportation
Director of Communication & Strategic Engagement
District Data Manager
Personnel Services Supervisor
Technology Specialist: Instructional Technology & AI Integration

Professional Non-Exempt Staff in this category: (8 hours per day, paid lunch)

Accounts Payable Specialist
Human Resources Specialist
MOSIS/Core Data Specialist

11 Month Positions:

213 DAYS - Leave allotment for a full year is 6 sick and 5 personal days.

Certified Staff in this category:

Assistant Principal – High School/Alternative Services
Assistant Principal – (High School, Junior High School, Intermediate, Elementary)

9 Month Positions:

Number of days based on position - Leave allotment for a full year is 5 sick and 5 personal days.

Certified Staff in this category:

Teacher – Approved Annual School Calendar -(*183 days*)
Teacher/Dean of Students

A+ and Assessment Coordinator (9-12): 193 DAYS - work schedule is flexible to accommodate assessment schedule. Final schedule approved by the High School Principal and/or Assoc. Superintendent.

Library Media Specialist: 188 DAYS*- if hired prior to 7/1/2020 or 183 DAYS

Educational Diagnostician/ Psychological Examiner/Process Coordinator: 193 Days - Usually begins 5 days before the teacher's report and 5 days after teachers' end date. Final schedule approved by Executive Director of Special Services and Early Childhood.

School Nurse: 183 Days – Schedule determined by District Head Nurse

School Counselor & Home Support Specialist:
Grades 7-12 counselors work 198 days
Grades K-6 counselors & K-6 Home Support Specialist work 193 days
Extra days are scheduled as needed in each situation.

School Social Worker: 198 days - Usually begins 10 days before the teacher's report and 5 days after teachers' end date. Final schedule approved by 7-12 administration and/or Associate Superintendent of C & I.

Speech Language Pathologist/Occupational Therapist/Physical Therapist: 183 Days – Schedule determined by Executive Director of Special Services.



Certified Teacher Salary Schedule - 2026-2027

CERTIFIED TEACHER SALARY SCHEDULE - 183 Days						
STEP	**BA**	**BA +15**	**MA**	**MA +15**	**MA +30**	**DR**
1	45500	46350	47200	49200	50700	51550
2	45650	46500	47350	49350	50850	51700
3	45800	46650	47500	49500	51000	51850
4	45950	46800	47650	49650	51150	52000
5	46100	46950	47800	49800	51300	52150
6	46950	47800	49450	51450	53450	55450
7	47800	48650	50300	52300	54300	56300
8	48650	49500	51150	53150	55150	57150
9	49500	50350	52000	54000	56000	58000
10	50350	51200	52850	54850	56850	58850
11	51200	52050	53700	55700	57700	59700
12	52050	52900	54550	56550	58550	60550
13	52900	53750	55400	57400	59400	61400
14	53750	54600	56250	58250	60250	62250
15	54600	55450	57100	59100	61100	63100
16	55450	56300	58450	60450	62450	64450
17	56300	57150	59300	61300	63300	65300
18	56500	58000	60150	62150	64150	66150
19	56500	58200	61000	63000	65000	67000
20	56500	58200	61850	63850	65850	67850
21	56500	58200	62700	64700	66700	69200
22	56500	58200	63550	65550	67550	70050
23	56500	58200	64400	66400	68400	70900
24	56500	58200	65250	67250	69250	71750
25	56500	58200	66100	68100	70100	72600
26	56500	58200	66950	68950	71450	73950
27	56500	58200	67800	69800	72300	74800
28	58000	59700	69300	71300	73800	76300
29	59500	61200	70800	72800	75300	77800
30	61000	62700	72300	74300	76800	79300

*Actual Work Days Based on School Calendar

Certified Teacher Daily Rate of Pay Amount - 183 days

Daily Rate 183 Day Schedule - Certified Teachers						
STEP	**BA**	**BA +15**	**MA**	**MA +15**	**MA +30**	**DR**
1	248.63	253.28	257.92	268.85	277.05	281.69
2	249.45	254.10	258.74	269.67	277.87	282.51
3	250.27	254.92	259.56	270.49	278.69	283.33
4	251.09	255.74	260.38	271.31	279.51	284.15
5	251.91	256.56	261.20	272.13	280.33	284.97
6	256.56	261.20	270.22	281.15	292.08	303.01
7	261.20	265.85	274.86	285.79	296.72	307.65
8	265.85	270.49	279.51	290.44	301.37	312.30
9	270.49	275.14	284.15	295.08	306.01	316.94
10	275.14	279.78	288.80	299.73	310.66	321.58
11	279.78	284.43	293.44	304.37	315.30	326.23
12	284.43	289.07	298.09	309.02	319.95	330.87
13	289.07	293.72	302.73	313.66	324.59	335.52
14	293.72	298.36	307.38	318.31	329.23	340.16
15	298.36	303.01	312.02	322.95	333.88	344.81
16	303.01	307.65	319.40	330.33	341.26	352.19
17	307.65	312.30	324.04	334.97	345.90	356.83
18	308.74	316.94	328.69	339.62	350.55	361.48
19	308.74	318.03	333.33	344.26	355.19	366.12
20	308.74	318.03	337.98	348.91	359.84	370.77
21	308.74	318.03	342.62	353.55	364.48	378.14
22	308.74	318.03	347.27	358.20	369.13	382.79
23	308.74	318.03	351.91	362.84	373.77	387.43
24	308.74	318.03	356.56	367.49	378.42	392.08
25	308.74	318.03	361.20	372.13	383.06	396.72
26	308.74	318.03	365.85	376.78	390.44	404.10
27	308.74	318.03	370.49	381.42	395.08	408.74
28	316.94	326.23	378.69	389.62	403.28	416.94
29	325.14	334.43	386.89	397.81	411.48	425.14
30	333.33	342.62	395.08	406.01	419.67	433.33

**Daily Rate Calculation based on 183 days. This is the amount that will be used for the calculations of individual teachers' daily rate of pay.*

Certified 260 Day Contract Salary Schedule

Certified 260 Day Salary Schedule						
STEP	**BA**	**BA +15**	**MA**	**MA +15**	**MA +30**	**DR**
1	59361	60475	61590	64213	66180	67295
2	59557	60672	61787	64410	66377	67492
3	59754	60869	61984	64607	66574	67689
4	59951	61066	62180	64803	66770	67885
5	60148	61262	62377	65000	66967	68082
6	61262	62377	64541	67164	69787	72410
7	62377	63492	65656	68279	70902	73525
8	63492	64607	66770	69393	72016	74639
9	64607	65721	67885	70508	73131	75754
10	65721	66836	69000	71623	74246	76869
11	66836	67951	70115	72738	75361	77984
12	67951	69066	71230	73852	76475	79098
13	69066	70180	72344	74967	77590	80213
14	70180	71295	73459	76082	78705	81328
15	71295	72410	74574	77197	79820	82443
16	72410	73525	76344	78967	81590	84213
17	73525	74639	77459	80082	82705	85328
18	73787	75754	78574	81197	83820	86443
19	73787	76016	79689	82311	84934	87557
20	73787	76016	80803	83426	86049	88672
21	73787	76016	81918	84541	87164	90443
22	73787	76016	83033	85656	88279	91557
23	73787	76016	84148	86770	89393	92672
24	73787	76016	85262	87885	90508	93787
25	73787	76016	86377	89000	91623	94902
26	73787	76016	87492	90115	93393	96672
27	73787	76016	88607	91230	94508	97787
28	75754	77984	90574	93197	96475	99754
29	77721	79951	92541	95164	98443	101721
30	79689	81918	94508	97131	100410	103689

Agriculture Teacher - 12 month

Certified 198 Day Contract Salary Schedule

CERTIFIED 198 DAY SALARY SCHEDULE						
STEP	**BA**	**BA +15**	**MA**	**MA +15**	**MA +30**	**DR**
1	49230	50149	51069	53233	54856	55775
2	49392	50311	51231	53395	55018	55938
3	49554	50474	51393	53557	55180	56100
4	49716	50636	51556	53720	55343	56262
5	49879	50798	51718	53882	55505	56425
6	50798	51718	53503	55667	57831	59995
7	51718	52638	54423	56587	58751	60915
8	52638	53557	55343	57507	59670	61834
9	53557	54477	56262	58426	60590	62754
10	54477	55397	57182	59346	61510	63674
11	55397	56316	58102	60266	62430	64593
12	56316	57236	59021	61185	63349	65513
13	57236	58156	59941	62105	64269	66433
14	58156	59075	60861	63025	65189	67352
15	59075	59995	61780	63944	66108	68272
16	59995	60915	63241	65405	67569	69733
17	60915	61834	64161	66325	68489	70652
18	61131	62754	65080	67244	69408	71572
19	61131	62970	66000	68164	70328	72492
20	61131	62970	66920	69084	71248	73411
21	61131	62970	67839	70003	72167	74872
22	61131	62970	68759	70923	73087	75792
23	61131	62970	69679	71843	74007	76711
24	61131	62970	70598	72762	74926	77631
25	61131	62970	71518	73682	75846	78551
26	61131	62970	72438	74602	77307	80011
27	61131	62970	73357	75521	78226	80931
28	62754	64593	74980	77144	79849	82554
29	64377	66216	76603	78767	81472	84177
30	66000	67839	78226	80390	83095	85800

AGRICULTURE TEACHER - 11 MONTH

7-12 SCHOOL COUNSELOR

7-12 SCHOOL SOCIAL WORKER

Certified 193 Day Contract Salary Schedule

CERTIFIED 193 DAY SALARY SCHEDULE						
STEP	**BA**	**BA +15**	**MA**	**MA +15**	**MA +30**	**DR**
1	47986	48883	49779	51889	53470	54367
2	48145	49041	49937	52047	53629	54525
3	48303	49199	50096	52205	53787	54683
4	48461	49357	50254	52363	53945	54842
5	48619	49516	50412	52521	54103	55000
6	49516	50412	52152	54261	56371	58480
7	50412	51308	53049	55158	57267	59377
8	51308	52205	53945	56054	58164	60273
9	52205	53101	54842	56951	59060	61169
10	53101	53998	55738	57847	59957	62066
11	53998	54894	56634	58744	60853	62962
12	54894	55791	57531	59640	61749	63859
13	55791	56687	58427	60537	62646	64755
14	56687	57584	59324	61433	63542	65652
15	57584	58480	60220	62330	64439	66548
16	58480	59377	61644	63753	65863	67972
17	59377	60273	62540	64650	66759	68868
18	59587	61169	63437	65546	67655	69765
19	59587	61380	64333	66443	68552	70661
20	59587	61380	65230	67339	69448	71558
21	59587	61380	66126	68236	70345	72981
22	59587	61380	67023	69132	71241	73878
23	59587	61380	67919	70028	72138	74774
24	59587	61380	68816	70925	73034	75671
25	59587	61380	69712	71821	73931	76567
26	59587	61380	70608	72718	75354	77991
27	59587	61380	71505	73614	76251	78887
28	61169	62962	73087	75196	77833	80469
29	62751	64544	74669	76778	79415	82051
30	64333	66126	76251	78360	80997	83633

A+ COORDINATOR

EDUCATIONAL DIAGNOSTICIAN/PSYCHOLOGICAL EXAMINER/PROCESS COORDINATOR

K-6 SCHOOL COUNSELOR

K-6 HOME SUPPORT SPECIALIST

Certified 188 Day Contract Salary Schedule

CERTIFIED 188 DAY SALARY SCHEDULE						
STEP	**BA**	**BA +15**	**MA**	**MA +15**	**MA +30**	**DR**
1	46743	47616	48490	50544	52085	52958
2	46897	47770	48644	50698	52239	53113
3	47051	47925	48798	50852	52393	53267
4	47205	48079	48952	51007	52548	53421
5	47360	48233	49106	51161	52702	53575
6	48233	49106	50801	52856	54910	56965
7	49106	49979	51674	53729	55784	57838
8	49979	50852	52548	54602	56657	58711
9	50852	51726	53421	55475	57530	59585
10	51726	52599	54294	56349	58403	60458
11	52599	53472	55167	57222	59277	61331
12	53472	54345	56040	58095	60150	62204
13	54345	55219	56914	58968	61023	63078
14	55219	56092	57787	59842	61896	63951
15	56092	56965	58660	60715	62769	64824
16	56965	57838	60047	62102	64156	66211
17	57838	58711	60920	62975	65030	67084
18	58044	59585	61793	63848	65903	67957
19	58044	59790	62667	64721	66776	68831
20	58044	59790	63540	65595	67649	69704
21	58044	59790	64413	66468	68522	71091
22	58044	59790	65286	67341	69396	71964
23	58044	59790	66160	68214	70269	72837
24	58044	59790	67033	69087	71142	73710
25	58044	59790	67906	69961	72015	74584
26	58044	59790	68779	70834	73402	75970
27	58044	59790	69652	71707	74275	76844
28	59585	61331	71193	73248	75816	78385
29	61126	62872	72734	74789	77357	79926
30	62667	64413	74275	76330	78898	81467

LIBRARY MEDIA SPECIALIST INTERMEDIATE

* Not applicable to any LMS hired after 7/1/2020

Certified Special Education 183 Day Contract Salary Schedule W/ $2,000 Stipend

CERTIFIED 183 DAY SALARY SCHEDULE W/$2,000 Stipend						
STEP	**BA**	**BA +15**	**MA**	**MA +15**	**MA +30**	**DR**
1	47500	48350	49200	51200	52700	53550
2	47650	48500	49350	51350	52850	53700
3	47800	48650	49500	51500	53000	53850
4	47950	48800	49650	51650	53150	54000
5	48100	48950	49800	51800	53300	54150
6	48950	49800	51450	53450	55450	57450
7	49800	50650	52300	54300	56300	58300
8	50650	51500	53150	55150	57150	59150
9	51500	52350	54000	56000	58000	60000
10	52350	53200	54850	56850	58850	60850
11	53200	54050	55700	57700	59700	61700
12	54050	54900	56550	58550	60550	62550
13	54900	55750	57400	59400	61400	63400
14	55750	56600	58250	60250	62250	64250
15	56600	57450	59100	61100	63100	65100
16	57450	58300	60450	62450	64450	66450
17	58300	59150	61300	63300	65300	67300
18	58500	60000	62150	64150	66150	68150
19	58500	60200	63000	65000	67000	69000
20	58500	60200	63850	65850	67850	69850
21	58500	60200	64700	66700	68700	71200
22	58500	60200	65550	67550	69550	72050
23	58500	60200	66400	68400	70400	72900
24	58500	60200	67250	69250	71250	73750
25	58500	60200	68100	70100	72100	74600
26	58500	60200	68950	70950	73450	75950
27	58500	60200	69800	71800	74300	76800
28	60000	61700	71300	73300	75800	78300
29	61500	63200	72800	74800	77300	79800
30	63000	64700	74300	76300	78800	81300

These stipends are designed to recognize the additional expertise, responsibilities, and time commitments required of staff in these positions. - SPECIAL EDUCATION TEACHER - RESOURCE CLASSROOM

Certified Special Education 183 Day Contract Salary Schedule W/ $3,000 Stipend

CERTIFIED 183 DAY SALARY SCHEDULE W/$3,000 Stipend						
STEP	**BA**	**BA +15**	**MA**	**MA +15**	**MA +30**	**DR**
1	48500	49350	50200	52200	53700	54550
2	48650	49500	50350	52350	53850	54700
3	48800	49650	50500	52500	54000	54850
4	48950	49800	50650	52650	54150	55000
5	49100	49950	50800	52800	54300	55150
6	49950	50800	52450	54450	56450	58450
7	50800	51650	53300	55300	57300	59300
8	51650	52500	54150	56150	58150	60150
9	52500	53350	55000	57000	59000	61000
10	53350	54200	55850	57850	59850	61850
11	54200	55050	56700	58700	60700	62700
12	55050	55900	57550	59550	61550	63550
13	55900	56750	58400	60400	62400	64400
14	56750	57600	59250	61250	63250	65250
15	57600	58450	60100	62100	64100	66100
16	58450	59300	61450	63450	65450	67450
17	59300	60150	62300	64300	66300	68300
18	59500	61000	63150	65150	67150	69150
19	59500	61200	64000	66000	68000	70000
20	59500	61200	64850	66850	68850	70850
21	59500	61200	65700	67700	69700	72200
22	59500	61200	66550	68550	70550	73050
23	59500	61200	67400	69400	71400	73900
24	59500	61200	68250	70250	72250	74750
25	59500	61200	69100	71100	73100	75600
26	59500	61200	69950	71950	74450	76950
27	59500	61200	70800	72800	75300	77800
28	61000	62700	72300	74300	76800	79300
29	62500	64200	73800	75800	78300	80800
30	64000	65700	75300	77300	79800	82300

These stipends are designed to recognize the additional expertise, responsibilities, and time commitments required of staff in these positions.-- SPECIAL EDUCATION TEACHER - LIFE SKILLS

Certified Special Education 183 Day Contract Salary Schedule W/ $4,000 Stipend

CERTIFIED 183 DAY SALARY SCHEDULE W/$4,000 Stipend						
STEP	**BA**	**BA +15**	**MA**	**MA +15**	**MA +30**	**DR**
1	49500	50350	51200	53200	54700	55550
2	49650	50500	51350	53350	54850	55700
3	49800	50650	51500	53500	55000	55850
4	49950	50800	51650	53650	55150	56000
5	50100	50950	51800	53800	55300	56150
6	50950	51800	53450	55450	57450	59450
7	51800	52650	54300	56300	58300	60300
8	52650	53500	55150	57150	59150	61150
9	53500	54350	56000	58000	60000	62000
10	54350	55200	56850	58850	60850	62850
11	55200	56050	57700	59700	61700	63700
12	56050	56900	58550	60550	62550	64550
13	56900	57750	59400	61400	63400	65400
14	57750	58600	60250	62250	64250	66250
15	58600	59450	61100	63100	65100	67100
16	59450	60300	62450	64450	66450	68450
17	60300	61150	63300	65300	67300	69300
18	60500	62000	64150	66150	68150	70150
19	60500	62200	65000	67000	69000	71000
20	60500	62200	65850	67850	69850	71850
21	60500	62200	66700	68700	70700	73200
22	60500	62200	67550	69550	71550	74050
23	60500	62200	68400	70400	72400	74900
24	60500	62200	69250	71250	73250	75750
25	60500	62200	70100	72100	74100	76600
26	60500	62200	70950	72950	75450	77950
27	60500	62200	71800	73800	76300	78800
28	62000	63700	73300	75300	77800	80300
29	63500	65200	74800	76800	79300	81800
30	65000	66700	76300	78300	80800	83300

-SPECIAL EDUCATION TEACHER - BEHAVIOR & AUTISM CLASSROOM - DEAF EDUCATOR -BCBA BEHAVIOR SPECIALIST

Certified Special Education 183 Day Contract Salary Schedule W/ $6,000 Stipend

CERTIFIED 183 DAY SALARY SCHEDULE W/$6,000 Stipend						
STEP	**BA**	**BA +15**	**MA**	**MA +15**	**MA +30**	**DR**
1	51500	52350	53200	55200	56700	57550
2	51650	52500	53350	55350	56850	57700
3	51800	52650	53500	55500	57000	57850
4	51950	52800	53650	55650	57150	58000
5	52100	52950	53800	55800	57300	58150
6	52950	53800	55450	57450	59450	61450
7	53800	54650	56300	58300	60300	62300
8	54650	55500	57150	59150	61150	63150
9	55500	56350	58000	60000	62000	64000
10	56350	57200	58850	60850	62850	64850
11	57200	58050	59700	61700	63700	65700
12	58050	58900	60550	62550	64550	66550
13	58900	59750	61400	63400	65400	67400
14	59750	60600	62250	64250	66250	68250
15	60600	61450	63100	65100	67100	69100
16	61450	62300	64450	66450	68450	70450
17	62300	63150	65300	67300	69300	71300
18	62500	64000	66150	68150	70150	72150
19	62500	64200	67000	69000	71000	73000
20	62500	64200	67850	69850	71850	73850
21	62500	64200	68700	70700	72700	75200
22	62500	64200	69550	71550	73550	76050
23	62500	64200	70400	72400	74400	76900
24	62500	64200	71250	73250	75250	77750
25	62500	64200	72100	74100	76100	78600
26	62500	64200	72950	74950	77450	79950
27	62500	64200	73800	75800	78300	80800
28	64000	65700	75300	77300	79800	82300
29	65500	67200	76800	78800	81300	83800
30	67000	68700	78300	80300	82800	85300

TEACHER/ADMINISTRATIVE INTERN - INTERMEDIATE

Career Ladder Program

Qualifications and Requirements

All full-time certified educators are eligible provided they have completed at least two years of public school experience in Missouri, are reported in the MOSIS October Cycle Educator submission under a 40 (Library/Media), 50 (Counselor/Guidance), 60 (Teacher), 70 (other pupil services personnel: school psychological examiners, parents as teachers educators, school psychologists, special education diagnosticians), and 90 (ancillary personnel: speech pathologist) code, are appropriately certified and are paid on the district salary schedule. Changes in participating staff after approval of the application is allowed provided it does not exceed the maximum allocation amount.

Career Ladder Responsibilities

- **Priority Hours** are defined as hours with direct contact with students or parents.
- **Regular Hours** are defined as hours without direct contact with students or parents. Time spent should be documented in intervals of no less than 5 minutes
- Educators will perform at an acceptable level or above on all criteria on the most recent final evaluation tool of the performance-based teacher evaluation process.

Stage	Dollars	Required Total Hours	Min. # of Priority hours	Min. # of Regular hours	Min # of Resp	Max # of Resp
Stage I	$1500	50	30	10	1	6
Stage II	$3000	75	45	20	1	8
Stage III	$5000	100	60	30	1	10

- **Stage I,** the teacher shall have completed two years of teaching experience in a Missouri public school(s), have completed the required beginning teacher assistance program, be appropriately certified and participated in two years of mentoring.

- **Stage II,** the teacher shall have completed three years of teaching experience in a Missouri public school(s), have completed the required beginning teacher assistance program, be appropriately certified and participated in two years of mentoring.

- **Stage III,** the teacher shall have completed five years of teaching experience in a Missouri public school(s), have completed the required beginning teacher assistance program, be appropriately certified and participated in two years of mentoring.

The Hillsboro R-III School District reserves the right to place teachers with more experience at lower stages, as long as it meets the minimum years of experience as specified above.

A teacher must be a full-time (FTE 1) regular length contracted teacher to qualify for the Career Ladder Program.

Certified and Professional Administrator Salary Schedule

Certified and Professional Administration Salary Schedule			
Position	**Position Factor**	**Minimum Salary**	**Length of Contract**
District Superintendent		199000	260 Days
Associate Superintendent	1.85	142080	260 Days
Assistant Superintendent	1.80	138240	260 Days
Exec. Dir. of Special Services and Early Childhood	1.55	119040	260 Days
High School Building Principal	1.55	119040	260 Days
Junior High Building Principal	1.35	103680	260 Days
Intermediate Building Principal	1.35	103680	260 Days
Elementary Building Principal	1.30	99840	260 Days
Early Childhood & Parents as Teachers Principal	1.30	99840	260 Days
Primary Building Principal	1.30	99840	260 Days
District Activities Director/HS Asst. Principal	1.30	99840	260 Days
Director of Technology	1.20	92160	260 Days
High School Assistant Principal	1.20	92160	213 Days
High School Assistant Principal - Alt. Services	1.20	92160	213 Days
Junior High Assistant Principal	1.15	88320	213 Days
Elementary & Intermediate Assistant Principal	1.10	84480	213 Days
Farm Director/Agriculture Teacher	1.10	84480	260 Days

Salaries are calculated using the formula (base salary x (position factor + incumbent factor) where base salary is the maximum step in the MA+30 lane on the teachers' salary schedule, the position factor is taken from the chart, and the incumbent factor is the sum of the education and experience factors.

For the purpose of experience factor, the number of years serving in the role or equivalent or greater role.

Example: An elementary assistant principal with a Specialist Degree and 9 years of administrative experience would receive the following $76,800 (top of teachers' MA+30 salary schedule) x the sum of 1.10 (Elementary Assistant Principal position factor) plus .04 (Specialist Degree) plus .12 (9 years of experience). $76,800 x [1.10+.04+.12] = $96,768

(213-Day Contract) Certified and Professional Administration Experience Factor				
1	0.000		11	0.135
2	0.020		12	0.140
3	0.040		13	0.145
4	0.060		14	0.150
5	0.080		15	0.155
6	0.090		16	0.160
7	0.100		17	0.165
8	0.110		18	0.170
9	0.120		19	0.175
10	0.130		20	0.180

Education Factor	
Masters Degree	0.00
Masters Degree + 15 graduate hrs	0.02
Specialist/Advanced Admin Cert	0.04
Specialist/Advanced Admin Cert + 15	0.06
PhD/EdD	0.08

(260-Day Contract) Certified and Professional Administration Experience Factor				
1	0.000		16	0.248
2	0.0165		17	0.264
3	0.033		18	0.281
4	0.050		19	0.297
5	0.066		20	0.314
6	0.083		21	0.330
7	0.099		22	0.347
8	0.116		23	0.363
9	0.132		24	0.380
10	0.149		25	0.396
11	0.165		26	0.413
12	0.182		27	0.429
13	0.198		28	0.446
14	0.215		29	0.462
15	0.231		30	0.479

PROFESSIONAL STAFF SALARY INFORMATION

Professional Staff Compensation Plan

Overview

The Hillsboro R-III School District Professional Staff Compensation Plan allows for potential advancement in salary levels if an employee meets the following criteria and funds are available as determined by the District:

• Satisfactory evaluation

• Length of service requirements

The salary schedules include levels that recognize the above criteria along with other discretionary items detailed below. Employees are eligible to move up one level per fiscal year (July 1st through June 30th). Employees may also receive base salary adjustments in addition to the funds provided under the salary schedule.

Initial Salary Schedule Placement for New Hires or Transfers

Placement on the Salary Schedule is determined by:

• Previous experience in a PreK-12 educational institution or an accredited higher institution in an identified area of need or previous experience in the area of hire

• Ability to meet/exceed the posted job qualifications

• Type of position

Initial placement is at the sole discretion of the Board and/or its designee.

Specific Requirements and Procedures for Level Advancement

The following applies specifically to the Hillsboro R-III School District's Compensation Plan and may or may not coincide with DESE requirements for licensure renewal (if applicable)**.** An employee must satisfy (both) of the evaluation and length of service requirements in order to advance a level on the District's salary schedule**s**.

Evaluation

- The employee must have received a satisfactory evaluation as established by the District (as set forth in the employee handbook) in order to be eligible for level advancement. A satisfactory evaluation is defined as the evaluation document having the box "Satisfactory" marked. Supervisory notes indicating areas for improvement or focus do not indicate an unsatisfactory evaluation. An employee shall be ineligible for level advancement, regardless of his/her length of service if he/she does not receive a satisfactory evaluation.
- Employees who do not receive a satisfactory evaluation will be identified as needing a plan of improvement and will remain at the previous year's level.

Length of Service

- Employees must have begun employment before January 1 and have at least six months of service in the fiscal year to be eligible for level advancement.
- Employees who start after December 31 will remain at the same level for the following fiscal year.

Labor Market Factors – Additional Salary Adjustment

The District may grant an additional salary adjustment for employees hired in shortage areas at its sole discretion. The determination of shortage areas is made by the District. The adjustment applies only while the employee is working in the position/certification area that warranted it. If the employee transfers or is reassigned outside of the shortage area or no longer possesses the required certification(s), the adjustment is forfeited and will be prorated if the transfer occurs during the year.

The District reserves the right to modify, amend, or delete the additional salary adjustment at its discretion. Such changes do not affect other terms and conditions of the employee's employment or contract and are not subject to the District's grievance procedure.

Levels/Step assignments are not solely determined by years of service with the district and/or prior experience.

Salary Movement – Educational Hours Request and Verification Form

To apply for salary movement due to educational hours or a degree earned, employees must complete the form in Frontline Central. The application process requires specific information about the employee and their educational background.

First, you will need to provide your name and indicate whether you are certified or classified. Additionally, include your position, the current salary schedule, your current step, and your current lane.

Next, detail the highest degree you earned prior to submitting the new educational hours. If you have previously submitted educational hours for salary movement, please indicate whether this is your first time doing so.

You will also need to specify the name of the university or school from which you are submitting the hours. Provide the name of your program of study. If you do not have a program of study, explain the rationale for taking the course. Confirm whether the course is applicable to your current position and duties.

Finally, indicate whether you have submitted your transcripts to the district.

By following these steps and completing the form on Frontline Central, you can ensure your application for salary movement is processed efficiently.

Resignation of Employees with Contracts

In general, professional staff members including, but not limited to, Teachers and Principals, have a binding contract with the District once the employee and the Board have executed a contract in accordance with law. A tenured teacher has a binding contract with the District for the next school year if the Teacher does not notify the District of his or her resignation in writing by June 1.

Employees may notify the District that they will not accept a future employment contract or an extension of an existing contract by submitting a written resignation notice to the Superintendent or designee at any time. The resignation is considered accepted once it is approved by the Board.

Employees who seek to resign during the course of a contract or after a contract has been executed, even if performance has not begun, must notify the Superintendent or designee in writing of the request to resign. Only the Board has the authority to release an employee from a contract. The Board considers serious illness, transfer of a spouse, and military service legitimate reasons for resignation of professional staff, but the Board will consider each resignation on an individual basis. An employee will not be released from a contract unless a suitable replacement is found.

If an employee under contract with the District is not released from the contract and chooses to break the contract, the District is entitled to compensation for the costs of finding a suitable replacement, training expenses, and other disruptions. Because the actual damages will be difficult, if not impossible, to ascertain, the Board agrees that the following amounts are a reasonable estimation of the damages:

Professional staff members who seek to have their resignations considered by the Board after June 1 will first be required to tender a written, signed accord, and satisfaction to the District as follows:

The employee will pay of the contract:

June 1 – June 30 - (3%)

July 1 – July 31 - (7%)

August 1 or later - (10%)

The District may deduct the damage amounts from the employee's paycheck or other compensation the District owes the employee if the employee has agreed to these deductions by contract or in writing or if the District otherwise determines it has the legal authority to do so. If a payroll deduction is not possible and/or any final leave day payouts are insufficient to cover the damage amount owed by the employee, the employee must submit a cashier's check or money order for the full damage amount to the Superintendent or designee prior to the Board of Education taking action.

The Board reserves the right to pursue all available legal remedies when an employee breaks a contract with the District including, but not limited to, filing charges to have a teaching certificate or professional license revoked or seeking a monetary judgment. In addition, the District may share with potential employers seeking information about the employee the fact that the employee broke a contract with the District.

Resignations requested by the Board or administration shall not be subject to this policy.

Speech Language Pathologist/Therapist Salary Schedule

Speech Language Pathologist/Therapist Salary Schedule				
Level	**Salary**		**Level**	**Salary**
1	55550		**16**	70550
2	56550		**17**	71550
3	57550		**18**	72550
4	58550		**19**	73550
5	59550		**20**	74550
6	60550		**21**	75550
7	61550		**22**	76550
8	62550		**23**	77550
9	63550		**24**	78550
10	64550		**25**	79550
11	65550		**26**	80550
12	66550		**27**	81550
13	67550		**28**	82550
14	68550		**29**	83550
15	69550		**30**	84550

PSRS Eligible
Speech Language Pathologists within the district with DESE certification are enrolled in the Certified Retirement program (PSRS) and contribute 14.5% of their salary towards PSRS.

PEERS Eligible
Speech Language Pathologists within the district without DESE certification are enrolled in the Classified Retirement program (PEERS) and contribute 6.86% of their salary towards PEERS.



Nurses Salary Schedule

Nurses Salary Schedule						
Level	**RN**	**BSN**		**Level**	**RN**	**BSN**
1	43,900	45,500		**16**	53,850	55,450
2	44,050	45,650		**17**	53,850	56,300
3	44,200	45,800		**18**	53,850	57,150
4	44,350	45,950		**19**	53,850	58,000
5	44,500	46,100		**20**	53,850	58,850
6	45,350	46,950		**21**	53,850	59,700
7	46,200	47,800		**22**	53,850	60,550
8	47,050	48,650		**23**	53,850	61,400
9	47,900	49,500		**24**	53,850	62,250
10	48,750	50,350		**25**	53,850	63,100
11	49,600	51,200		**26**	53,850	63,950
12	50,450	52,050		**27**	53,850	64,800
13	51,300	52,900		**28**	53,850	65,650
14	52,150	53,750		**29**	53,850	66,500
15	53,000	54,600		**30**	53,850	67,350

The Registered Nurse (RN) salary schedule follows a 16-year structure, while the Bachelor of Science in Nursing (BSN) salary schedule spans 30 years.

Nurses within the district are enrolled in the Classified Retirement program (PEERS) and contribute 6.86% of their salary towards PEERS.

Exempt Professional Salary Schedule

Position	Position Lane	Minimum Salary	Length of Contract
Director of Finance	1	98500	260 Days
Director of Buildings & Grounds	2	78500	260 Days
Director of Communications & Strategic Engagement	3	73500	260 Days
Director of School Safety/SSO	3	73500	260 days
Director of Transportation	3	73500	260 Days
District Data Manager	4	68420	260 Days
Personnel Services Supervisor	4	68420	260 Days
Technology Specialist: Instructional Tech. & AI Integration	5	59420	260 Days

Exempt Professional Salary Schedule

Level	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Level	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5
1	98500	78500	73500	68420	59420	**16**	116725	96725	91725	86645	77645
2	99715	79715	74715	69635	60635	**17**	117940	97940	92940	87860	78860
3	100930	80930	75930	70850	61850	**18**	119155	99155	94155	89075	80075
4	102145	82145	77145	72065	63065	**19**	120370	100370	95370	90290	81290
5	103360	83360	78360	73280	64280	**20**	121585	101585	96585	91505	82505
6	104575	84575	79575	74495	65495	**21**	122800	102800	97800	92720	83720
7	105790	85790	80790	75710	66710	**22**	124015	104015	99015	93935	84935
8	107005	87005	82005	76925	67925	**23**	125230	105230	100230	95150	86150
9	108220	88220	83220	78140	69140	**24**	126445	106445	101445	96365	87365
10	109435	89435	84435	79355	70355	**25**	127660	107660	102660	97580	88580
11	110650	90650	85650	80570	71570	**26**	128875	108875	103875	98795	89795
12	111865	91865	86865	81785	72785	**27**	130090	110090	105090	100010	91010
13	113080	93080	88080	83000	74000	**28**	131305	111305	106305	101225	92225
14	114295	94295	89295	84215	75215	**29**	132520	112520	107520	102440	93440
15	115510	95510	90510	85430	76430	**30**	133735	113735	108735	103655	94655

Non-Exempt Professional Salary Schedule

Non-Exempt Professional District Specialist Salary Schedule				
Level	**Wage**		**Level**	**Wage**
1	21.50		**16**	26.35
2	21.80		**17**	26.70
3	22.10		**18**	27.05
4	22.40		**19**	27.40
5	22.70		**20**	27.75
6	23.00		**21**	28.10
7	23.30		**22**	28.45
8	23.60		**23**	28.80
9	23.90		**24**	29.15
10	24.25		**25**	29.50
11	24.60		**26**	29.85
12	24.95		**27**	30.20
13	25.30		**28**	30.55
14	25.65		**29**	30.90
15	26.00		**30**	31.25

ACCOUNTS PAYABLE SPECIALIST

HUMAN RESOURCES SPECIALIST

MOSIS/DATA SPECIALIST

550 Hour Certified Position Salary Schedule

Position	Salary
Junior High JAG Instructor (550 hour)	31000
District Curriculum and Instruction (550 hour)	22500
District Data Analyst (550 hour)	22500
District-School Community Relations and Grants Coordinator (550 hour)	23500
Principal Growth Coach & Leadership Strategist (550 hour)	23500

CLASSIFIED AND SUPPORT STAFF SALARY INFORMATION

Classified and Support Staff Compensation System

Overview

The Hillsboro R-III School District Classified and Support Staff Compensation System allows for potential advancement in salary levels if an employee meets the following criteria and funds are available as determined by the District:

• Satisfactory evaluation

• Length of service requirements

The salary schedules include levels that recognize the above criteria along with other discretionary items detailed below. Employees are eligible to move up one level per fiscal year (July 1st through June 30th). Employees may also receive base salary adjustments in addition to the funds provided under the salary schedule.

Initial Salary Schedule Placement for New Hires or Transfers

Placement on the Salary Schedule is determined by:

• Previous experience in the area of hire

• Ability to meet/exceed the posted job qualifications

• Type of position

Initial placement is at the sole discretion of the Board and/or its designee.

Specific Requirements and Procedures for Level Advancement

The following applies specifically to the Hillsboro R-III School District's Compensation Plan and may or may not coincide with DESE requirements for licensure renewal (if applicable)**.** An employee must satisfy (both) of the evaluation and length of service requirements in order to advance a level on the District's salary schedule**s**.

Evaluation

- The employee must have received a satisfactory evaluation as established by the District (as set forth in the employee handbook) in order to be eligible for level advancement. A satisfactory evaluation is defined as the evaluation document having the box "Satisfactory" marked. Supervisory notes indicating areas for improvement or focus do not indicate an unsatisfactory evaluation. An employee shall be ineligible for level advancement, regardless of his/her length of service if he/she does not receive a satisfactory evaluation.
- Employees who do not receive a satisfactory evaluation will be identified as needing a plan of improvement and will remain at the previous year's level.

Length of Service

- Employees must have begun employment before January 1 and have at least six months of service in the fiscal year to be eligible for level advancement.
- Employees who start after December 31 will remain at the same level for the following fiscal year.

Labor Market Factors – Additional Salary Adjustment

The District may grant an additional salary adjustment for employees hired in shortage areas at its sole discretion. The determination of shortage areas is made by the District. The adjustment applies only while the employee is working in the position/certification area that warranted it. If the employee transfers or is reassigned outside of the shortage area or no longer possesses the required certification(s), the adjustment is forfeited and will be prorated if the transfer occurs during the year.

The District reserves the right to modify, amend, or delete the additional salary adjustment at its discretion. Such changes do not affect other terms and conditions of the employee's employment or contract and are not subject to the District's grievance procedure.

Levels/Step assignments are not solely determined by years of service with the district and/or prior experience.

Classified Full-Time Position Schedules

12 Month Positions: (PEERS Required Minimum* - District Maximum**)

Days: 260*-260** days/2080 Hours (includes days of work, vacation, paid leave, and paid holidays).
Annual Leave: 12 leave days.
Vacation Leave: If employed the full previous year, 10 days. After five full years of service, 15 days.
Schedule: The direct supervisor will determine the schedule for non-student attendance days.
Benefit Eligible: Yes

Non-Exempt Positions in this category: (8 hours per day, paid lunch)
ADMINISTRATIVE ASSISTANT - ATHLETICS & ACTIVITIES
ADMINISTRATIVE ASSISTANT - BUSINESS OFFICE
ADMINISTRATIVE ASSISTANT - OPERATIONS & TRANSPORTATION
ADMINISTRATIVE ASSISTANT - SPECIAL EDUCATION
ADMINISTRATIVE ASSISTANT - STAFF SERVICES AND RECEPTION
DISTRICT REGISTRAR
HS REGISTRAR AND HOMEBOUND SERVICES
TECHNOLOGY SUPPORT SPECIALIST

Non-Exempt Positions in this category: (8.5 hours per day, paid for 8 hours)
CUSTODIAN
CUSTODIAN SUPERVISOR
HVAC LEAD TECHNICIAN
HVAC TECHNICIAN I
HVAC TECHNICIAN II
MAINTENANCE TECHNICIAN I (BUILDINGS/GROUNDS & LABOR)
MAINTENANCE TECHNICIAN II (GENERAL MAINTENANCE)
TRANSPORTATION TECHNICIAN I
TRANSPORTATION TECHNICIAN II
TRANSPORTATION TECHNICIAN III (SHOP SUPERVISOR)

11 Month Positions: (PEERS Required Minimum* - District Maximum**)

Days: 175*-213** days/1400-1704 Hours (includes days of work and paid leave)
Annual Leave: 11 leave days.
Vacation Leave: Not Applicable
Schedule: The schedule for non-student attendance days will be determined by the direct supervisor.
Benefit Eligible: Yes

Non-Exempt Positions in this category: (8 hours per day, paid lunch)
LEAD BUILDING ADMINISTRATIVE ASSISTANT (OFFICE MANAGER)
HIGH SCHOOL COUNSELING ADMINISTRATIVE ASSISTANT

10 Month Positions - I: (PEERS Required Minimum* - District Maximum**)

Days: 175*-193** days/1400-1544 Hours (includes days of work and paid leave)
Annual Leave: 10 leave days.
Vacation Leave: Not Applicable
Schedule: The schedule for non-student attendance days will be determined by the direct supervisor.
Benefit Eligible: Yes

Non-Exempt Positions in this category: (8 hours per day, paid lunch)
BUILDING ADMINISTRATIVE ASSISTANT
HEALTH SERVICES AIDE
LIBRARY AND TECHNOLOGY ASSISTANT
SCHOOL SECURITY OFFICER

10 Month Positions - II: (PEERS Required Minimum* - District Maximum**)

Days: 175*-180** days/1400-1440 Hours (includes days of work and paid leave)
Annual Leave: 10 leave days.
Vacation Leave: Not Applicable
Schedule: The schedule for non-student attendance days will be determined by the direct supervisor.
Benefit Eligible: Yes

Non-Exempt Positions in this category: (8 hours per day, paid lunch)
PARAPROFESSIONAL
SIGN LANGUAGE INTERPRETER

10 Month Positions - III: (PEERS Required Minimum* - District Maximum**)

Days: 169 days*/ hours determined by daily shift (includes days of work and paid leave)
Annual Leave: 10 leave days.
Vacation Leave: Not Applicable
Schedule: The schedule for non-student attendance days will be determined by the direct supervisor.
Benefit Eligible: Yes

Non-Exempt Positions in this category: (8 hours per day, paid lunch)
BUS DRIVER
FOOD SERVICE

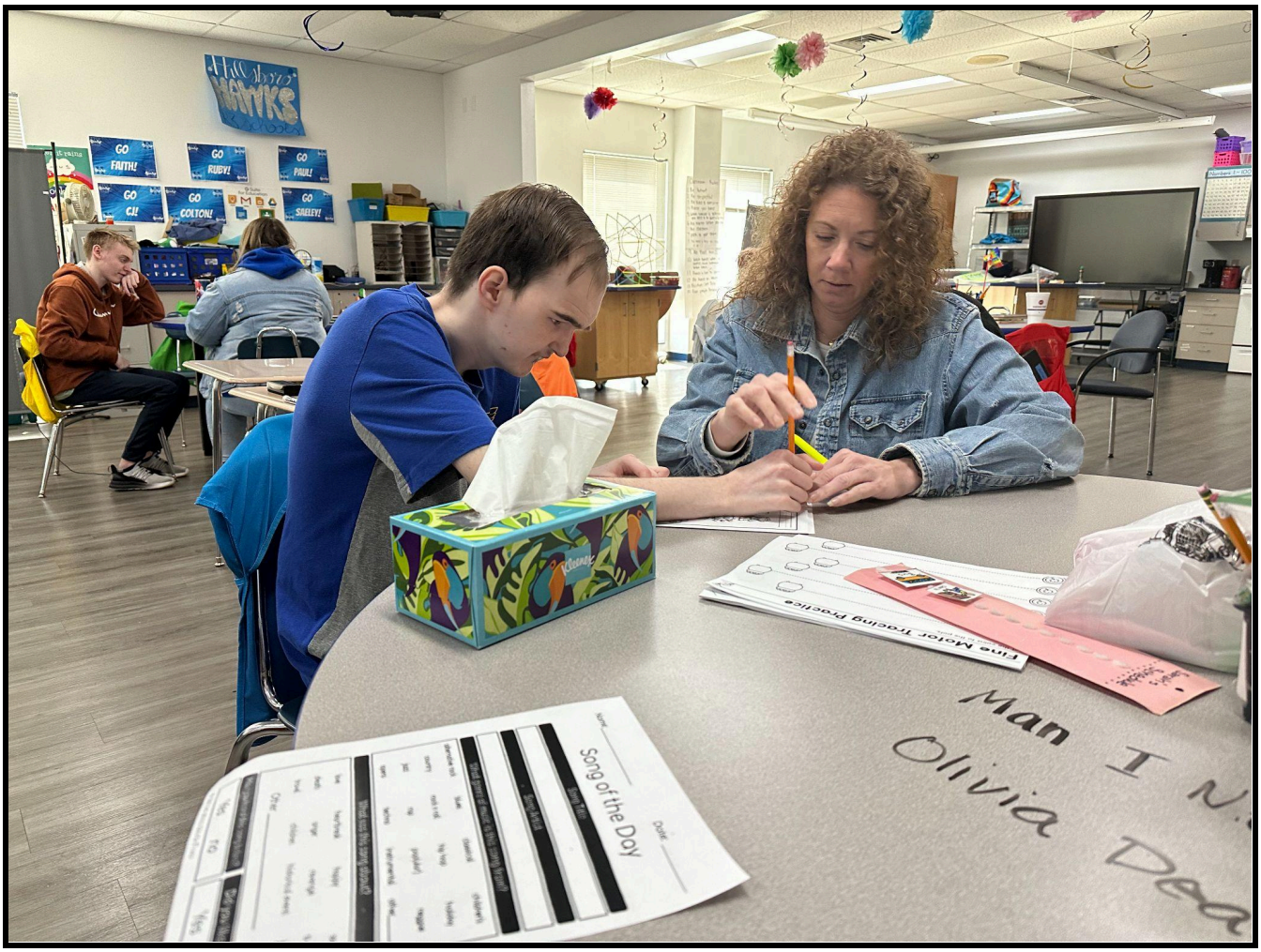
10 Month Positions - III: Part-Time Staff

Days: 169 days/ hours determined by daily shift
Annual Leave: Not Applicable
Vacation Leave: Not Applicable
Schedule: The schedule for non-student attendance days will be determined by the direct supervisor.
Benefit Eligible: No

Non-Exempt Positions in this category: (Unpaid lunch)
LUNCH AIDE
PARENTS AS TEACHERS EDUCATOR
READING TUTORS - NON CERTIFIED

2026-2027 Required Non-Student Attendance Work Days

All full-time support staff are expected to report to work on August 17-20. If an absence is necessary, appropriate leave must be used. Employees may also be required to report for additional days prior to the start of school as determined by their direct supervisor.



Building Administrative Assistant Salary Schedule

Building Administrative Assistant Salary Schedule				
Level	**Wage**		**Level**	**Wage**
1	17.50		**16**	21.25
2	17.75		**17**	21.50
3	18.00		**18**	21.75
4	18.25		**19**	22.00
5	18.50		**20**	22.25
6	18.75		**21**	22.50
7	19.00		**22**	22.75
8	19.25		**23**	23.00
9	19.50		**24**	23.25
10	19.75		**25**	23.50
11	20.00		**26**	23.50
12	20.25		**27**	23.50
13	20.50		**28**	23.50
14	20.75		**29**	23.50
15	21.00		**30**	23.50

BUILDING ADMINISTRATIVE ASSISTANT– HIGH SCHOOL (2)

BUILDING ADMINISTRATIVE ASSISTANT –JUNIOR HIGH (1)

BUILDING ADMINISTRATIVE ASSISTANT –INTERMEDIATE (1)

BUILDING ADMINISTRATIVE ASSISTANT –ELEMENTARY (1)

BUILDING ADMINISTRATIVE ASSISTANT –LEARNING CENTER (1)

Bus Driver Salary Schedule

Bus Driver Salary Schedule				
Level	**Wage**		**Level**	**Wage**
1	21.00		**16**	24.75
2	21.25		**17**	25.00
3	21.50		**18**	25.25
4	21.75		**19**	25.50
5	22.00		**20**	26.00
6	22.25		**21**	26.25
7	22.50		**22**	26.50
8	22.75		**23**	26.75
9	23.00		**24**	27.00
10	23.25		**25**	27.25
11	23.50		**26**	27.50
12	23.75		**27**	27.75
13	24.00		**28**	28.00
14	24.25		**29**	28.25
15	24.50		**30**	28.50

BUS DRIVER

- *Bus drivers who hold training credentials will receive an additional $1.00 per hour, on top of their regular pay rate, for the time they spend conducting in-person training with trainees. This training will be directed by the Assistant Director of Transportation.*



District Administrative Assistant Salary Schedule

District Administrative Assistant Salary Schedule						
Level	**Lane 1**	**Lane 2**	**Lane 3**	**Lane 4**	**Lane 5**	**Lane 6**
1	20.00	20.15	20.30	20.45	20.60	20.75
2	20.30	20.45	20.60	20.75	20.90	21.05
3	20.60	20.75	20.90	21.05	21.20	21.35
4	20.90	21.05	21.20	21.35	21.50	21.65
5	21.20	21.35	21.50	21.65	21.80	21.95
6	21.50	21.65	21.80	21.95	22.10	22.25
7	21.80	21.95	22.10	22.25	22.40	22.55
8	22.10	22.25	22.40	22.55	22.70	22.85
9	22.40	22.55	22.70	22.85	23.00	23.15
10	22.75	22.90	23.05	23.20	23.35	23.50
11	23.10	23.25	23.40	23.55	23.70	23.85
12	23.45	23.60	23.75	23.90	24.05	24.20
13	23.80	23.95	24.10	24.25	24.40	24.55
14	24.15	24.30	24.45	24.60	24.75	24.90
15	24.50	24.65	24.80	24.95	25.10	25.25
16	24.85	25.00	25.15	25.30	25.45	25.60
17	25.20	25.35	25.50	25.65	25.80	25.95
18	25.55	25.70	25.85	26.00	26.15	26.30
19	25.90	26.05	26.20	26.35	26.50	26.65
20	26.25	26.40	26.55	26.70	26.85	27.00
21	26.60	26.75	26.90	27.05	27.20	27.35
22	26.95	27.10	27.25	27.40	27.55	27.70
23	27.30	27.45	27.60	27.75	27.90	28.05
24	27.65	27.80	27.95	28.10	28.25	28.40
25	28.00	28.15	28.30	28.45	28.60	28.75
26	28.35	28.50	28.65	28.80	28.95	29.10
27	28.70	28.85	29.00	29.15	29.30	29.45
28	29.05	29.20	29.35	29.50	29.65	29.80
29	29.40	29.55	29.70	29.85	30.00	30.15
30	29.75	29.90	30.05	30.20	30.35	30.50

DISTRICT REGISTRAR

HS REGISTRAR & HB SERVICES

ADMINISTRATIVE ASSISTANT - SPECIAL EDUCATION

ADMINISTRATIVE ASSISTANT - BUSINESS OFFICE

ADMINISTRATIVE ASSISTANT - OPERATIONS & TRANSPORTATION

ADMINISTRATIVE ASSISTANT - RECEPTIONIST & STAFF SERVICES

Current applicable employees can move over one column for the following units of education: 6 College Credit Hours, 9.6 Continuing Education Units (CEU's) or 96 clock hours. Documentation required.

Counseling Office Administrative Assistant - High School Salary Schedule

Counseling Office Administrative Assistant - High School Salary Schedule				
Level	**Wage**		**Level**	**Wage**
1	18.50		**16**	22.25
2	18.75		**17**	22.50
3	19.00		**18**	22.75
4	19.25		**19**	23.00
5	19.50		**20**	23.25
6	19.75		**21**	23.50
7	20.00		**22**	23.75
8	20.25		**23**	24.00
9	20.50		**24**	24.25
10	20.75		**25**	24.50
11	21.00		**26**	24.75
12	21.25		**27**	25.00
13	21.50		**28**	25.25
14	21.75		**29**	25.50
15	22.00		**30**	25.75

COUNSELING OFFICE ADMINISTRATIVE ASSISTANT - HIGH SCHOOL

Custodian Salary Schedule

Custodian Salary Schedule				
Level	**Wage**		**Level**	**Wage**
1	17.00		**16**	20.15
2	17.10		**17**	20.40
3	17.20		**18**	20.65
4	17.30		**19**	20.90
5	17.40		**20**	21.15
6	17.55		**21**	21.40
7	17.70		**22**	21.65
8	17.85		**23**	21.90
9	18.00		**24**	22.15
10	18.15		**25**	22.65
11	18.65		**26**	22.90
12	18.90		**27**	23.15
13	19.15		**28**	23.40
14	19.40		**29**	23.65
15	19.65		**30**	23.90

CUSTODIAN



Custodian Supervisor Salary Schedule

Custodian Supervisor Salary Schedule				
Level	**Wage**		**Level**	**Wage**
1	18.50		**16**	22.30
2	18.75		**17**	22.60
3	19.00		**18**	22.90
4	19.25		**19**	23.20
5	19.50		**20**	23.50
6	19.75		**21**	23.80
7	20.00		**22**	24.10
8	20.25		**23**	24.40
9	20.50		**24**	24.70
10	20.75		**25**	25.00
11	21.00		**26**	25.30
12	21.25		**27**	25.60
13	21.50		**28**	25.90
14	21.75		**29**	26.20
15	22.00		**30**	26.50

CUSTODIAN SUPERVISOR (EVENING)

Administrative Assistant - Athletics & Activities Salary Schedule

Athletics and Activities Administrative Assistant Salary Schedule				
Level	**Wage**		**Level**	**Wage**
1	18.75		**16**	22.50
2	19.00		**17**	22.75
3	19.25		**18**	23.00
4	19.50		**19**	23.25
5	19.75		**20**	23.50
6	20.00		**21**	23.75
7	20.25		**22**	24.00
8	20.50		**23**	24.25
9	20.75		**24**	24.50
10	21.00		**25**	24.75
11	21.25		**26**	25.00
12	21.50		**27**	25.25
13	21.75		**28**	25.50
14	22.00		**29**	25.75
15	22.25		**30**	26.00

Administrative Assistant - Athletics & Activities

Health Services Aide Salary Schedule

Health Aide Salary Schedule											
Level	***Lane 1 HA***	**Lane 2**	**Lane 3**	**Lane 4**	**Lane 5**	**Lane 6**	***Lane 7 LPN***	**Lane 8**	**Lane 9**	**Lane 10**	**Lane 11**
1	18.00	18.05	18.10	18.15	18.20	18.25	18.30	18.35	18.40	18.45	18.50
2	18.25	18.30	18.35	18.40	18.45	18.50	18.55	18.60	18.65	18.70	18.75
3	18.50	18.55	18.60	18.65	18.70	18.75	18.80	18.85	18.90	18.95	19.00
4	18.75	18.80	18.85	18.90	18.95	19.00	19.05	19.10	19.15	19.20	19.25
5	19.00	19.05	19.10	19.15	19.20	19.25	19.30	19.35	19.40	19.45	19.50
6	19.25	19.30	19.35	19.40	19.45	19.50	19.55	19.60	19.65	19.70	19.75
7	19.50	19.55	19.60	19.65	19.70	19.75	19.80	19.85	19.90	19.95	20.00
8	19.75	19.80	19.85	19.90	19.95	20.00	20.05	20.10	20.15	20.20	20.25
9	20.00	20.05	20.10	20.15	20.20	20.25	20.30	20.35	20.40	20.45	20.50
10	20.25	20.30	20.35	20.40	20.45	20.50	20.55	20.60	20.65	20.70	20.75
11	20.50	20.55	20.60	20.65	20.70	20.75	20.80	20.85	20.90	20.95	21.00
12	20.75	20.80	20.85	20.90	20.95	21.00	21.05	21.10	21.15	21.20	21.25
13	21.00	21.05	21.10	21.15	21.20	21.25	21.30	21.35	21.40	21.45	21.50
14	21.25	21.30	21.35	21.40	21.45	21.50	21.55	21.60	21.65	21.70	21.75
15	21.50	21.55	21.60	21.65	21.70	21.75	21.80	21.85	21.90	21.95	22.00
16	21.75	21.80	21.85	21.90	21.95	22.00	22.05	22.10	22.15	22.20	22.25
17	22.00	22.05	22.10	22.15	22.20	22.25	22.30	22.35	22.40	22.45	22.50
18	22.25	22.30	22.35	22.40	22.45	22.50	22.55	22.60	22.65	22.70	22.75
19	22.50	22.55	22.60	22.65	22.70	22.75	22.80	22.85	22.90	22.95	23.00
20	22.75	22.80	22.85	22.90	22.95	23.00	23.05	23.10	23.15	23.20	23.25
21	23.00	23.05	23.10	23.15	23.20	23.25	23.30	23.35	23.40	23.45	23.50
22	23.25	23.30	23.35	23.40	23.45	23.50	23.55	23.60	23.65	23.70	23.75
23	23.50	23.55	23.60	23.65	23.70	23.75	23.80	23.85	23.90	23.95	24.00
24	23.75	23.80	23.85	23.90	23.95	24.00	24.05	24.10	24.15	24.20	24.25
25	24.00	24.05	24.10	24.15	24.20	24.25	24.30	24.35	24.40	24.45	24.50
26	24.25	24.30	24.35	24.40	24.45	24.50	24.55	24.60	24.65	24.70	24.75
27	24.50	24.55	24.60	24.65	24.70	24.75	24.80	24.85	24.90	24.95	25.00
28	24.75	24.80	24.85	24.90	24.95	25.00	25.05	25.10	25.15	25.20	25.25
29	25.00	25.05	25.10	25.15	25.20	25.25	25.30	25.35	25.40	25.45	25.50
30	25.25	25.30	25.35	25.40	25.45	25.50	25.55	25.60	25.65	25.70	25.75

HEALTH SERVICES AIDE *Current applicable employees can move over one column for the following units of education: 6 College Credit Hours, 9.6 Continuing Education Units (CEU's) or 96 clock hours. Documentation required.

HVAC Lead Technician Salary Schedule

HVAC Lead Technician Salary Schedule				
Level	**Wage**		**Level**	**Wage**
1	32.25		**16**	37.11
2	32.57		**17**	37.45
3	32.90		**18**	37.77
4	33.22		**19**	38.09
5	33.55		**20**	38.42
6	33.87		**21**	38.74
7	34.20		**22**	39.07
8	34.52		**23**	39.39
9	34.85		**24**	39.72
10	35.17		**25**	40.04
11	35.50		**26**	40.37
12	35.82		**27**	40.69
13	36.15		**28**	41.02
14	36.47		**29**	41.34
15	36.79		**30**	41.67

HVAC LEAD TECHNICIAN

Significant Commercial HVAC Technician experience; qualified to perform work on all products in-scope for a Lead HVAC Technician for all district equipment; frequently engaged in complex diagnosis and repair; requires minimal to no supervision; ability to effectively train and guide less experienced technicians of varying skill sets. Has manufacturer certifications, including advanced certifications. Significant experience with software. Must be able to work with software for diagnostics. Experience preparing written materials.

- Requires EPA 608 Universal Certification.
- Requires a technical/trade school degree from an accredited program or equivalent work experience.
- Apprentice HVAC (preferred).
- Must be willing to work night shifts and weekends. On call every other weekend.

HVAC Technician I Salary Schedule

HVAC Technician - I Salary Schedule				
Level	**Wage**		**Level**	**Wage**
1	22.25		**16**	27.12
2	22.57		**17**	27.45
3	22.90		**18**	27.77
4	23.22		**19**	28.09
5	23.55		**20**	28.42
6	23.87		**21**	28.74
7	24.20		**22**	29.07
8	24.52		**23**	29.39
9	24.85		**24**	29.72
10	25.17		**25**	30.04
11	25.50		**26**	30.37
12	25.82		**27**	30.69
13	26.15		**28**	31.02
14	26.47		**29**	31.34
15	26.80		**30**	31.67

HVAC TECHNICIAN I:

Limited relevant Commercial HVAC experience; qualified to perform work on a minimal number of products in-scope for an HVAC Technician; primarily engaged in maintenance or basic repairs/diagnostics on filters, coils, water fountains, kitchen equipment; requires direct supervision and review of workmanship quality.

- Requires EPA 608 Certification
- Must be willing to work night shifts and weekends. On call every other weekend.

HVAC Technician II Salary Schedule

HVAC Technician - iI Salary Schedule				
Level	**Wage**		**Level**	**Wage**
1	25.75		**16**	29.50
2	26.00		**17**	29.75
3	26.25		**18**	30.00
4	26.50		**19**	30.25
5	26.75		**20**	30.50
6	27.00		**21**	30.75
7	27.25		**22**	31.00
8	27.50		**23**	31.25
9	27.75		**24**	31.50
10	28.00		**25**	31.75
11	28.25		**26**	32.00
12	28.50		**27**	32.25
13	28.75		**28**	32.50
14	29.00		**29**	32.75
15	29.25		**30**	33.00

HVAC TECHNICIAN II:

Relevant Commercial HVAC experience; qualified to perform work on an intermediate number of products in-scope for an HVAC Technician for the district; primarily engaged in moderately complex maintenance and repair; such as heat pumps, cooling towers, boilers, fans, kitchen equipment. Some exposure to moderate or complex diagnostics, requires limited direct supervision, may provide basic training or guidance to new technicians.

- Requires EPA 608 Universal Certification.
- Work experience with Alerton controls preferred.
- Must be willing to work night shifts and weekends. On call every other weekend.

Lead Building Administrative Assistant (Office Manager) Salary Schedule

Lead Building Administrative Assistant (Office Manager)				
Level	**Wage**		**Level**	**Wage**
1	19.00		**16**	23.05
2	19.25		**17**	23.35
3	19.50		**18**	23.65
4	19.75		**19**	23.95
5	20.00		**20**	24.25
6	20.25		**21**	24.55
7	20.50		**22**	24.85
8	20.75		**23**	25.15
9	21.00		**24**	25.45
10	21.25		**25**	25.75
11	21.55		**26**	26.05
12	21.85		**27**	26.35
13	22.15		**28**	26.65
14	22.45		**29**	26.95
15	22.75		**30**	27.25

LEAD BUILDING ADMINISTRATIVE ASSISTANT (OFFICE MANAGER) – HIGH SCHOOL

LEAD BUILDING ADMINISTRATIVE ASSISTANT (OFFICE MANAGER) – JUNIOR HIGH

LEAD BUILDING ADMINISTRATIVE ASSISTANT (OFFICE MANAGER) – INTERMEDIATE

LEAD BUILDING ADMINISTRATIVE ASSISTANT (OFFICE MANAGER)– ELEMENTARY

LEAD BUILDING ADMINISTRATIVE ASSISTANT (OFFICE MANAGER) – PRIMARY

LEAD BUILDING ADMINISTRATIVE ASSISTANT (OFFICE MANAGER) - EARLY CHILDHOOD

Library and Technology Support Assistant Salary Schedule

Library and Tech Support Assistant			
Level	**Wage**	**Level**	**Wage**
1	16.50	**16**	20.25
2	16.75	**17**	20.50
3	17.00	**18**	20.75
4	17.25	**19**	21.00
5	17.50	**20**	21.25
6	17.75	**21**	21.25
7	18.00	**22**	21.25
8	18.25	**23**	21.25
9	18.50	**24**	21.25
10	18.75	**25**	21.25
11	19.00	**26**	21.25
12	19.25	**27**	21.25
13	19.50	**28**	21.25
14	19.75	**29**	21.25
15	20.00	**30**	21.25

LIBRARY AND TECHNOLOGY SUPPORT ASSISTANT – INTERMEDIATE

LIBRARY AND TECHNOLOGY SUPPORT ASSISTANT – ELEMENTARY

LIBRARY AND TECHNOLOGY SUPPORT ASSISTANT – PRIMARY/EARLY CHILDHOOD

Maintenance Technician - I (Grounds and Labor) Salary Schedule

Maintenance Tech - I (Grounds & Labor)			
Level	**Wage**	**Level**	**Wage**
1	16.50	**16**	20.25
2	16.75	**17**	20.50
3	17.00	**18**	20.75
4	17.25	**19**	21.00
5	17.50	**20**	21.25
6	17.75	**21**	21.50
7	18.00	**22**	21.75
8	18.25	**23**	22.00
9	18.50	**24**	22.25
10	18.75	**25**	22.50
11	19.00	**26**	22.75
12	19.25	**27**	23.00
13	19.50	**28**	23.25
14	19.75	**29**	23.50
15	20.00	**30**	23.75

MAINTENANCE TECHNICIAN - I (GROUNDS & LABOR)

MAINTENANCE - STUDENT WORKERS - (placed on level 1)

Maintenance Technician - II (General Maintenance) Salary Schedule

Maintenance Technician - II (General Maintenance)				
Level	**Wage**		**Level**	**Wage**
1	20.50		**16**	24.25
2	20.75		**17**	24.50
3	21.00		**18**	24.75
4	21.25		**19**	25.00
5	21.50		**20**	25.25
6	21.75		**21**	25.50
7	22.00		**22**	25.75
8	22.25		**23**	26.00
9	22.50		**24**	26.25
10	22.75		**25**	26.50
11	23.00		**26**	26.65
12	23.25		**27**	26.80
13	23.50		**28**	26.95
14	23.75		**29**	27.10
15	24.00		**30**	27.25

MAINTENANCE TECHNICIAN - II (General Maintenance)

Paraprofessional Salary Schedule

Paraprofessional Salary Schedule						
	60 Hrs			B.A		
Level	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6
1	18.00	18.05	18.10	18.15	18.20	18.25
2	18.15	18.20	18.25	18.30	18.35	18.40
3	18.30	18.35	18.40	18.45	18.50	18.55
4	18.45	18.50	18.55	18.60	18.65	18.70
5	18.60	18.65	18.70	18.75	18.80	18.85
6	18.75	18.80	18.85	18.90	18.95	19.00
7	18.90	18.95	19.00	19.05	19.10	19.15
8	19.05	19.10	19.15	19.20	19.25	19.30
9	19.20	19.25	19.30	19.35	19.40	19.45
10	19.45	19.50	19.55	19.60	19.65	19.70
11	19.70	19.75	19.80	19.85	19.90	19.95
12	19.95	20.00	20.05	20.10	20.15	20.20
13	20.20	20.25	20.30	20.35	20.40	20.45
14	20.45	20.50	20.55	20.60	20.65	20.70
15	20.70	20.75	20.80	20.85	20.90	20.95
16	20.95	21.00	21.05	21.10	21.15	21.20
17	21.20	21.25	21.30	21.35	21.40	21.45
18	21.45	21.50	21.55	21.60	21.65	21.70
19	21.70	21.75	21.80	21.85	21.90	21.95
20	21.95	22.00	22.05	22.10	22.15	22.20



PARAPROFESSIONAL P/T BUS AIDE P/T NON-CERTIFIED READING TUTORS

*Initial placement for paraprofessionals will be either in column #1 (60 Credit Hours) or column #4 (Bachelor's degree).

*Level movement for P/T requires a minimum of 500 hours worked in the preceeding year to be eligible.

Paraprofessional - (Life Skills) Salary Schedule

Paraprofessional - Life Skills Salary Schedule						
	60 Hrs			B.A		
Level	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6
1	19.00	19.05	19.10	19.15	19.20	19.25
2	19.15	19.20	19.25	19.30	19.35	19.40
3	19.30	19.35	19.40	19.45	19.50	19.55
4	19.45	19.50	19.55	19.60	19.65	19.70
5	19.60	19.65	19.70	19.75	19.80	19.85
6	19.75	19.80	19.85	19.90	19.95	20.00
7	19.90	19.95	20.00	20.05	20.10	20.15
8	20.05	20.10	20.15	20.20	20.25	20.30
9	20.20	20.25	20.30	20.35	20.40	20.45
10	20.45	20.50	20.55	20.60	20.65	20.70
11	20.70	20.75	20.80	20.85	20.90	20.95
12	20.95	21.00	21.05	21.10	21.15	21.20
13	21.20	21.25	21.30	21.35	21.40	21.45
14	21.45	21.50	21.55	21.60	21.65	21.70
15	21.70	21.75	21.80	21.85	21.90	21.95
16	21.95	22.00	22.05	22.10	22.15	22.20
17	22.20	22.25	22.30	22.35	22.40	22.45
18	22.45	22.50	22.55	22.60	22.65	22.70
19	22.70	22.75	22.80	22.85	22.90	22.95
20	22.95	23.00	23.05	23.10	23.15	23.20

PARAPROFESSIONAL - LIFE SKILLS FULL TIME ASSIGNMENT

*Initial placement for paraprofessionals will be either in column #1 (60 Credit Hours) or column #4 (Bachelor's degree).

Paraprofessional - (Autism & Behavior) Salary Schedule

Paraprofessional - Autism & Behavior Salary Schedule						
	60 Hrs			B.A		
Level	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6
1	20.00	20.05	20.10	20.15	20.20	20.25
2	20.15	20.20	20.25	20.30	20.35	20.40
3	20.30	20.35	20.40	20.45	20.50	20.55
4	20.45	20.50	20.55	20.60	20.65	20.70
5	20.60	20.65	20.70	20.75	20.80	20.85
6	20.75	20.80	20.85	20.90	20.95	21.00
7	20.90	20.95	21.00	21.05	21.10	21.15
8	21.05	21.10	21.15	21.20	21.25	21.30
9	21.20	21.25	21.30	21.35	21.40	21.45
10	21.45	21.50	21.55	21.60	21.65	21.70
11	21.70	21.75	21.80	21.85	21.90	21.95
12	21.95	22.00	22.05	22.10	22.15	22.20
13	22.20	22.25	22.30	22.35	22.40	22.45
14	22.45	22.50	22.55	22.60	22.65	22.70
15	22.70	22.75	22.80	22.85	22.90	22.95
16	22.95	23.00	23.05	23.10	23.15	23.20
17	23.20	23.25	23.30	23.35	23.40	23.45
18	23.45	23.50	23.55	23.60	23.65	23.70
19	23.70	23.75	23.80	23.85	23.90	23.95
20	23.95	24.00	24.05	24.10	24.15	24.20

PARAPROFESSIONAL - AUTISM & BEHAVIOR FULL TIME ASSIGNMENT

*Initial placement for paraprofessionals will be either in column #1 (60 Credit Hours) or column #4 (Bachelor's degree).

Parents As Teachers Educator Salary Schedule

Parents as Teachers Educator Salary Schedule				
Level	**Wage**		**Level**	**Wage**
1	22.50		**11**	25.00
2	22.75		**12**	25.25
3	23.00		**13**	25.50
4	23.25		**14**	25.75
5	23.50		**15**	26.00
6	23.75		**16**	26.25
7	24.00		**17**	26.50
8	24.25		**18**	26.75
9	24.50		**19**	27.00
10	24.75		**20**	27.25
Employees who remain on Level 20 of the salary schedule will receive an additional $0.25 per hour for each additional year of employment beyond Level 20.				

PARENTS AS TEACHERS EDUCATOR *(must be full time to receive district benefit package)*

Lunch Room Aide Salary Schedule

Lunchroom Aide			
Level	**Wage**	**Level**	**Wage**
1	15.50	**16**	16.20
2	15.55	**17**	16.20
3	15.60	**18**	16.20
4	15.65	**19**	16.20
5	15.70	**20**	16.20
6	15.75	**21**	16.20
7	15.80	**22**	16.20
8	15.85	**23**	16.20
9	15.90	**24**	16.20
10	15.95	**25**	16.20
11	16.00	**26**	16.20
12	16.05	**27**	16.20
13	16.10	**28**	16.20
14	16.15	**29**	16.20
15	16.20	**30**	16.20

LUNCH ROOM AIDE

Part-time position

- Not eligible for benefits
- Must work 500 hours to move level

School Safety Officer Salary Schedule

School Safety Officer				
Level	**Wage**		**Level**	**Wage**
1	26.00		**11**	28.10
2	26.15		**12**	28.35
3	26.30		**13**	28.60
4	26.45		**14**	28.85
5	26.60		**15**	29.10
6	26.85		**16**	29.35
7	27.10		**17**	29.60
8	27.35		**18**	29.85
9	27.60		**19**	30.10
10	27.85		**20**	30.35

School Safety Officer - 185 school related days + scheduled evening coverage of district events as necessary.

10 Month Positions - I: (PEERS Required Minimum* - District Maximum**)

Days: 175*-193** days/1400-1544 Hours (includes days of work and paid leave)
Annual Leave: 10 leave days.
Vacation Leave: Not Applicable
Schedule: The schedule for non-student attendance days will be determined by the direct supervisor.
Benefit Eligible: Yes

Non-Exempt Positions in this category: (8 hours per day, paid lunch)
BUILDING ADMINISTRATIVE ASSISTANT
HEALTH SERVICES AIDE
LIBRARY AND TECHNOLOGY ASSISTANT
SCHOOL SECURITY OFFICER

Sign Language Interpreter Salary Schedule

Sign Language Interpreter				
Level	**Wage**		**Level**	**Wage**
1	33.50		**16**	41.00
2	34.00		**17**	41.50
3	34.50		**18**	42.00
4	35.00		**19**	42.50
5	35.50		**20**	43.00
6	36.00		**21**	43.00
7	36.50		**22**	43.00
8	37.00		**23**	43.00
9	37.50		**24**	43.00
10	38.00		**25**	43.00
11	38.50		**26**	43.00
12	39.00		**27**	43.00
13	39.50		**28**	43.00
14	40.00		**29**	43.00
15	40.50		**30**	43.00

SIGN LANGUAGE INTERPRETER

Technology Specialist Salary Schedule

Technology Support Specialist							
Level	**Lane 1**	**Lane 2 BA**	**Lane 3 MA**	**Level**	**Lane 1**	**Lane 2 BA**	**Lane 3 MA**
1	20.50	23.45	24.25	**16**	24.30	27.25	28.05
2	20.75	23.70	24.50	**17**	24.60	27.55	28.35
3	21.00	23.95	24.75	**18**	24.90	27.85	28.65
4	21.25	24.20	25.00	**19**	25.20	28.15	28.95
5	21.50	24.45	25.25	**20**	25.50	28.45	29.25
6	21.75	24.70	25.50	**21**	25.80	28.75	29.55
7	22.00	24.95	25.75	**22**	26.10	29.05	29.85
8	22.25	25.20	26.00	**23**	26.40	29.35	30.15
9	22.50	25.45	26.25	**24**	26.70	29.65	30.45
10	22.75	25.70	26.50	**25**	27.00	29.95	30.75
11	23.00	25.95	26.75	**26**	27.30	30.25	31.05
12	23.25	26.20	27.00	**27**	27.60	30.55	31.35
13	23.50	26.45	27.25	**28**	27.90	30.85	31.65
14	23.75	26.70	27.50	**29**	28.20	31.15	31.95
15	24.00	26.95	27.75	**30**	28.50	31.45	32.25

TECHNOLOGY SPECIALIST

- Lane 1 - Less than a Bachelor's Degree.
- Lane 2 - Bachelor’s Degree in Information Technology related field.
- Lane 3 - Master’s Degree in Information Technology related field.

Transportation Technician I Salary Schedule

Transportation Technician - I				
Level	**Wage**		**Level**	**Wage**
1	22.00		**16**	25.75
2	22.25		**17**	26.00
3	22.50		**18**	26.25
4	22.75		**19**	26.50
5	23.00		**20**	26.75
6	23.25		**21**	27.00
7	23.50		**22**	27.25
8	23.75		**23**	27.50
9	24.00		**24**	27.75
10	24.25		**25**	28.00
11	24.50		**26**	28.25
12	24.75		**27**	28.50
13	25.00		**28**	28.75
14	25.25		**29**	29.00
15	25.50		**30**	29.25

Transportation Technician I

Limited relevant diesel technician experience; qualified to perform work on a minimal number of products in-scope for an in Shop Technician at this location; primarily engaged in maintenance or basic repairs/diagnostics; requires direct supervision and review of workmanship quality.

- State Inspector Certification preferred for hiring and required, if the employee does not have.

Bus drivers who assist the Transportation Shop Supervisor, on an approved basis and outside of DOT inspection periods, will be compensated in accordance with the Maintenance, Grounds, and Labor salary schedule. Consideration for qualification as a Transportation Technician may be given based on relevant prior professional mechanical experience.

Transportation Technician II Salary Schedule

Transportation Technician - II				
Level	**Wage**		**Level**	**Wage**
1	25.00		**16**	28.75
2	25.25		**17**	29.00
3	25.50		**18**	29.25
4	25.75		**19**	29.50
5	26.00		**20**	29.75
6	26.25		**21**	30.00
7	26.50		**22**	30.25
8	26.75		**23**	30.50
9	27.00		**24**	30.75
10	27.25		**25**	31.00
11	27.50		**26**	31.25
12	27.75		**27**	31.50
13	28.00		**28**	31.75
14	28.25		**29**	32.00
15	28.50		**30**	32.25

Transportation Technician II

Relevant diesel technician experience; qualified to perform work on an intermediate number of products in-scope for an in Shop Technician for the district; primarily engaged in moderately complex maintenance and repair; some exposure to moderate or complex diagnostics, requires limited direct supervision, may provide basic training or guidance to new technicians.

- State Inspector Certification is preferred for hiring and will be required, if the employee does not have.

Bus drivers who assist the Transportation Shop Supervisor, on an approved basis and outside of DOT inspection periods, will be compensated in accordance with the Maintenance, Grounds, and Labor salary schedule. Consideration for qualification as a Transportation Technician may be given based on relevant prior professional mechanical experience.

Transportation Technician III (Shop Supervisor) Salary Schedule

Transportation Tech III- Shop Supervisor				
Level	**Wage**		**Level**	**Wage**
1	33.65		**16**	38.15
2	33.95		**17**	38.45
3	34.25		**18**	38.75
4	34.55		**19**	39.05
5	34.85		**20**	39.35
6	35.15		**21**	39.65
7	35.45		**22**	39.95
8	35.75		**23**	40.25
9	36.05		**24**	40.55
10	36.35		**25**	40.85
11	36.65		**26**	41.15
12	36.95		**27**	41.45
13	37.25		**28**	41.75
14	37.55		**29**	42.05
15	37.85		**30**	42.35

Transportation Technician III (Shop Supervisor)

Significant diesel technician experience; qualified to perform work on most or all of products in-scope for an in Shop Technician for all district vehicles; frequently engaged in complex diagnosis and repair; requires minimal to no supervision; ability to effectively train and guide less experienced technicians of varying skill sets and supervise and evaluate shop technicians.

- Has manufacturer certifications, including advanced certifications.
- Requires a technical/trade school degree from an accredited program or equivalent work experience.
- Apprentice Certified Diesel (preferred)
- State Inspector Certification preferred for hiring and required, if the employee does not have.
- Experience with parts and equipment ordering and vendor purchasing.

EXTRA DUTY AND MISC. COMP. SALARY INFORMATION

Extra Duty Compensation System

Overview

The Hillsboro R-III School District Extra Duty Compensation System allows for potential advancement in salary levels if an employee meets the following criteria and funds are available as determined by the District:

• Satisfactory evaluation

• Length of service requirements

The salary schedules include levels that recognize the above criteria along with other discretionary items detailed below. Employees are eligible to move up one level per fiscal year (July 1st through June 30th). Employees may also receive base salary adjustments in addition to the funds provided under the salary schedule.

Initial Salary Schedule Placement for New Hires or Transfers (see additional information)

Placement on the Salary Schedule is determined by:

• Previous experience in the area of hire

• Ability to meet/exceed the posted job qualifications

• Type of position

Initial placement is at the sole discretion of the Board and/or its designee.

Specific Requirements and Procedures for Level Advancement

The following applies specifically to the Hillsboro R-III School District's Compensation Plan and may or may not coincide with MSHSAA requirements (if applicable)**.** An employee must satisfy (both) of the evaluation and length of service requirements in order to advance a level on the District's salary schedule**s**.

Evaluation

- The employee must have received a satisfactory evaluation as established by the District (as set forth in the employee handbook) in order to be eligible for level advancement. A satisfactory evaluation is defined as the evaluation document having the box "Satisfactory" marked. Supervisory notes indicating areas for improvement or focus do not indicate an unsatisfactory evaluation. An employee shall be ineligible for level advancement, regardless of his/her length of service if he/she does not receive a satisfactory evaluation.
- Employees who do not receive a satisfactory evaluation will be identified as needing a plan of improvement and will remain at the previous year's level.

Length of Service

- Employees must have begun employment before January 1 or the previous season and have at least six months of service or completed the season in the fiscal year to be eligible for level advancement.
- Employees who start after December 31 or did not complete more than half of the season will remain at the same level for the following fiscal year.

Labor Market Factors – Additional Salary Adjustment

The District may grant an additional salary adjustment for employees hired in shortage areas at its sole discretion. The determination of shortage areas is made by the District. The adjustment applies only while the employee is working in the position/certification area that warranted it. If the employee transfers or is reassigned outside of the shortage area or no longer possesses the required certification(s), the adjustment is forfeited and will be prorated if the transfer occurs during the year.

The District reserves the right to modify, amend, or delete the additional salary adjustment at its discretion. Such changes do not affect other terms and conditions of the employee's employment or contract and are not subject to the District's grievance procedure.

Levels/Step assignments are not solely determined by years of service with the district and/or prior experience.

Additional Information - Initial Placement

1. Appointment to extra-duty assignments is made annually and is not subject to the continuing contract provisions of state law.
2. Beginning with the 2021-2022 school year, initial level placement will be based on previous experience as a Head Coach or Director in that sport or activity. ● Individuals who have worked as assistant coaches in Hillsboro and are promoted to the position of Head Coach or Director in the same activity or sport will receive one year of credit for every two years served as a Hillsboro assistant. ● Verification of years of experience will be done via the MSHSAA website or District. ● Applicable positions are Head Football, Head Basketball, Head Soccer, Head Cross Country, Head Track, Head Golf, Varsity Dance, Head Cheerleading, Head Volleyball, Head Softball, Head Wrestling, Strength and Conditioning Coordinator, Instrumental Music Director, Vocal Music Director-HS, Bridle Ridge Farm Coordinator, Musical Production Band Director, Musical Production Vocal Director, Musical Technical Director
3. All other initial placements on the salary schedule will be based on verification of paid coaching/director experience in a school setting. This will include all previous school related Head and Assistant Coaching experience for all positions not outlined by #2.
4. All individuals hired prior to 2021-2022 in the roles outlined by #2 will be grandfathered in until they cease serving in those current roles.
5. Applicable for current employees serving in current role as of 2020-2021 - Movement on the salary schedule for experience levels beyond year 9 will be subject to years worked in that capacity at Hillsboro R-III after the initial placement when hired. Previous work experience in other districts that was in excess of 9 at the time of hire will not be applicable for movement or additional consideration.
6. Ten years of applicable experience in the position may be brought in from a previous school setting for anyone hired beginning 2021-2022.
7. For the purposes of initial placement for positions not outlined in #2. All years of school compensated coaching after initial placement when hired will apply.

Extra-Duty Stipend Schedule – Athletics and Activities

Extra-Duty Stipend Schedule - Athletics and Activities								
Level	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
1	7250	6000	5000	4100	3450	1850	925	475
2	7395	6120	5100	4182	3519	1887	944	485
3	7543	6242	5202	4266	3589	1925	962	494
4	7694	6367	5306	4351	3661	1963	982	504
5	7848	6495	5412	4438	3734	2002	1001	514
6	8005	6624	5520	4527	3809	2043	1021	524
7	8165	6757	5631	4617	3885	2083	1042	535
8	8328	6892	5743	4710	3963	2125	1063	546
9	8495	7030	5858	4804	4042	2168	1084	557
10	8622	7135	5946	4876	4103	2200	1100	565
11	8751	7242	6035	4949	4164	2233	1117	573
12	8883	7351	6126	5023	4227	2267	1133	582
13	9016	7461	6218	5099	4290	2301	1150	591
14	9151	7573	6311	5175	4355	2335	1168	600
15	9288	7687	6406	5253	4420	2370	1185	609
16	9428	7802	6502	5331	4486	2406	1203	618
17	9569	7919	6599	5411	4554	2442	1221	627
18	9713	8038	6698	5493	4622	2478	1239	636
19	9858	8159	6799	5575	4691	2516	1258	646
20	10006	8281	6901	5659	4762	2553	1277	656
21	10156	8405	7004	5744	4833	2592	1296	665
22	10309	8531	7109	5830	4905	2630	1315	675
23	10463	8659	7216	5917	4979	2670	1335	686
24	10620	8789	7324	6006	5054	2710	1355	696
25	10779	8921	7434	6096	5130	2751	1375	706
26	10941	9055	7546	6187	5206	2792	1396	717
27	11105	9191	7659	6280	5285	2834	1417	728
28	11272	9328	7774	6374	5364	2876	1438	738
29	11441	9468	7890	6470	5444	2919	1460	750
30	11613	9610	8009	6567	5526	2963	1482	761

Release from Extra Duty Contract

Only the Board has the authority to release an employee from an extra-duty contract. The Board considers serious illness, transfer of a spouse and military service legitimate reasons for resignation of professional staff. However, the Board will consider each resignation on an individual basis. A professional staff employee will not be released from an extra-duty contract after August 1 unless a suitable replacement is found.

In addition to the requirement of a suitable replacement, a monetary amount of five percent of the total amount of the extra-duty contract will be assessed (minimum of $50).

Extra Duty Position Lane Assignments

EXTRA DUTY POSITION BY LANE ASSIGNMENT				
LANE 1	Head Girls Basketball	Head Wrestling	Head Boys Basketball	Head Archery
	Head Cheerleading	Head Volleyball	Strength & Conditioning Coordinator	Head Football
LANE 2	Head Baseball	Head Softball	Vocal Music Director - HS	District Health Coordinator
	Head Boys Soccer	Head Girls Soccer	Musical Production Director	Instrumental Music Director
	Head Boys Cross Country	Head Girls Cross Country	Broadcast Media Program Instructor	Head Girls Track
LANE 3	Asst Varsity Football (2)	JV Volleyball	Asst Varsity Boys Basketball (2)	Asst. Instrumental Music (2)
	Asst Varsity Volleyball	Varsity Dance	Asst Varsity Girls Basketball (2)	JV Cheerleading
	Head Golf			
LANE 4	Asst Boys Soccer (2)	Asst Girls Soccer (2)	Debate & Speech	Musical Technical Director
	Asst HS Track (5) (2 boy, 2 girl, 1 JH/HS)	Asst HS Football (3)	HS Natl Honor Society	Publications - HS
	Asst Varsity Baseball (2)	Asst HS Wrestling (3)	HS Stuco Lead Sponsor	Vocal Music Director - JH
	HS Assistant/Head JH Wrestling (1)	JH Head Track		
LANE 5	9th Baseball	7-9 Asst Football (6)	7-9 Boys Basketball (3)	7-9 Girls Basketball (3)
	9th Girls Soccer	7-9 Volleyball (2)	Asst. HS Cross Country	Color Guard Director
	9th HS Cheerleading	7-9 Wrestling	Competitive Band Sponsor	HS FFA Sponsor
	9th Volleyball	Asst. Golf	JH Dance	HS Student Council Asst
	AM Weight Room - Full Year (2)	JH Cheerleader	Sr. Class Head Sponsor	Jr Class Head Sponsor
	Asst Softball (2)	JH Cross Country (2)	Website/Social Media Coord. - Athletics/Activities	JV Dance
	Asst. Baseball *(new 24-25)*	JH Track Asst (3)	Website/Social Media Coord. - Video Production	

LANE 6	HS FCCLA	Jr. Class Asst Sponsor (2)	Debate & Speech Asst	JH Natl Honor Society
	Vocal Music Director - Inter	Sr. Class Asst. Sponsor (1)	FBLA Sponsor	JH Publications
	Vocal Music Director -Elem.		Thespian Club	JH Student Council
LANE 7	PM Weight Room - Fall	Art Club	Esports	Soph. Class Sponsor (2)
	PM Weight Room - Winter	World Cultures Club (2)	Freshman Class Sponsor (2)	Interact Club
	PM Weight Room - Spring		Renaissance	Special Olympics (5)
LANE 8	Musical Production Band Director	Vocal Music Dir-Prim	Full Year Choir Accompanist	STEM Club - Intermediate (2)
	Musical Production Vocal Director	PLTW Sponsor	Int. Student Council Sponsor	STEM Club - Elementary (2)
Non-staff coaches will be paid 1 payment after the conclusion of the season: Fall Sports on 10/31/20xx, Winter Sports on 2/28/20xx, Spring Sports on 5/31/20xx				

Miscellaneous Compensation Rates

**When attendance is required outside of regular work/contract day and when the event is not listed elsewhere in this schedule. Excludes individuals employed as a Sign Language Interpreter.*

***When preparation time is required outside of school in order to facilitate the training. Must be approved by the Assistant Superintendent of Curriculum and Instruction.*

****Prior year IRS calculation is used.*

Miscellaneous Compensation			
Department	**Description**	**Rate**	**Frequency**
Athletics	*Game Worker - Statistician - Scorebook	$16.00	Hourly
	*Gate Worker	$16.00	Hourly
	*Wrestling/Track/Golf Tournament Worker	$16.00	Hourly
	*Announcer	$16.00	Hourly
	*Scoreboard Operator	$16.00	Hourly
	*Concessions	$16.00	Hourly

Miscellaneous Compensation			
Department	**Description**	**Rate**	**Frequency**
Assessment	Summer EOC Testing Room Proctor	$25.00	Hourly
	Testing Room Proctor - *Substitute*	Sub. Rate	Full Day
Special Services	Homebound Teacher - Certified Staff	$35.00	Hourly
	Interpreter/Translator - IEP/Events*	$30.00	Hourly
Curriculum and Instruction	Writing of Curriculum*	$25.00	Hourly
	New Curriculum Training*	$25.00	Hourly
Teaching and Learning	Department Head	$55.00	Per Person
	PLC Team Leader	$55.00	Per Person
	Teacher Mentor	$250.00	Year
	JH Community Service Learning Coord.	$25.00	Hourly
	HS Community Service Learning Coord.	$25.00	Hourly
Professional Development	Training Attendee*	$20.00	Hourly
	Training Facilitator**	$30.00	Hourly
	Data Evaluation and Placement*	$20.00	Hourly
	Assessment of Checks and Revision*	$20.00	Hourly
Student Instruction and Supervision	Detention Supervisor	$30.00	Hourly
	Before or After School Tutor - Certified Staff	$30.00	Hourly
	Reading and Math Tutor - School Day - Certified	$135.00	Daily
	EOC or ACT Preparation*	$30.00	Hourly
All Schools	*Student Workers - Game Workers Activities - Maintenance Buildings and Grounds - Instructional Aides	Rate of pay for activity or position.	Hourly
	Auditorium Soundboard Operator	$30.00	Hourly
Mileage Reimbursement**	Homebound	IRS	Mile

Miscellaneous Compensation			
Department	**Description**	**Rate**	**Frequency**
	Professional Development	IRS	Mile
	Inter-District Travel	IRS	Mile
Salaried employees will use the time-clock for any compensation that is paid by the hour, with the exception of Homebound Instruction.			

Summer School Stipends and Salaries

Summer School Stipends and Salaries	
Unless otherwise noted, all rates listed compensate for work performed through the duration of Summer School	
Position	**Rate**
District Summer School Coordinator - Principal (PK-4)	6500
District Summer School Coordinator - Principal (5-12)	6500
Summer School Assistant Principal K-12	6250
Summer School Teacher	5000
Summer School Nurse (RN)	5000
Summer School Nurse (LPN) - Not currently employed with the District	21/hr

- Summer School Staff- Secretarial, Health Aide, Food Service, Paraprofessional, and Transportation that are employed by the District during the regular school year in a similar capacity will be compensated according to the District's regular year salary schedule.
- Those not employed in that position by the District during the regular school year will be compensated at step one of the lowest applicable level of the District's regular school year salary schedule.
- During summer school, the Librarian position is classified as an hourly position and will be compensated at either the Paraprofessional rate or the current rate of pay for the employee holding the position, whichever is higher.

SUBSTITUTE SALARY INFORMATION

Substitute Certified, Administration, and Special Education Staff Salary Schedule

Daily Rate - $125 per day and half day $62.50

Daily Rate - R-3 Retiree is $130 per day and $65 per ½ day

Daily Rate - Teacher 10 or more consecutive days - $150 per day -

Daily Rate - Paraprofessional for 10 or more days $130 per day -

Substitute Nurse Salary Schedule

Substitute Nurse		
Position	**Full Day Rate**	**Half Day Rate**
Substitute Nurse Daily Rate- (RN)	150.00	75.00
Full day rate is paid for all days worked that exceed four (4) hours.		

Substitute Classified Salary Schedule

Classified Substitute and Temporary Assignments	
Position	**Rate**
Substitute Bus Driver	21/hr.
Substitute Secretary	Beginning Rate of Position
Substitute Custodian	17/hr
Substitute Maintenance	16.50/hr
Substitute Technology Specialist	20.50/hr
Substitute Health Aid	18.00/hr
Teacher - Custodian	$60 per ½ shift of duties

LEAVES AND ABSENCES

Certified and Professional Staff Absences and Leave

Consistent contact with students and staff is important to the learning environment and District operation and, therefore, is an essential duty of a professional staff member's position. However, the Board recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave from work are appropriate.

The District may require an employee to provide verification of illness from a healthcare provider or supply other documentation verifying the absence before the District applies sick leave or other applicable paid leave to the absence. In accordance with law, the District may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

The following leaves with pay will be provided to full-time professional staff employees. Regular part-time professional staff employees will receive these leaves on a pro rata basis. This policy does not apply to temporary or substitute staff members unless otherwise noted.

Unless the leave is taken due to serious illness or authorized in advance by the Superintendent or designee, an employee may not use leave days one school day before a non-student attendance day, one day following the non-student attendance day, or the last attendance day of the school year.

Sick and Personal Leave shall be counted in Full Day, ½ day AM, or ½ day PM increments.

Sick Leave

- Staff employees whose assignments call for 12 months of full-time employment will receive seven (7) days of sick leave.
- Staff employees whose assignments call for 11 months of full-time employment will receive six (6) days of sick leave.
- Staff employees whose assignments call for full-time employment only during the regular school term will receive five (5) days of sick leave.

Personal Leave

A maximum of five (5) days of personal leave will be available per school year. Unused personal leave days that are not used in the school year in which they are granted will be accumulated as sick leave days, up to 150 sick leave days.

Vacation

All professional staff employed on a 12-month basis will receive four (4) weeks of vacation per year. An employee must submit a written request for vacation when extended vacation is four or more consecutive days to the Superintendent or designee and receive written authorization before taking vacation days. If the employee's absence may disrupt District operations, the Superintendent or designee has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

1. All sick leave and personal leave for the current year must be used before an employee can access banked sick leave from prior years. Employees will use all accrued Sick Leave $50 days prior to Sick Leave $0 Days.
2. Teachers who are absent more than two consecutive contract days must have pre-approval of the superintendent to utilize personal days or a dr. note to utilize sick leave days. If this does not occur, the absence is for a reason not granted as paid or protected leave under Board policy or law.
3. Please review Board Policy GCBDA for further clarification regarding what types of absences may be charged against sick or personal leave.

Compensation for Unused Accrued Sick Leave - Eligible Certified and Professional Staff Members

Certified employees are eligible to receive, upon termination of employment, a Board-approved, prorated leave reimbursement. In order to qualify for leave reimbursement, the certified employee shall have unused accrued sick leave prior to July 1, 2019 and/or any unused vacation days. Maximum accrual 150 days. The month that the written resignation is submitted to the board for acceptance will apply for the resignations at the end of the current school year. For mid-contract resignations, the months' notice will apply.

In case of the death of an employee to whom pay for unused leave is owed pursuant to Board policy, the unused leave will be paid at the 6 months' notice amount to an individual designated by the employee, as indicated on the District-paid life insurance enrollment forms. If no designation is made, unused leave will not be compensated. The monetary amount will be set by the Board and may change on an annual basis.

Years in District	**September - November Board Meeting** *or Six Months Notice*	**December Board Meeting** *or Five Months Notice*	**January Board Meeting** *or Four Months Notice*	**February Board Meeting** *or Three Months Notice*	**March Board Meeting** *or Two Months Notice*	**April - August Board Meeting** *or One Month Notice*
0-10	**$125**	**$90**	**$80**	**$70**	**$60**	**$50**
11 +	**$125**	**$95**	**$90**	**$70**	**$60**	**$50**

Unused Leave Day Stipend - Full Time Employees

In July 2027, the Board will pay a stipend of $125 a day for any unused days or fraction of days from the allotted days given in 2026-2027. All eligible full-time employees will be eligible to receive a $125 a day stipend for days that were not used during the school year. The stipend will be paid in July of each year. Classified employees are eligible for the stipend when they become eligible for benefits.

Classified Staff Absence and Leave

Consistent staffing is important to the learning environment and District operation and therefore is an essential duty of all employees. However, the Board recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave from work are appropriate.

The District may require an employee to provide the District verification of illness from a healthcare provider or supply other documentation verifying the absence before the District applies sick leave or other applicable paid leave to the absence. In accordance with law, the District may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

The following leaves with pay will be provided to full-time support staff employees. This policy does not apply to temporary or substitute staff members unless otherwise noted.

Unless the leave is taken due to serious illness or authorized in advance by the superintendent or designee, an employee may not use leave days one school day before a non-student attendance day, one day following the non-student attendance day, or the last attendance day of the school year.

An absence shall be counted on a quarter-hour basis.

Leave

- Staff employees whose assignments call for 12 months of full-time employment will accrue twelve (12) days of leave annually.
- Staff employees whose assignments call for 11 months of full-time employment will accrue eleven (11) days of leave annually.
- Staff employees whose assignments call for full-time employment only during the regular school term will accrue ten (10) days of leave.

Vacation

1. Twelve-month non certified personnel are granted two weeks (10 working days) of vacation annually. An employee must have been employed a minimum of one year for two weeks of vacation. Employees employed less than one year, will receive a prorated amount of vacation days depending on the month of hire.
2. Twelve-month non certified personnel are granted three weeks (15 working days) of vacation annually after completing five years or more of employment.
3. Employees transferring from a 10-month **full-time** position to a 12-month **full-time** position **can** count previous consecutive full-time years of service towards earning vacation, if there is no break in service.
4. Part-time employees that transfer to a 12-month full-time position **cannot** count previous part-time years of service towards vacation.
5. All leave for the current year must be used before an employee can access banked leave. **If no leave time exists, accrued vacation time must be used.**
6. Classified employees will accumulate leave time in equal installments determined by the number of leave days and pay periods associated with their assignment.
7. Please review Board Policy GDBDA for further clarification regarding what types of absences may be charged against leave.
8. **Unpaid Leave is a violation of Board Policy, unless approved by the Superintendent or Designee**

Classified Employee (10 and 11 months) Use of Leave on Snow Days, Fall Break, Christmas Break, and Spring Break

10 and 11-month classified employees do not receive compensation for snow days or during Fall Break, Christmas Break or Spring Break. In an effort to assist employees financially and ensure full checks, the district allows the applicable employees to use previously accrued leave days on these days.

- Applies to full-time 10 and 11-month hourly employees who have applicable leave available for that current year.
- Allows eligible employees (administrative assistants, food service, bus drivers, paraprofessionals) to utilize their accrued leave time on the following days due to school not being in session:
    - First five (5) snow or AMI days, if an applicable district snow or AMI day.
    - Spring Break
    - Christmas Break
- It will be the employee's responsibility to input the leave time into the time-clock system to receive pay for those days.
- The days used will be taken in the same order as normal - (1) days earned this school year (subject to the stipend of $125), (2) days earned prior to July 2019.
    - Days earned and banked in previous years after 2019 are not eligible to be used on these dates.
- Applicable Leave Days used for this purpose will not be used to determine violations of the attendance policies associated with Policy GBCBC - 3. The employee has not otherwise exhausted applicable leave days, but the absence exceeds 5 days a month, 7 days in a semester, 12 days in a school year, 30 days over three years, or is otherwise disruptive to district operations, as determined by the district.
- Applicable Leave Days used for this purpose will not count against Perfect Attendance.
- Excludes substitute employees.

Classified Vacation Chart (12 month)

Classified Vacation -Earning as of July 1			
Month Hired	**Months Employed as of July 1**	**Hours**	**Days**
June - (previous year)	12	80.00	10.00
July	11	73.36	9.17
August	10	66.64	8.33
September	9	60.00	7.50
October	8	53.36	6.67
November	7	46.64	5.83
December	6	40.00	5.00
January	5	33.36	4.17
February	4	26.64	3.33
March	3	20.00	2.50
April	2	13.36	1.67
May	1	6.64	0.83

Compensation for Unused Leave - Eligible Classified and Support Staff Members

Classified employees when they become eligible for benefits, are eligible to receive, upon termination of employment, a Board-approved, prorated leave reimbursement for unused leave days earned prior to July 1, 2019 and/or any unused vacation days. Upon termination of employment, the employee will be compensated at a rate approved by the Board of Education. Maximum accrual 150 days.

In case of the death of an employee to whom pay for unused leave is owed pursuant to Board policy, the unused leave will be paid at the 6 months' notice amount to an individual designated by the employee, as indicated on the District-paid life insurance enrollment forms. If no designation is made, unused leave will not be compensated.

Years in District	Six Months Notice	Five Months Notice	Four Months Notice	Three Months Notice	Two Months Notice	One Month Notice
0-10	$125	$90	$80	$70	$60	$50
11 +	$125	$95	$90	$70	$60	$50

Unused Leave Day Stipend - Full Time Employees

In July 2027, the Board will pay a stipend of $125 a day for any unused days or fraction of days from the allotted days given in 2026-2027. All eligible full-time employees will be eligible to receive a $125 a day stipend for days that were not used during the school year. The stipend will be paid in July of each year. Classified employees are eligible for the stipend when they become eligible for benefits.

Bereavement Leave Qualification Chart and Explanation

Bereavement Leave – When a death occurs in an employee's immediate family, a full-time staff member may take up to five days off with pay to attend the funeral or make funeral arrangements for a spouse and children/stepchildren and up to three days off with pay to attend the funeral or make funeral arrangements for the remaining family. The District may require verification of the need for the leave.

5 DAYS OF LEAVE IS GRANTED FOR:

- Biological Father
- Biological Mother
- Adoptive Father
- Adoptive Mother
- Spouse
- Biological Child
- Step-Child

3 DAYS OF LEAVE IS GRANTED FOR:

- Step-Father
- Step-Mother
- Grandparents
- Grandchildren
- Children's Spouses
- Sibling
- Spouse's Father/Mother
- Spouse's Child
- Spouse's Siblings
- Spouse's Grandparents
- Spouse's Grandchild
- Any other family member residing with the employee.
- Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

BENEFITS INFORMATION

Benefit Start Dates for Certificated and Classified Employees:

1. **Certificated employee** benefits will start on the 1st of the month in which they are hired. Benefits will end on July 31, 20xx if the employee resigns at the end of the school year and completes their contractual employment dates. If the employee doesn't complete the term of their contract, benefits will end depending on the day they resign/terminate.
2. **Classified employee** health, vision, and dental benefits will start the 1st of the month following the successful completion of their 60-day probationary period. Leave benefits begin accruing after the start date. Classified employee benefits will end depending on the day they resign/terminate. See below:

    a. If resigning/terminating on the 1st – 15th of the month, benefits will end on the last day of that month.
    b. If resigning/terminating on the 16th – last day of the month, benefits will end on the last day of the following month.

Staff Fringe Benefits – Policy GCBC and GDBC

The Board recognizes that fringe benefits, such as insurance opportunities, are an integral part of the total compensation plan for full-time staff members. The Superintendent or designee will research and present to the Board fringe benefit opportunities that will assist the District in attracting and retaining quality employees.

Unless otherwise indicated in this policy, a staff member is considered to be a full-time employee if he or she holds a position designated as full time in the relevant job description.

Benefits Fully or Partially Paid by the District

The District will provide access to and contribute toward the cost of the following benefit options for full-time professional staff members:

1. Health insurance or a group health plan
2. Life insurance
3. Vision insurance
4. Dental insurance
5. Other benefits as approved by the Board

Health Insurance or Group Health Plan

The Board will provide eligible full-time employees access to District-sponsored health insurance or a group health plan, in accordance with Federal law. For health insurance or health plan purposes, an eligible employee is defined as a staff member the District reasonably expects to work an average of 30 hours or more per week as determined by law. Bus drivers who work an average of 30 hours or more per week will also be provided access to the District's health insurance or group health plan.

Any district health insurance contract or plan shall include a provision allowing persons who retire from the District to remain or become members of the plan if they are eligible to receive benefits under the Public School Retirement System of Missouri (PSRS) or the Public Education Employee Retirement System of Missouri (PEERS) by paying premiums. In addition, the retiree's spouse and children must be allowed to become members of the plan if they are receiving or are eligible to receive benefits under the PSRS or PEERS. Retirees and their spouses and children will have one year from the date of retirement to qualify and enroll in the coverage. Once that date has passed, if a retiree or his or her spouse or children discontinue District coverage, they are not eligible to re-enroll.

Health Insurance Rates and Plans

	2026-2027 Medical Insurance							
	High Plan (W/HRA INCLUDED) ($500 Deductible)		Middle Plan (W/HRA INCLUDED) ($1,000 Deductible)		Base Plan ($2,500 Deductible)		H.S.A. Plan ($3,400 Deductible) *District contribution amt to Employee's H.S.A is $110.00	
	District	Employee	District	Employee	District	Employee	District	Employee
Employee	$751	$169	$751	$149	$751	$99	$641	$0
EE + Spouse	$0	$1,268	$0	$1,231	$0	$1,027	$0	$699
EE + Children	$0	$921	$0	$878	$0	$766	$0	$500
EE + Family	$0	$1,885	$0	$1,784	$0	$1,618	$0	$1,146

Dental Insurance Rates and Plans

	2026-2027 Dental Insurance	
	District	Employee
Employee	$46.57	$0.00
EE + Spouse	$0.00	$51.18
EE + Children	$0.00	$75.96
EE + Family	$0.00	$133.05
All Premiums Shown are Monthly		

Vision Insurance Rates and Plans

	2026-2027 Vision Insurance			
	Davis Vision		VSP	
	District	Employee	District	Employee
Employee	$8.29	$0.00	$8.29	$1.42
EE + Spouse	$0.00	$6.99	$0.00	$9.59
EE + Children	$0.00	$7.73	$0.00	$10.45
EE + Family	$0.00	$15.69	$0.00	$19.77

Benefits Provided by the District at Employee Expense

In accordance with law, the District is required to establish a premium-only cafeteria plan unless the District provides health insurance through a self-insured or self-funded group health plan. Even if the District provides health insurance through a self-insured or self-funded plan, the District may choose to offer employees access to a cafeteria plan or other benefits at the employee's expense.

403(b) Program (Administered by Third Party)

The District offers participation in a 403(b) annuity program in accordance with law. The District has selected and contracted with a third-party company to administer the program. A copy of the District's written plan is available in the Central Office. Selection and removal of vendors and funding vehicles shall be in accordance with the policy recommended by the third-party administrator, which is incorporated by reference into this policy.

Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) Requirements

In accordance with law, the District-sponsored health insurance or group health plan will allow for continuing coverage of employees and their spouses, former spouses or dependent children after certain qualifying events upon payment of the applicable premium. This obligation applies to both District-paid and employee-paid options. Qualifying events include, but are not limited to, employee resignation from the District, most situations involving employee termination and situations where an employee's hours have been reduced so that he or she no longer qualifies for District-paid health insurance or the group health plan. The District will provide notices as required by law.

Employee Well-Being and Self-Care Reimbursement Program

The district will reimburse full-time benefit eligible employees up to $150 annually from gym memberships, and approved wellness or physical fitness program coaching. The reimbursement documentation and receipts will be accepted and reimbursed by the district two times per year, on specific dates to be determined.

HISTORICAL CERTIFIED AND PROFESSIONAL SALARY INFORMATION

2026-2027 Certified Teacher MOU

2009-2027 Historical Salary Adjustments and Changes

- **2009-2010:** No step increase.
- **2010-2011:** One step increase with an additional stipend for professional development.
- **2011-2012**: One step increase and three contracted days added to salaries without additional work requirements.
- **2012-2013:** No step increase; however, a 1.5% salary increase across the board was implemented, along with an additional stipend.
- **2013-2014:** Two-step increase.
- **2014-2015:**
    - Certified staff: $330 (1%) increase and one step.
    - Classified staff: $0.15 per hour increase and one step.
- **2015-2016:** Implementation of "The Fix," a movement of two steps, one step, or no steps, depending on the hire date. This adjustment ensured all employees were correctly positioned within the salary schedule for both certified and classified staff.
- **2016-2017:**
    - Certified staff: One step increase and a $600 base salary increase. Addition of a Doctorate Lane. Speech-Language Pathologists received a $4,000 stipend.
    - Classified staff: Salary adjustments ranged from $0.29 to $0.42 per hour, plus one step (Technology staff received a $3.00 increase to the base, and the paraprofessional base salary was increased from $8.17 to $10.50).
    - Classified salary schedules were restructured into individual position schedules, and increases were based on average hours worked to equal a $600 increase.
    - Sign Language Interpreters and the Assistant Director of Maintenance were reclassified as Non-Exempt under FLSA guidelines.
- **2017-2018:** One step increase. Additional steps were added to the MA and MA+15 lanes. A $400 step increase was implemented for the following lanes and steps:
    - MA: Steps 25-30
    - MA+15: Steps 27-30
    - MA+30: Steps 29-30
    - Doctorate: Steps 29-30
- **2018-2019:**
    - One step increase.
    - The BA Column was merged into the BA+8 Column, eliminating the BA+8 designation. As a result, the BA base salary increased from $34,019 to $34,848, with an additional $250 increase to the base, bringing the final base salary to $35,098.
    - District-funded insurance is set at $521 per month.
- **2019-2020:**
    - One step increase.
    - District-funded insurance is maintained at $521 per month.
    - Introduction of a $100 per unused leave day stipend, paid in July 2020.
    - Adjustments to leave days: Total leave changed from 12 days (9 sick, 3 personal) to 10 days (5 sick, 5 personal).
- **2020-2021:**
    - One step increase.
    - District-funded insurance is maintained at $521 per month.
    - $100 per unused leave day stipend, paid in July 2020.

- Leave policy revised to 5 personal and 5 sick days for 10-month employees.
- Elimination of 5 additional days for Library Media Specialists,
- Additional $1,000 stipend provided

- **2021-2022:**
  - Base salary increased to $40,050.
  - One step increase.
  - BA Column moved to BA+15; BA+15 Column moved to BA+24, eliminating the BA+24 designation.
  - Annual step increase of $150 for Steps 1-5.
  - Steps 6-30 adjusted, increasing the annual step amount from $829 to $850.
  - Step amounts for Steps 28-30 increased to $1,500 across all salary columns.
  - The Extra Duty Schedule expanded from a 9-year to a 30-year structure.
  - Classified staff received a $0.40 per hour increase plus one step
  - Additional $300 stipend provided.
- **2022-2023:**
  - Base salary increased to $40,800.
  - One step increase plus a $750 increase for teachers.
- **2023-2024:**
  - Base salary increased to $41,300.
  - One step increase plus a $500 base increase. Career Ladder incentives introduced:
  - Stage I: $1,500
  - Stage II: $3,000
  - Additional $550 Thanksgiving Stipend provided.
- **2024-2025:**
  - Base salary increased to $42,800.
  - One step increase plus a $1,500 base increase. Career Ladder incentives expanded:
  - Stage III: $5,000
  - Additional $550 Thanksgiving Stipend provided.
- **2025-2026**:
  - Base salary increased to $44,550.
  - One step increase plus a $1,750 base increase.
  - Leave day stipend increased to $125 per unused day.
  - Additional $550 Thanksgiving Stipend provided.
  - $150 Employee Wellness Reimbursement Implemented.
  - Special Education Position Stipends Implemented.
    - $2,000 - Resource Classroom
    - $3,000 - Life Skills Classroom
    - $4,000 - Behavior Classroom
- **2026-2027**:
  - Base salary increased to $45,550.
  - One step increase plus a $1,000 base increase.
  - Carry forward previous items added in previous years.
  - The Thanksgiving Stipend is not guaranteed and approved on an annual basis.

Job Description, Ed. Plus Comparative Data and Labor Market Review Cycles by Position

Job Description, Ed Plus Comparative Data and Labor Market Review Cycles by Position

Job Description, Ed Plus Comparative Data and Labor Market Review by Position		
Rotation	**Group**	
1	**School Year Hourly & Extra Duty**	
2	**12 Month Hourly**	
3	**Certified and Substitutes**	
4	**Non-Affiliated & Salaried & Misc. Comp**	
5	**Administration**	
	Scheduled Dates for Review	**Scheduled Dates for Implementation (Pending Board Approval)**
School Year Hourly and Extra Duty	2028-29	2029-30
12 Month Hourly	2029-30	2030-31
Certified and Substitutes	2030-31	2031-32
Non-Affiliated & Salaried & Misc. Comp	2031-32	2032-33
Administration	2032-33	2033-34

Year 1 – School Year Hourly & Extra Duty

BUS DRIVER
LEAD BUILDING SECRETARY
BUILDING ADMINISTRATIVE ASSISTANT
COUNSELING OFFICE ADMIN. ASSISTAN-
LIBRARY AND TECHNOLOGY SUPPORT SECRETARY
FOODSERVICE PARAPROFESSIONAL
PRIMARY LUNCH AIDE
SUCCESS ROOM AIDE
SIGN LANGUAGE INTERPRETER
HEALTH SERVICES AIDE

7-9 ASST FOOTBALL
7-9 BOYS BASKETBALL
7-9 GIRLS BASKETBALL
7-9 VOLLEYBALL
7-9 WRESTLING
9TH BASEBALL
9TH GIRLS SOCCER
9TH HS CHEERLEADING
9TH VOLLEYBALL
AM WEIGHT ROOM - FULL YEAR
ARCHERY CLUB SPONSOR
ART CLUB
ASST BOYS SOCCER
ASST GIRLS SOCCER
ASST HS FOOTBALL
ASST HS TRACK (2 BOY, 2 GIRL, 1 JH/HS)
ASST HS WRESTLING
ASST PRINT DEPT
ASST SOFTBALL
ASST VARSITY BASEBALL
ASST VARSITY BOYS BASKETBALL
ASST VARSITY FOOTBALL
ASST VARSITY GIRLS BASKETBALL
ASST VARSITY VOLLEYBALL
ASST. BASEBALL
ASST. GOLF
ASST. HS CROSS COUNTRY
ASST. INSTRUMENTAL MUSIC
ASST. MARCHING BAND PERCUSSION INSTRUCTOR
BRIDLE RIDGE FARM COORDINATOR
BROADCAST MEDIA PROGRAM INSTRUCTOR
COLOR GUARD CHOREOGRAPHER
COLOR GUARD DIRECTOR

COMPETITIVE BAND SPONSOR
DEBATE & SPEECH
DEBATE & SPEECH ASST
DISTRICT HEALTH COORDINATOR
ESPORTS
FBLA SPONSOR
FRESHMAN CLASS SPONSOR
FULL YEAR CHOIR ACCOMPANIST
HEAD BASEBALL
HEAD BOYS BASKETBALL
HEAD BOYS SOCCER
HEAD FOOTBALL
HEAD GIRLS BASKETBALL
HEAD GIRLS SOCCER
HEAD GIRLS TRACK
HEAD GOLF
HEAD SOFTBALL
HEAD VARSITY BOYS CROSS COUNTRY
HEAD VARSITY CHEERLEADING
HEAD VARSITY GIRLS CROSS COUNTRY
HEAD VOLLEYBALL
HEAD WRESTLING
HS ASSISTANT/HEAD JH WRESTLING
HS FCCLA
HS FFA SPONSOR
HS NATL HONOR SOCIETY
HS STUCO LEAD SPONSOR
HS STUDENT COUNCIL ASST
INSTRUMENTAL MUSIC DIRECTOR
INT. STUDENT COUNCIL SPONSOR
INTERACT CLUB
JH CHEERLEADER
JH CROSS COUNTRY
JH DANCE
JH HEAD TRACK
JH NATL HONOR SOCIETY
JH PUBLICATIONS
JH STUDENT COUNCIL
JH TRACK ASST
JR CLASS HEAD SPONSOR
JR. CLASS ASST SPONSOR
JV CHEERLEADING
JV DANCE
JV VOLLEYBALL
MUSICAL PRODUCTION BAND DIRECTOR
MUSICAL PRODUCTION DIRECTOR
MUSICAL PRODUCTION VOCAL DIRECTOR
MUSICAL TECHNICAL DIRECTOR
PLTW SPONSOR
PM WEIGHT ROOM - FALL
PM WEIGHT ROOM - SPRING
PM WEIGHT ROOM - WINTER
PUBLICATIONS - HS
RENAISSANCE
SOPH. CLASS SPONSOR
SPECIAL OLYMPICS
SR. CLASS ASST. SPONSOR
SR. CLASS HEAD SPONSOR
STEM CLUB - INTERMEDIATE
STRENGTH & CONDITIONING COORDINATOR
THESPIAN CLUB
VARSITY DANCE
VOCAL MUSIC DIR-PRIM
VOCAL MUSIC DIRECTOR - ELEM.
VOCAL MUSIC DIRECTOR - HS
VOCAL MUSIC DIRECTOR - INTER
VOCAL MUSIC DIRECTOR - JH
WEBSITE/SOCIAL MEDIA COORD. - ATHLETICS/ACTIVITIES
WEBSITE/SOCIAL MEDIA COORD. - VIDEO PRODUCTION
WEBSITE/SOCIAL MEDIA/COMM. COORD. - ALL DISTRICT
WORLD CULTURES CLUB

Year 2 - 12 Month Hourly

ACCOUNTS PAYABLE SPECIALIST
ATHLETICS & ACTIVITIES ADMINISTRATIVE ASSISTANT
DISTRICT ADMIN ASSISTANT – PERSONNEL/RECEPTIONIST
DISTRICT ADMIN ASSISTANT – WORK COMP/ACCOUNTING
CUSTODIAN
CUSTODIAN SUPERVISOR
DISTRICT REGISTRAR
DISTRICT ADMIN ASSISTANT HS REGISTRAR AND HB SERVICES
HUMAN RESOURCES SPECIALIST
HVAC LEAD TECHNICIAN
HVAC TECHNICIAN I
HVAC TECHNICIAN II
MAINT. TECH I – GROUNDS
MAINT. TECH II – BUILDING LEAD
MAINT. TECH III – ELECTRICIAN
MOSIS/DATA SPECIALIST
DISTRICT ADMIN ASSISTANT OPERATIONS AND TRANS.
DISTRICT ADMIN ASSISTANT SP. ED. AND PROCESS COOR.
TECHNOLOGY SPECIALIST
TRANSPORTATION SHOP SUPERVISOR
TRANSPORTATION TECH I
TRANSPORTATION TECH II

Year 3 – Certified and Substitutes

ALTERNATIVE EDUCATION
BAND
BEHAVIORAL INTERVENTIONIST
BUSINESS EDUCATION
CREDIT RECOVERY PROGRAM
TEACHER DEAF/HARD OF HEARING
EARLY CHILDHOOD SPECIAL EDUCATION
EARLY LEARNING TEACHER
ENGLISH
FAMILY/CONSUMER EDUCATION
FIFTH GRADE
FIRST GRADE
FOURTH GRADE
HEALTH
JAG
KINDERGARTEN
LANGUAGE ARTS
LIBRARY MEDIA SPECIALIST
MATHEMATICS
PHYSICAL EDUCATION
PLTW
PRIMARY ACADEMIC INTERVENTIONIST
READING - TITLE I
SCHOOL COUNSELOR
SCHOOL NURSE
SCIENCE
SECOND GRADE
SIXTH GRADE
SOCIAL STUDIES SPANISH
SPECIAL EDUCATION
TECHNOLOGY EDUCATION THEATER
THIRD GRADE
YOUTH APPRENTICESHIP
SUBSTITUTE TEACHER
SUBSTITUTE NURSE

Year 4 - Non-Affiliated & Salaried and Miscellaneous

BEHAVIOR INTERVENTION SPECIALIST
DIRECTOR OF BUILDINGS AND GROUNDS
DISTRICT CURR. AND INSTRUCTION (550 HOUR)
DISTRICT DATA ANALYST (550 HOUR)
DISTRICT DATA MANAGER
DISTRICT COMMUNITY RELATIONS AND GRANT COORDINA (550 HOUR)
FARM DIRECTOR/AGRICULTURE TEACHER
HOME SUPPORT SPECIALIST (K-6)
SCHOOL SOCIAL WORKER
SCHOOL NURSE
PSYCHOLOGICAL EXAMINER
PROCESS COORDINATOR
SPEECH LANGUAGE PATHOLOGIST
OT/PT THERAPIST
PERSONNEL SERVICES SUPERVISOR
DISTRICT SAFETY SPECIALIST (300 HOUR)

STUDENT WORKERS
ANNOUNCER
ASSESSMENT OF CHECKS AND REVISION
AUDITORIUM SOUNDBOARD OPERATOR
BEFORE OR AFTER SCHOOL TUTOR - CERTIFIED STAFF
DATA EVALUATION AND PLACEMENT
DEPARTMENT HEAD
DETENTION SUPERVISOR
EOC OR ACT PREPARATION
GAME WORKER - STATISTICIAN - SCOREBOOK
GAME WORKERS ACTIVITIES
GATE WORKER
HOMEBOUND TEACHER - CERTIFIED STAFF
HS COMMUNITY SERVICE LEARNING COORD.
INTERPRETER/TRANSLATOR - IEP/EVENTS
JH COMMUNITY SERVICE LEARNING COORD.
NEW CURRICULUM TRAINING
PLC TEAM LEADER
READING AND MATH TUTOR - DURING SCHOOL DAY
SUMMER EOC TESTING ROOM PROCTOR
TEACHER MENTOR
TESTING ROOM PROCTOR - SUBSTITUTE
TRAINING ATTENDEE
TRAINING FACILITATOR
WRESTLING/TRACK/GOLF TOURNAMENT WORKER
WRITING OF CURRICULUM
DISTRICT SUMMER SCHOOL COORDINATOR - PRINCIPAL (5-12)
DISTRICT SUMMER SCHOOL COORDINATOR - PRINCIPAL (PK-4)
SUMMER SCHOOL ASSISTANT PRINCIPAL K-12
SUMMER SCHOOL NURSE (LPN) - NOT CURRENTLY EMPLOYED WITH THE DISTRICT
SUMMER SCHOOL NURSE (RN)
SUMMER SCHOOL TEACHER

Year 5 - Administration

ASSISTANT PRINCIPAL – ELEMENTARY
ASSISTANT PRINCIPAL – HIGH SCHOOL
ASSISTANT PRINCIPAL – HIGH SCHOOL/ALTERNATIVE SERVICES
ASSISTANT PRINCIPAL – INTERMEDIATE
ASSISTANT PRINCIPAL – JR. HIGH SCHOOL
ASSISTANT SUPERINTENDENT - OPERATIONS AND CLASSIFIED HUMAN RESOURCES
ASSOCIATE SUPERINTENDENT - CURRICULUM & INSTRUCTION AND CERTIFIED HUMAN RESOURCES
DIRECTOR OF FINANCE
DIRECTOR OF TECHNOLOGY
DIRECTOR OF TRANSPORTATION
DISTRICT ACTIVITIES DIRECTOR/ASSISTANT PRINCIPAL – HIGH SCHOOL
EXECUTIVE DIRECTOR OF SPECIAL SERVICES AND EARLY CHILDHOOD - SPECIAL EDUCATION HUMAN RESOURCES
PRINCIPAL - EARLY CHILDHOOD/PARENTS AS TEACHERS
PRINCIPAL - ELEMENTARY
PRINCIPAL – HIGH SCHOOL
PRINCIPAL – INTERMEDIATE
PRINCIPAL – JR. HIGH
PRINCIPAL – PRIMARY


Hawks
HILLSBORO R3
A Destination School District