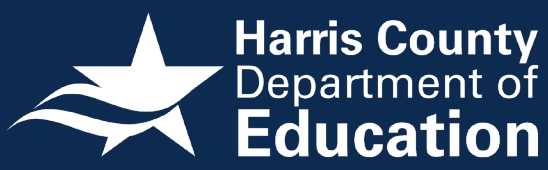




# 2022-2023 SALARY SCHEDULE



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**Harris County Department of Education** adopts a new compensation plan and salary schedule each year. Neither past nor future salaries may be accurately calculated or determined from information contained in this salary schedule. Calculation of all salaries shall be determined by the Human Resources Division. Furthermore, the Department is not responsible for or bound to any typographical errors that may have occurred during the production of this document.

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# BOARD OF TRUSTEES

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# ADMINISTRATION, MISSION STATEMENT, AND GOALS

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## ADMINISTRATION

**JAMES COLBERT, JR.** | *County Superintendent*

**JESUS AMEZCUA, CPA, Ph.D.** | *Assistant Superintendent for Business Services*

**JONATHAN PARKER** | *Assistant Superintendent for Academic Support*

**CJ RODGERS, Ed.D.** | *Assistant Superintendent for Education and Enrichment*

## MISSION STATEMENT

Harris County Department of Education supports Harris County by enriching educational opportunities and providing value through services.

## GOALS

1. Impact education by responding to the evolving needs of Harris County.
2. Deliver value to Harris County by utilizing resources in an ethical, transparent, and fiscally responsible manner.
3. Advocate for all learners by using innovative methods to maximize students' potential.
4. Provide cost-savings to school districts by leveraging tax dollars.
5. Recruit and maintain a high-quality professional staff.

## COMPENSATION PHILOSOPHY STATEMENT

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The Superintendent shall develop and recommend a pay system for all Department personnel to the Board of Trustees for adoption. The pay system shall be designed to provide appropriate pay for the assessed worth of jobs. The system shall consist of pay range structures for the following employee groups: management, professional, certified instructional, clerical/paraprofessional, and technical.

The system shall be designed and administered to accomplish the following:

- Remain competitive with appropriate labor markets for the various categories of personnel.
- Recognize the levels of skill, effort, and responsibility required of different jobs.
- Be fiscally controlled and cost effective.

## ADMINISTRATIVE PROCEDURES

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### 1.0 DESCRIPTION PAY SYSTEMS

#### 1.1 Purpose and Authority

Employee pay systems are designed and administered for the purpose of attracting and retaining qualified employees to achieve the goals of the Department. The Superintendent is responsible for the development, maintenance, and administration of employee pay systems in accordance with Board policies and administrative procedures.

#### 1.2 Minimum Pay Requirements

Certified classroom teachers, librarians, registered nurses, and counselors will be paid no less than the state minimum salary schedule based on creditable experience. Experience will be credited according to the commissioner's rules on creditable service (19 TAC 153.1021). Local salaries for these employees will be determined annually after Board approval of the pay increase budget. Non-exempt employees will be paid no less than the current minimum wage in accordance with the federal Fair Labor Standards Act (FLSA).

#### 1.3 Pay Plans

The Department will maintain position classification and pay range structures for all jobs. Jobs will be grouped into position classifications and pay range structures in the following categories: (1) managers, (2) professionals, (3) certified teachers, (4) clerical and paraprofessional, and (5) technical.

Each job will be assigned to a pay grade that determines the minimum to maximum pay range for the position. Pay ranges are set to be competitive with the relevant job market for benchmark positions. Jobs are assigned to pay ranges on the basis of the following factors: (7) job qualification and required skills; (2) job duties and responsibilities defined by the Department; and (3) competitive job market prices.

No employee will be paid more than the maximum rate for his/her pay grade unless the employee was earning more than that amount prior to the adoption of the pay plan. Pay ranges are reviewed annually and should be adjusted as needed. Employee salaries will advance through the pay range based upon the general pay increase budget approved by the Board each year.



## 2.0 JOB CLASSIFICATION

### 2.1 Purpose and Authority

Job classification determines the assigned pay range for a job. Job classification is based on an assessment of job requirements and assigned duties. Jobs are compared and classified on the basis of the following factors: knowledge and skill requirements, complexity of assigned duties, job accountability, and working conditions. The Human Resources Division will collect job information, evaluate jobs for classification purposes, and recommend pay-grade assignments. The Superintendent has final authority concerning job classifications.

### 2.2 Reclassification of Current Positions

A job reclassification occurs when the same position is moved to a higher or lower pay grade. An upward or downward job reclassification will result in greater or lesser potential for pay advancement over time. Jobs may be reclassified for a number of different reasons. Those reasons include a significant and sustained increase or decrease in job duties and responsibilities assigned by the supervisor, a need to improve internal pay equity with other related jobs, or a significant change in the external job market.

### 2.3 Salary Adjustments for Job Reclassification

- If the job is reclassified upward due to a significant and sustained increase in assigned job duties and responsibilities. The reclassification will be treated as a promotion. Refer the procedures on promotion increases (section 8.2).
- If the job is reclassified to improve internal equity with other related jobs and there is no significant and sustained increase in assigned duties, there will be no immediate pay increase. Future earnings will be higher as a result of placement in a higher pay range. Employees will not be paid less than the minimum of the new pay range.
- If the job is reclassified due to a change in the external job market, special equity adjustments may be made at the direction of the Superintendent. Refer to procedures on individual equity adjustments (section 6.0).
- If the job is reclassified downward due to a decrease in duties and responsibilities assigned, the employee's pay may be reduced at the direction of the Superintendent. In this case, the reclassification will be treated as a demotion. Refer to procedures on pay adjustments for demotion (section 9.2).

### 2.4 Procedures for Job Classification Review

Review of job classifications must be initiated by the job supervisor. Reviews will be conducted as follows:

1. The immediate supervisor may request a job classification review according to the schedule and procedures designated by the Human Resources Division.
2. The supervisor must submit a completed reclassification request form to the Human Resources Division.
3. The Human Resources Division will review the request form, obtaining additional job information if necessary. Additional information may be obtained by requesting a job analysis questionnaire, by interviewing the supervisor and/or employee(s), or by visiting the work site for observation.
4. The Human Resources Division will re-evaluate the job against other benchmark jobs using standard compensable job factors.
5. The Human Resources Division will prepare a written recommendation for pay grade assignment for the Superintendent's review.
6. The Human Resources Division will notify the supervisor and the employee of the pay grade assignment after the Superintendent's review and approval.

## 2.5 Classification of New Positions

New positions must have a written job description. The Human Resources Division will recommend to the Superintendent the pay grade classification of new positions based on the job description and consultation with the job supervisor. New positions must be classified in the pay system prior to hiring new employees.

## 3.0 BASE PAY FOR EXEMPT AND NON-EXEMPT EMPLOYEES

### 3.1 Classification of Positions as Exempt or Non-Exempt

All jobs will be classified as exempt or non-exempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA). The Human Resources Division will determine the classification of each position based on a description of assigned job duties and the method of compensation.

In order to be exempt, the employee's primary duties must fall under one of the three types of exemption: executive, administrative, or professional, as defined under the FLSA, and the employee must be compensated on a salary basis. All employees who do not meet the legal requirements for exemption are classified as non-exempt.

### 3.2 Salary Basis

All full-time employees are paid on a salary basis for their annual employment period. Payment on a salary basis means that employees are paid a fixed sum for the job, which amount is paid out in equal installments. Exempt employees do not receive overtime compensation. Employees who are non-exempt will receive overtime compensation as described in section 4.0.

### 3.3 Prorating Pay for Reduced Work Year

Salaries will be adjusted proportionately for employees who work less than full time or less than a full year.

## 4.0 OVERTIME COMPENSATION

### 4.1 Overtime Defined

Non-exempt employees who work more than 40 hours in a workweek of seven consecutive days are entitled to overtime compensation for time worked over 40 hours. Exempt employees (i.e., professional, administrative, and executive) are not entitled to overtime compensation.

An employee's regular work schedule may be adjusted during the week to limit or eliminate overtime. The Department's workweek begins at 12:01 a.m. on Monday and ends at 12:00 midnight on the following Sunday. Overtime must be paid or accrued as compensatory time on the regular payday for the period in which the overtime workweek ended. Every workweek stands alone and different workweeks cannot be consolidated or averaged.

### 4.2 Time Records

Weekly time records will be maintained on all non-exempt personnel on forms approved by the Department. Records will indicate all hours worked each week, including compensatory time earned and used. Weekly time records must be verified by the supervisor and submitted to payroll on designated dates. Official weekly time records shall be maintained in the central payroll office for all non-exempt personnel. All payroll records, including time records, shall be maintained for a period of three years, and shall be made available for inspection by government authorities on request. Failure to maintain accurate records of hours worked may result in disciplinary actions.

### 4.3 Authorization of Overtime

All overtime worked must be approved by a supervisor in advance. Supervisors are responsible for preventing unauthorized overtime. Employees who work unauthorized overtime may be subject to disciplinary action.

Supervisors of non-exempt employees must ensure that employees understand how they will be compensated for overtime (compensatory time off or cash) prior to the employees working overtime hours. Overtime pay requirements cannot be waived by voluntary agreement between the Department and the employee and the employee cannot “donate” overtime or agree to be paid at reduced rates.

### 4.4 Compensation for Overtime

Compensation for overtime hours will be awarded at 1 ½ times the regular rate. Compensation may be given in compensatory time off or paid in the regularly scheduled paycheck.

### 4.5 Use of Compensatory Time

Compensatory time may be accumulated up to a maximum limit of 40 hours including time-and-a-half-rates. Employees who have accrued compensatory time must use that time before using other accrued leave. Compensatory time accrued must be used or paid before the end of each fiscal year. All unused compensatory time will be paid before the beginning of the new fiscal period.

## 5.0 GENERAL PAY INCREASES

### 5.1 Eligibility for General Pay Increase

Employee salaries and wages will be reviewed annually for adjustment. General pay increases are given to employees to reward continued service to the Department. An employee’s performance must be satisfactory to receive a pay increase unless exceptions are granted by the Board.

To be eligible for a general pay increase, 12-month employees must be employed by May 1 of the immediately preceding school year, 11-month employees must be employed by April, and 10-month employees must be employed by March 1.

### 5.2 Pay Increase Budget

The Superintendent will recommend a total budget amount for general pay increases as part of the annual budget process. Budget recommendations for general pay increases will be based on available revenue, changes in minimum pay laws, competitive job markets, and Department compensation objectives. Employee pay increases will be based on the budget approved by the Board.

### 5.3 General Pay Increase Calculation

General pay increases will be calculated for each employee by applying a percent increase approved by the Board to the midpoint of each employee’s pay range. All employees who are in the same pay range will receive the same pay increase.

*Example:* Range Midpoint x Percent Increase = Pay Increase

- Pay range midpoint for paygrade 5 is \$25.12
- Pay Increase budget approved by the Board is 3 percent
- Hourly pay increase for all employees in pay grade 5 is  $\$25.12 \times .03 = .75$
- An hourly employee in pay grade 5 is earning \$20.09 per hour
- Employee’s new hourly wage is  $\$20.09 + .75 = \$20.84$

No employee’s pay will be increased beyond the maximum of their assigned pay range unless a special adjustment is approved by the Superintendent.



#### 5.4 Head Start Cost of Living Adjustments

HCDE Head Start employees receive the Cost of Living Adjustments (COLA) from the Texas Department of Health and Human Services. Notice of the approved increase is generally received mid-calendar year. The COLA is effective January of the current budget year. In other words, the increase is usually retroactive, dating back to January 1 of the current year. In order to receive the COLA when the increase is applied to the payroll, an employee must be currently employed with the Head Start Division. COLA adjustments are subject to any provisions specified by the Texas Department of Health and Human Services.

*Example:* If increases are calculated and applied to the September 15 payroll, then the employee must be a current employee in the Head Start Division on this date. If employment is terminated (voluntary or involuntary), or if the employee transfers to another division prior to this date, then the employee is not eligible to receive the COLA.

### 6.0 INDIVIDUAL EQUITY ADJUSTMENTS

The Superintendent may make special equity adjustments to individual employee salaries to correct identified internal or external pay equity problems. Equity adjustments are made only on as-needed basis at the direction of the Superintendent. Equity adjustments may be made to retain an employee who is at risk due to competitive pay problems; to correct an internal pay inequity; or to compensate an employee for a significant change in job responsibilities that do not result in a job classification change. All special equity adjustments must be reported to the Board before the next regular Board meeting with an explanation of the reason for the adjustments.

### 7.0 PLACEMENT OF NEW EMPLOYEES

#### 7.1 Certified Teachers

Hiring rates for certified teachers will be based on years on creditable service as defined by state regulations. Service credit awarded to new hires will not exceed 20 years. Salary scheduled will be prepared annually to illustrate salary placement by years of service. Salary scheduled for certified teachers are subject to change each year and should not be used to predict future salaries.

#### 7.2 Other Employees

Hiring rates for all other employees will be determined individually based on each person's job-related qualifications. Hiring rates should be sensitive to internal equity concerns of other employees in the same job. Starting salaries that are above the midpoint may be offered only for hard-to-fill positions with approval of the Superintendent or designee. The Human Resources Division will recommend starting salaries for new hires.

### 8.0 PROMOTION INCREASES

#### 8.1 Promotion Defined

A promotion occurs when an employee is assigned to a different job in a higher pay range. Pay adjustments for promotions will begin with the effective date of the new assignment. For promotions that take effect at the beginning of a school year, the standard promotion increase includes any general increase granted by the Board. If an employee moves to a different job in a different pay structure (*example:* from auxiliary to professional group), then the pay adjustment will be treated as placement of a new employee (see section 7.0).

#### 8.2 Promotion Increase

A promotion increase is based on an employee's current base pay less any stipends paid for supplemental duties. The Human Resources Director will determine salary placement for a promotion. Consideration will be given to the pay of other employees in the same position to maintain internal pay equity. No employee will be paid less than the minimum or more than the maximum of the new pay range.

## 9.0 DEMOTION

### 9.1 Demotion Defined

A demotion occurs when an employee is reassigned to a different job at a lower pay grade level. Demotions may be voluntary or involuntary. Position reclassification or general salary structure changes are not considered demotions.

### 9.2 Pay Adjustments for Demotion

A reduction in pay as a result of a demotion will be made at the discretion of the Superintendent. When a pay reduction is made for a demotion, the employee's base pay rate will be reduced. The pay adjustment for demotion will begin with the effective date of the new assignment. Pay adjustments may also be made for a longer or shorter work year if associated with the change in assignment.

## 10.0 ADJUSTING PAY-RANGE STRUCTURES

### 10.1 Review of Pay Ranges

The Superintendent will review pay-range structures annually and make adjustments as needed.

### 10.2 Amount of Structure Adjustment

Pay structures should be adjusted by an equal percent factor. The amount of percent adjustment made to the pay range control points (minimum, midpoint, maximum) should be less than the percent increase budgeted for pay raises. After the pay increase budget is established, the Superintendent will determine the appropriate amount of adjustment for pay range structures in the Department.

### 10.3 Structure Adjustment Procedure

To adjust a pay range structure, the adjustment factor will be applied to the midpoint of each pay range. The minimum and maximum rates of each range will then be recalculated off of the adjusted midpoint to preserve the structure. Adjustments to pay ranges should be made prior to the calculation of general pay increases.

*Example:* Illustrated procedure for a range offset of 20 percent from midpoints

<b>UNADJUSTED Pay Range</b>	<b>Minimum</b> (80% of midpoint) <b>\$2,400</b>	<b>Midpoint</b> <b>\$3,000</b>	<b>Maximum</b> (120% of midpoint) <b>\$3,600</b>
<b>ADJUSTED Pay Range</b>	<b>Minimum</b> (80% of midpoint) <b>\$2,448</b>	<b>Midpoint</b> (by 2%) <b>\$3,060</b>	<b>Maximum</b> (120% of midpoint) <b>\$3,600</b>

## 11.0 STIPENDS AND ALLOWANCES

A stipend shall not be paid to an employee unless it is part of the Board of Trustees' approved Salary Schedule for certified instructional teachers, counselors, and assistant principals. All of the following recommendations for employee stipends must be made directly to the Board: Certification, additional work duties, added assignments, or any other requests. The Superintendent is only authorized to provide allowances to employees for cell phones and travel. Refer to the Supplemental Salary Chart for supplemental pay rates approved by the Board of Trustees as part of the HCDE Salary Schedule.

**NEW HIRE CERTIFIED TEACHERS  
CERTIFIED INSTRUCTIONAL STAFF SALARY SCHEDULE**

This schedule shows minimum salaries only. Some employees are paid more than these amounts for additional duty days or stipends. Salary schedules are developed for one year only. Future salaries cannot be predicted from this schedule.

This schedule is used for Chapter 21 contract teachers and transition specialists employed in the Schools Division.

<b>Years Experience</b>	<b>191 Day Salary</b>
0	\$63,600
1	\$64,050
2	\$64,500
3	\$65,200
4	\$66,000
5	\$66,500
6	\$67,186
7	\$67,864
8	\$68,264
9	\$68,664
10	\$69,064
11	\$69,464
12	\$69,864
13	\$70,264
14	\$70,662
15	\$71,062
16	\$71,481
17	\$71,892
18	\$72,304
19	\$72,664
20	\$73,310

## CERTIFIED INSTRUCTIONAL TEACHER STIPENDS

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### CERTIFIED INSTRUCTIONAL TEACHERS

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Advanced Degree*	\$1,000
HCDE Identified Critical Needs Stipends:	
Bilingual	\$4,200
Board Certified Behavior Analyst	\$5,000
Math	\$3,500
Science	\$3,500
Reading	\$2,000
Special Education	\$1,500
Additional Certificate	\$150

### CERTIFIED SBEC COUNSELORS

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HCDE Identified Critical Needs Stipends:	
Special Education	\$1,500
STAAR / EOC Testing	\$1,000

### CERTIFIED SBEC ASSISTANT PRINCIPALS

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Special Education	\$1,500
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*SBEC: State Board for Educator Certification*

### RESPONSE TEAM MEMBER

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Assigned AB Campus Staff	\$1,500
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*\* Effective August 7, 2011, the Advanced Degree Stipend will only be awarded to certified teachers hired on or after August 7, 2022 who possess an advanced degree specific to his/her assigned subject area.*

*A stipend shall not be paid to an employee unless it is part of the Board of Trustees' approved salary schedule for certified instructional teachers, counselors, and assistant principals. All of the following recommendations for employee stipends must be made directly to the Board: certification, additional work duties, added assignments, or any other requests.*

# PROCEDURES FOR STIPENDS

## TEXAS TEACHER CERTIFICATE

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Texas Teaching Certificates include Standard, Provisional, and Professional Certificates only. Stipend credit is not given for Probationary, One-year, Five-year, or Paraprofessional Certificates or for any of the following permits: Emergency, Non-Renewable, Temporary Classroom Assignment, Temporary Exemption or Temporary Teacher Certificates.

## ADVANCED DEGREE STIPEND

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An employee shall receive a stipend for one master's degree only. A doctorate degree replaces a master's stipend.

## STIPENDS ARE GIVEN FOR THE FOLLOWING:

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Advanced Degree	\$1,000
HCDE Identified Critical Needs Stipends:	
Bilingual	\$4,200
Math	\$3,500
Science	\$3,500
Reading	\$2,000
Special Education	\$1,500
Assignment Stipends:	
Board Certified Behavior Analyst	\$5,000
Additional Certificate Stipends:	\$150

An employee receives the highest critical needs stipend first. If additional stipends are critical needs stipends, then they receive one half(½) of the stipend amount for each additional critical needs stipend.

## CRITICAL NEEDS STIPEND

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HCDE awards stipends in critical needs areas as determined by the Department. In other words, if an employee holds one or more certificates in a subject area classified as a critical needs area, then the employee will get the specified stipend for that certificate. Employees are entitled to only one stipend per critical needs certificate area.

## ADDITIONAL CERTIFICATE STIPENDS

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An employee holding two or more certificates will receive additional stipends.

## ASSIGNMENT STIPENDS

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The only positions approved to receive assignment stipends are Instructional Team Leader and Head Coach.

## HCDE SERVICE

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The employee must have at least 90 days in a school year in order to receive one year of service credit. If there is any break in service, only the most recent years after the break will be counted for HCDE service credit. Substitute experience is not counted toward HCDE years of service. Service is awarded after completion of each school year.

## OTHER DISTRICT/OUT-OF-STATE EXPERIENCE

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The employee must have at least 90 days in a school year in order to receive one year of service credit. If there is any break in service, only the most recent years after the break will be counted for HCDE service credit. Substitute experience is not counted toward HCDE years of service. Service is awarded after completion of each school year.

## EFFECTIVE DATE

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Stipends shall be awarded once recognized by SBEC and added to an employee's Teaching Certificate. Stipends shall be prorated from the date of award to the end of the school year, and shall be awarded in full, paid over 24 pay periods, each subsequent school year.



# ADMINISTRATIVE SALARY SCHEDULE

## PAY GRADE | ADMINISTRATIVE

### A-1

Junior Staff Accountant | Business Services  
Program Site Coordinator | CASE

A-1	MINIMUM	MIDPOINT	MAXIMUM
Daily	167.08	205.00	242.93
240 Days	40,099	49,200	58,303

### A-2

Grants Development Associate  
Career Pathways Transition Specialist  
Data Coordinator | CASE  
Data Coordinator | Choice Partners  
Family Engagement Coordinator  
Instructional Coach (non-certified) | Adult Education  
Project Based Learning Associate  
Program Coordinator | Adult Education  
Program Coordinator | CASE  
Teacher | Adult Education

A-2	MINIMUM	MIDPOINT	MAXIMUM
Daily	197.99	242.93	287.87
190 Days	37,618	46,157	54,695
240 Days	47,518	58,303	69,089

### A-3

Benefits Coordinator | Human Resources  
Contract Coordinator | Choice Partners  
Coordinator | Adult Education  
Coordinator | Center for Grants Development  
Coordinator | Communications and Creative Services  
Coordinator | Human Resources  
Coordinator | Marketing and Client Engagement  
Coordinator | Procurement Services  
Coordinator | Research and Evaluation Institute  
Grant Accountant | Business Services  
Grant and Budget Compliance Coordinator | Adult Education  
Human Resources Generalist  
Operations Coordinator | Facilities  
Parent Engagement Liaison | Schools  
Project Coordinator | CASE  
Records Operations Manager | Records Management  
Recovery Coach | Fortis Academy  
Special Events and Promotion Coordinator | CASE  
Staff Accountant | Business Services  
Translation Coordinator | Marketing and Client Engagement

A-3	MINIMUM	MIDPOINT	MAXIMUM
Daily	239.07	293.34	347.61
200 Days	47,814	58,668	69,522
240 Days	57,377	70,402	83,426

**A-4**

Career Pathway Manager | Adult Education  
 Client Services Manager | Choice Partners  
 Compliance Manager | Center for Educator Success  
 Contract Compliance Specialist | Choice Partners  
 Contract Manager | Choice Partners  
 Grants Development Specialist | Center for Grants Development  
 Manager | Center for Grants Development  
 Manager | Communications and Creative Services  
 Manager | Facilities  
 Manager | Research and Evaluation Institute  
 Manager of Digital Education | Center for Educator Success  
 Manager of Teacher Support (Bil/SPED) | Center for Educator Success  
 Manager of Teacher Support (STEM) | Center for Educator Success  
 Manager of Teacher Support (ELA) | Center for Educator Success  
 Manager of Teacher Advancement | Center for Educator Success  
 Public Information and Policy Manager  
 Quality Manager | CASE  
 Risk Management Specialist | Human Resources  
 Special Initiatives Manager | CASE  
 Staff Accountant II

<b>A-4</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
<b>Daily</b>	291.66	357.87	424.08
<b>210 Days</b>	61,249	75,153	89,057
<b>240 Days</b>	69,998	85,889	101,779

**A-5**

Accounting Manager | Business Services  
 Assistant Director | Choice Partners  
 Assistant Director | CASE  
 Assistant Director | Facilities  
 Assistant Director | Marketing and Client Engagement  
 Assistant Director | Human Resources  
 Assistant Director | Procurement Services  
 Assistant Principals | Schools  
 Compliance and Technical Support Officer  
 Construction Project Manager  
 Manager | Adult Education  
 School Climate and Culture Specialist | Safe Schools  
 School Safety and Security Specialist | Safe Schools  
 Senior Accountant | Business Services  
 Senior Manager of Facilities Planning | Choice Partners

<b>A-5</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
<b>Daily</b>	342.41	420.14	497.87
<b>210 Days</b>	71,906	88,229	104,553
<b>240 Days</b>	82,178	100,834	119,489

**A-6**

Community Development / Foundation Director |  
 Community Engagement  
 Construction Director | Facilities  
 Officer of Elementary Education | Center for  
 Educator Success  
 Officer of Secondary Education | Center for  
 Educator Success  
 Officer of Partnerships and Certification |  
 Center for Educator Success  
 Maintenance Director | Facilities

A-6	MINIMUM	MIDPOINT	MAXIMUM
Daily	385.90	462.15	538.40
240 Days	92,616	110,916	129,216

**A-7**

Chief Accounting Officer | Business Services  
 Director | Adult Education  
 Director | Center for Grants Development  
 Director | Center for Safe and Secure Schools  
 Director | Communications and Creative Services  
 Director | Curriculum and Compliance Services | Schools  
 Director | Marketing and Client Engagement  
 Director | Procurement Services  
 Director | Records Management  
 Director | Research and Evaluation Institute  
 Principal | Schools

A-7	MINIMUM	MIDPOINT	MAXIMUM
Daily	448.03	536.56	625.09
240 Days	107,527	128,774	150,002

**A-8**

Senior Director | Adult Education  
 Senior Director | Center for After-School, Summer  
 and Enrichment  
 Senior Director | Choice Partners  
 Senior Director | Head Start  
 Senior Director | School-Based Therapy Services  
 Senior Director | Schools  
 Senior Director | Center for Educator Success

A-8	MINIMUM	MIDPOINT	MAXIMUM
Daily	533.61	627.78	721.95
240 Days	128,066	150,667	173,268

**A-9**

Chief Communications Officer  
 Chief of Staff  
 Executive Director | Facilities  
 Executive Director | Human Resources

A-9	MINIMUM	MIDPOINT	MAXIMUM
Daily	624.33	734.50	844.68
240 Days	149,839	176,280	202,723

**A-10**

Assistant Superintendent | Academic Support Services  
 Assistant Superintendent | Business Services  
 Assistant Superintendent | Education and Enrichment

A-10	MINIMUM	MIDPOINT	MAXIMUM
Daily	693.63	816.03	938.43
240 Days	166,471	195,847	225,223

# HEAD START ADMINISTRATIVE SALARY SCHEDULE

## PAY GRADE | ADMINISTRATIVE

H-1	MINIMUM	MIDPOINT	MAXIMUM
Daily	164.63	202.00	239.37
230 Days	37,865	46,460	55,055

H-2	MINIMUM	MIDPOINT	MAXIMUM
Daily	195.09	239.37	283.65
230 Days	44,871	55,055	65,240

H-3	MINIMUM	MIDPOINT	MAXIMUM
Daily	235.47	288.92	342.37
230 Days	54,158	66,452	78,745

Campus Manager  
Compliance Coordinator  
Data Coordinator  
Education and Special Services Coordinator  
Family and Community Coordinator  
Health Services Coordinator  
Nutrition Services Coordinator  
Operations Coordinator  
Professional Development Coordinator  
Special Project Coordinator

H-4	MINIMUM	MIDPOINT	MAXIMUM
Daily	287.27	352.48	417.69
230 Days	66,072	81,070	96,069
240 Days	68,945	84,595	100,246

Community Partnerships Manager  
Data Compliance Manager  
Education and Special Services Manager  
Health and Family Services Manager  
Mental Health Specialist  
Nutrition Manager  
Operations Manager

H-5	MINIMUM	MIDPOINT	MAXIMUM
Daily	337.26	413.81	490.36
240 Days	80,942	99,314	117,686

Assistant Director | Child Care Partnership  
Assistant Director | Compliance/Family Services  
Assistant Director | Education/Operations

H-6	MINIMUM	MIDPOINT	MAXIMUM
Daily	495.18	582.56	669.94
240 Days	118,843	139,814	160,786

Senior Director

# PROFESSIONAL SUPPORT SALARY SCHEDULE

## PAY GRADE | PROFESSIONAL SUPPORT

<b>P-1</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
Music Therapist Nurse			
<b>Daily</b>	294.95	347.00	399.05
<b>180 Days</b>	53,091	62,460	71,829
<b>191 Days</b>	56,335	66,277	76,219
<b>213 Days</b>	62,824	73,911	84,998

<b>P-2</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
Licensed Specialist in School Psychology Occupational Therapist Physical Therapist Recovery Program Coordinator			
<b>Daily</b>	321.50	378.23	434.96
<b>200 Days</b>	64,300	75,646	86,992

<b>P-3</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
Manager, School-Based Therapy Services			
<b>Daily</b>	370.44	446.31	522.18
<b>162 Days</b>	60,011	72,302	84,593
<b>180 Days</b>	66,679	80,336	93,992
<b>200 Days</b>	74,088	89,262	104,436
<b>240 Days</b>	88,906	107,114	125,323

<b>P-4</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
<b>Daily</b>	437.12	526.65	616.18
<b>200 Days</b>	87,424	105,330	123,236
<b>230 Days</b>	100,538	121,130	141,721
<b>240 Days</b>	104,909	126,396	147,883



# ADMINISTRATIVE SUPPORT SALARY SCHEDULE

## PAY GRADE | ADMINISTRATIVE SUPPORT

### S-1

*Reserved for future use.*

### S-2

Campus Clerk  
Center Clerk  
Receptionist

S-2	MINIMUM	MIDPOINT	MAXIMUM
Hourly	15.25	19.05	22.85
Daily	122.00	152.40	182.80
210 Days	25,620	32,004	38,388
230 Days	28,060	35,052	42,044
240 Days	29,280	36,576	43,872

### S-3

Clerk | Procurement Services  
Community Partnership Clerk | Head Start  
Contract Clerk | Choice Partners  
Customer Service Clerk  
Data Clerk | Adult Education  
General Office Clerk I  
Imaging Operator | Records Management  
Meeting Facilitator  
Nutrition Services Clerk | Head Start  
Operations Clerk | Head Start  
Secretary | CASE  
Secretary | School-Based Therapy Services

S-3	MINIMUM	MIDPOINT	MAXIMUM
Hourly	16.50	20.63	24.76
Daily	132.00	165.04	198.08
230 Days	30,360	37,959	45,558
240 Days	31,680	39,610	47,539

### S-4

Administrative Assistant | Director  
Administrative Assistant | Principal  
Data/Compliance Specialist  
Financial Assistant  
Fixed Assets Clerk  
Food Contract Assistant  
General Office Clerk II  
Human Resources Assistant  
Microfilm/Imaging Clerk  
Records Management Specialist

S-4	MINIMUM	MIDPOINT	MAXIMUM
Hourly	18.25	22.80	27.35
Daily	146.00	182.40	218.80
230 Days	33,580	41,952	50,324
240 Days	35,040	43,776	52,512

**S-5**

Accounts Payable Specialist  
 Accounts Receivable Specialist  
 Administrative Assistant | Executive Director  
 Administrative Assistant | Senior Director  
 Benefits Specialist  
 Contract Specialist  
 Financial Assistant/Administrative Assistant | Senior Director  
 Imaging and Content Specialist | Records Management  
 Payroll Specialist  
 Procurement Specialist  
 Quality Assurance Specialist  
 Senior Grant Accounting Clerk

S-5	MINIMUM	MIDPOINT	MAXIMUM
Hourly	20.50	25.63	30.76
Daily	164.00	205.04	246.08
230 Days	37,720	47,159	56,598
240 Days	39,360	49,210	59,059

**S-6**

Executive Assistant | Assistant Superintendent  
 Executive Assistant | Board of Trustees

S-6	MINIMUM	MIDPOINT	MAXIMUM
Hourly	23.50	29.38	35.26
Daily	188.00	235.04	282.08
240 Days	45,120	56,410	67,699

**S-7**

Occupational Therapy Assistant  
 Physical Therapy Assistant

S-7	MINIMUM	MIDPOINT	MAXIMUM
Hourly	27.25	34.06	40.87
Daily	218.00	272.48	326.96
162 Days	35,316	44,142	52,968
180 Days	39,240	49,046	58,853

**S-8**

Senior Executive Assistant | Superintendent

S-8	MINIMUM	MIDPOINT	MAXIMUM
Hourly	31.25	39.05	46.85
Daily	250.00	312.40	374.80
240 Days	60,000	74,976	89,952

# INSTRUCTIONAL SUPPORT SALARY SCHEDULE

## PAY GRADE | INSTRUCTIONAL SUPPORT

### I-1

Educational Aide I | Schools

I-1	MINIMUM	MIDPOINT	MAXIMUM
Hourly	15.00	18.29	21.58
Daily	120.00	146.32	172.64
191 Days	22,920	27,947	32,974
240 Days	28,800	35,117	41,434

### I-2

Educational Aide II | Schools

I-2	MINIMUM	MIDPOINT	MAXIMUM
Hourly	16.25	19.82	23.39
Daily	130.00	158.56	187.12
191 Days	24,830	30,285	35,740

### I-3

Educational Aide III | Schools

I-3	MINIMUM	MIDPOINT	MAXIMUM
Hourly	18.75	22.87	26.99
Daily	150.00	182.96	215.92
191 Days	28,650	34,945	41,241

# HEAD START INSTRUCTIONAL SUPPORT SALARY SCHEDULE

## PAY GRADE | INSTRUCTIONAL SUPPORT

<b>E-1</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
Teaching Assistant			
Hourly	15.00	18.29	21.58
Daily	120.00	146.32	172.64
190 Days	22,800	27,801	32,802

<b>E-2</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
<i>Reserved for Future Use</i>			
Hourly	16.25	19.82	23.39
Daily	130.00	158.56	187.12
218 Days	28,340	34,566	40,792

<b>E-3</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
Hourly	18.75	22.87	26.99
Daily	150.00	182.96	215.92
218 Days	32,700	39,885	47,071

<b>E-4</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
Hourly	23.00	27.05	31.10
Daily	184.00	216.40	248.80
210 Days	38,640	45,444	52,248
218 Days	40,112	47,175	54,238

<b>E-4</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
Hourly	23.00	27.05	31.10
Daily	184.00	216.40	248.80
210 Days	38,640	45,444	52,248
218 Days	40,112	47,175	54,238

# TECHNOLOGY SALARY SCHEDULE

## PAY GRADE | TECHNOLOGY

### T-1

Help Desk Analyst I  
Help Desk Field Technician

T-1	MINIMUM	MIDPOINT	MAXIMUM
Hourly	23.50	28.17	32.84
Daily	188.00	225.36	262.72
240 Days	45,120	54,086	63,053

### T-2

Help Desk Analyst II

T-2	MINIMUM	MIDPOINT	MAXIMUM
Hourly	28.50	34.13	39.76
Daily	228.00	237.04	318.08
240 Days	54,720	65,530	76,339

### T-3

Infrastructure Analyst | Network  
Infrastructure Analyst | Server Storage  
Infrastructure Analyst | Systems  
Multimedia Production Coordinator  
Systems Engineer | Data Center  
Systems Engineer | Hybrid Cloud

T-3	MINIMUM	MIDPOINT	MAXIMUM
Daily	300.72	360.14	419.56
240 Days	72,173	86,434	100,694

### T-4

Graphic Design Manager  
Information Security Officer  
Manager | Help Desk  
Manager | Multimedia  
Process Improvement Coordinator  
Software Developer  
Systems Analyst  
Training Coordinator  
Web Content Coordinator

T-4	MINIMUM	MIDPOINT	MAXIMUM
Daily	312.58	385.13	448.68
240 Days	77,179	92,431	107,683

### T-5

Senior Software Developer  
Senior Systems Analyst

T-5	MINIMUM	MIDPOINT	MAXIMUM
Daily	383.01	450.60	518.19
240 Days	91,922	108,144	124,366

### T-6

Manager | Applications  
Manager | Operations Support

T-6	MINIMUM	MIDPOINT	MAXIMUM
Daily	417.29	490.93	564.57
240 Days	100,150	117,823	135,497

### T-7

Director | Information Technology Services

T-7	MINIMUM	MIDPOINT	MAXIMUM
Daily	474.09	544.93	615.77
240 Days	113,782	130,783	147,785



# OPERATIONS SUPPORT SALARY SCHEDULE

## PAY GRADE | OPERATIONS SUPPORT

### O-1

Cook  
Custodian

### O-2

Courier  
Food Service Clerk  
Mail Clerk  
Parking Monitor  
Records Center Operator

### O-3

Maintenance Worker  
Warehouseman

### O-4

Bus Driver  
Construction and Environmental Specialist  
Maintenance Technician I  
Records Center Technician

### O-5

Customer Support/Imaging Center  
Supervisor | Records Management  
Maintenance Technician II  
Transportation Technician  
Utility Craftsman

### O-6

Maintenance Technician III  
Senior Records Center Technician

O-1	MINIMUM	MIDPOINT	MAXIMUM
Hourly	15.00	18.29	21.58
Daily	120.00	146.32	172.64
190 Days	22,800	27,801	32,802
218 Days	26,160	31,898	37,636
240 Days	28,800	35,117	41,434

O-2	MINIMUM	MIDPOINT	MAXIMUM
Hourly	16.00	19.52	23.04
Daily	128.00	156.16	184.32
191 Days	24,448	29,827	35,205
230 Days	29,440	35,917	42,394
240 Days	30,720	37,478	44,237

O-3	MINIMUM	MIDPOINT	MAXIMUM
Hourly	17.00	20.72	24.44
Daily	136.00	165.76	195.52
240 Days	32,640	39,782	46,925

O-4	MINIMUM	MIDPOINT	MAXIMUM
Hourly	20.00	24.10	28.20
Daily	160.00	192.80	225.60
240 Days	38,400	46,272	54,144

O-5	MINIMUM	MIDPOINT	MAXIMUM
Hourly	24.00	28.23	32.46
Daily	192.00	225.84	259.68
240 Days	46,080	54,202	62,323

O-6	MINIMUM	MIDPOINT	MAXIMUM
Hourly	27.50	32.35	37.20
Daily	220.00	258.80	297.60
240 Days	52,800	62,112	71,424

# SUPPLEMENTAL SUPPORT SALARY SCHEDULE

## ADULT EDUCATION

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Aide with High School Diploma	\$15.00/hr
Aide with 12 College Credit Hours	\$15.50/hr
Career Pathways Instructor	\$40.00/hr
Clerk	\$15.00/hr
Counselor	\$37.00/hr
Craft Instructor	\$40.00/hr
Program Assistant	\$30.00/hr
Registration	\$25.00/hr
Substitute Teacher	\$22.00/hr
Substitute Tester	\$22.00/hr
Teacher (GED Class)   8 weeks	\$2,160.00/session
Teacher (ESL Class)   8 weeks	\$2,160.00/session
Teacher   Summer and TRS Retired	\$27.00/hr
Testing	\$25.00/hr
Transition Specialist	\$27.00/hr

## SCHOOLS

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Bus Aide	\$15.00/hr
Bus Driver	\$500.00/yr
Administrator (summer day/extra duty)	\$29.00/hr
Counselor (summer day/extra duty)	\$28.00/hr
Educational Aide (summer pay/extra duty)	\$18.00/hr
Home Bound Student Services	\$40.00/hr
Teacher (summer pay/extra duty)	\$28.00/hr
Trainer (Boys Town and Love and Logic)	\$35.00/hr

## HEAD START

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Assistant Cook	\$2,000.00/yr
Cook Supplemental Pay	\$1.75/hr
Early Head Start (Baytown)	\$3,000.00/yr
Healthy Living Catering/Policy Council	\$2,000.00/yr
Substitute Teaching Assistant	\$15.00/hr
Teaching Assistant Supplemental Pay	\$1.61/hr
Translator   Policy Council	\$25.00/hr

## INTERNS

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High School Student	\$15.00/hr
College Student	\$17.00/hr

## ADULT EDUCATION PROFESSIONAL DEVELOPMENT STIPEND

**Eligibility:** Part-time and Full-time staff

POSITION	REQUIRED HOURS	CATEGORY OF REQUIRED PROFESSIONAL DEVELOPMENT	STIPEND
Teacher Substitute Instructional Coach Program Manager Program Coordinator Director	15	<b>3 Hours</b> Principles of Adult Learning  <b>6 Hours</b> Literacy  <b>6 Hours</b> Other	\$300
Clerk Aide Transition Specialist	3	<b>3 Hours</b> Other	\$40
Additional Training	N/A	Paid at hourly rate if required and approved.  <i>*Excludes the following positions: director, program manager, instructional coach, program coordinator, and full-time teacher.</i>	

*\*Stipend amount may be lowered based on approved program funding changes.*

## **SUBSTITUTE SALARY SCHEDULE**

<b>POSITION</b>	<b>PAY RATE</b>
<b>Educational Aide I</b>	<b>\$120/day</b>
<b>Educational Aide II</b>	<b>\$129/day</b>
<b>Educational Aide III</b>	<b>\$148/day</b>
<b>Teacher (Degree Only)</b>	<b>\$200/day</b>
<b>Teacher (TX Teacher Certificate)</b>	<b>\$260/day</b>
<b>Assistant Principal</b>	<b>\$375/day</b>
<b>Nurse</b>	<b>\$300/day</b>
<b>Bus Driver</b>	<b>\$20/hr</b>

### **RELIEF INSTRUCTOR:**

<b>POSITION</b>	<b>PAY RATE</b>
<b>Teacher (Degree Only)</b>	<b>\$200/day</b>
<b>Teacher (TX Teacher Certificate)</b>	<b>\$260/day</b>

# CERTIFIED TEACHER CALENDAR

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## TS

Teacher  
Transition Specialist

## Calendar

191  
200



## ADMINISTRATIVE CALENDAR

### A-1

Junior Staff Accountant  
Site Coordinator | CASE

### Calendar

240  
240

### A-2

Center for Grants Development Associate  
Career Pathways Transition Specialist  
Data Coordinator | CASE  
Data Coordinator | Choice  
Instructional Coach | Adult Education  
Program Coordinator | Adult Education  
Program Coordinator | CASE  
Project-Based Learning Associate  
Teacher | Adult Education

### Calendar

240  
240  
240  
240  
240  
240  
240  
Part-time  
Part-time, 190

### A-3

Benefits Coordinator | Human Resources  
Contract Coordinator | Choice Partners  
Coordinator | Adult Education  
Coordinator | Center for Grants Development  
Coordinator | Communications and Creative Services  
Coordinator | Human Resources  
Coordinator | Marketing and Client Engagement  
Coordinator | Procurement Services  
Coordinator | Research and Evaluation Institute  
Grant, Budget and Compliance Coordinator | Adult Education  
Human Resources Generalist  
Operations Coordinator | Facilities  
Parent Engagement Liaison  
Project Coordinator | CASE  
Records Operations Manager  
Recovery Coach | Fortis Academy  
Special Events and Promotions Coordinator | CASE  
Staff Accountant | Business Services  
Translation Coordinator | Marketing and Client Engagement

### Calendar

240  
240  
240  
240  
240  
240  
240  
240  
240  
240  
240  
240  
240  
240  
240  
240  
240  
240  
240

**A-4**

Career Pathways Manager   Adult Education	240
Client Services Manager   Choice Partners	240
Compliance Manager   Center for Educator Success	240
Compliance Manager   Head Start	240
Contract Compliance Specialist   Choice Partners	240
Contract Manager   Choice Partners	240
Grants Development Specialist   Center for Grants Development	240
Manager   Center for Grants Development	240
Manager   Communications and Creative Services	240
Manager   Facilities	240
Manager   Center for Educator Success	240
Public Information and Policy Manager	240
Quality Manager   CASE	240
Risk Management Specialist   Human Resources	240
Special Initiatives Manager   CASE	240
Staff Accountant II	240

**Calendar****A-5**

Accounting Manager   Business Services	240
Assistant Director   Choice Partners	240
Assistant Director   CASE	240
Assistant Director   Facilities	240
Assistant Director   Human Resources	240
Assistant Director   Marketing and Client Engagement	240
Assistant Director   Procurement Services	240
Assistant Principal   Schools	210
Compliance and Technical Support Officer	200
Construction Project Manager	240
Manager   Adult Education	240
School Climate and Culture Specialist	240
School Safety and Security Specialist	240
Senior Accountant   Business Services	240
Senior Manager and Facilities Planning   Choice Partners	240

**Calendar**

**A-6**

Officer of Elementary Education   Center for Educator Success	240
Officer of Secondary Education   Center for Educator Success	240
Officer of Partnerships and Certifications   Center for Educator Success	240
Community Development / Foundation Director   Community Engagement	240
Construction Director   Facilities	240
Maintenance Director   Facilities	240

**Calendar****A-7**

Chief Accounting Officer   Business Services	240
Director   Adult Education	240
Director   Center for Grants Development	240
Director   Center for Safe and Secure Schools	240
Director   Communications and Creative Services	240
Director   Curriculum and Compliance Services	240
Director   Marketing and Client Engagement	240
Director   Procurement Services	240
Director   Records Management	240
Director   Research and Evaluation Institute	240
Principal   Academic and Behavior Schools	240
Principal   Highpoint School	240
Principal   Fortis Academy	230

**Calendar****A-8**

Senior Director   Adult Education	240
Senior Director   Center for After-School, Summer and Enrichment	240
Senior Director   Choice Partners	240
Senior Director   Head Start	240
Senior Director   Schools	240
Senior Director   School-Based Therapy Services	240
Senior Director   Center for Educator Success	240

**Calendar****A-9**

Chief Communications Officer	240
Chief of Staff	240
Executive Director   Facilities	240
Executive Director   Human Resources	240

**Calendar****A-10**

Assistant Superintendent   Academic Support Services	240
Assistant Superintendent   Business Services	240
Assistant Superintendent   Education and Enrichment	240

**Calendar**

# HEAD START ADMINISTRATIVE CALENDAR

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## H-1

Assistant Campus Manager  
Family Services Provider

## Calendar

230 Days  
230 Days

## H-2

Instructional Coach (non-certified)

## Calendar

230 Days

## H-3

Campus Manager  
Compliance Coordinator  
Data Coordinator  
Education and Special Services Coordinator  
Family and Community Coordinator  
Health Services Coordinator  
Nutrition Services Coordinator  
Operations Coordinator  
Professional Development Coordinator  
Special Project Coordinator

## Calendar

230 Days  
230 Days  
230 Days  
230 Days  
230 Days  
230 Days  
230 Days  
230 Days  
230 Days  
230 Days

## H-4

Community Partnerships Manager  
Data Compliance Manager  
Education and Special Services Manager  
Health and Family Services Manager  
Mental Health Specialist  
Nutrition Manager  
Operations Manager

## Calendar

240 Days  
240 Days  
240 Days  
240 Days  
240 Days  
240 Days  
240 Days

## H-5

Assistant Director | Child Care Partnership  
Assistant Director | Compliance/Family Services  
Assistant Director | Education/Operations

## Calendar

240 Days  
240 Days  
240 Days

## H-6

Senior Director

## Calendar

240 Days

# PROFESSIONAL SUPPORT CALENDAR

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## P-1

Music Therapist  
Nurse

## Calendar

Part-time, 162, 180  
191, 213, 219

## P-2

Behavior Intervention Specialist  
Instructional Coach (certified)  
School Counselor

## Calendar

200  
200  
200

## P-3

Licensed Specialist in School Psychology  
Occupational Therapist  
Physical Therapist  
Recovery Program Coordinator

## Calendar

200  
Part-time, 162, 180, 240  
Part-time, 162, 180, 240  
240

## P-4

Manager | School-Based Therapy Services

## Calendar

Part-time, 200, 230, 240

## ADMINISTRATIVE SUPPORT CALENDAR

### S-2

	Calendar
Campus Clerk	210
Center Clerk	230
Receptionist	240

### S-3

	Calendar
Clerk   Procurement Services	230
Community Partnership Clerk   Head Start	230
Contract Clerk   Choice Partners	240
Customer Service Clerk	240
Data Clerk   Adult Education	240
General Office Clerk	230, 240
Imaging Operator   Records Management	240
Meeting Facilitator	240
Nutrition Services Clerk   Head Start	230
Operations Clerk   Head Start	230
Secretary   CASE	240
Secretary   School-Based Therapy Services	240

### S-4

	Calendar
Administrative Assistant to the Director	240
Administrative Assistant to the Principal	240
Data/Compliance Specialist	230
Financial Assistant	230, 240
Fixed Assets Clerk	240
Food Contract Assistant	240
General Office Clerk II	230, 240
Human Resources Assistant	240
Microfilm/Imaging Clerk	240
Records Management Specialist	240
Secretary   Head Start	230

<b>S-5</b>	<b>Calendar</b>
Accounts Payable Specialist	240
Accounts Receivable Specialist	240
Administrative Assistant   Executive Director	240
Administrative Assistant   Senior Director	240
Benefits Specialist	240
Contract Specialist	240
Financial Assistant/Secretary to Senior Director	240
Imaging and Content Specialist	240
Payroll Specialist	240
Procurement Specialist	240
Quality Assurance Specialist	240
Senior Grant Accounting Clerk	240
<b>S-6</b>	<b>Calendar</b>
Executive Assistant   Assistant Superintendent	240
Executive Assistant   Board of Trustees	240
<b>S-7</b>	<b>Calendar</b>
Occupational Therapy Assistant	Part-time, 162, 180, 240
Physical Therapist Assistant	Part-time, 162, 180, 240
<b>S-8</b>	<b>Calendar</b>
Senior Executive Assistant   Superintendent	240



## **INSTRUCTIONAL SUPPORT CALENDAR**

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### **I-1**

Educational Aide I | Schools

### **Calendar**

191

### **I-2**

Educational Aide II | Schools

### **Calendar**

191

### **I-3**

Educational Aide III | Schools

### **Calendar**

191

# HEAD START INSTRUCTIONAL SUPPORT CALENDAR

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## E-1

Teaching Assistant

## Calendar

191 Days

## E-2

Early Childhood Teacher | CDA

## Calendar

218 Days

## E-3

*Reserved for future use*

## E-4

Early Childhood Teacher  
Teacher

## Calendar

218 Days

210 Days

## TECHNOLOGY CALENDAR

### T-1

Help Desk Analyst I  
Help Desk Field Technician

### Calendar

240  
240

### T-2

Help Desk Analyst II

### Calendar

240

### T-3

Infrastructure Analyst | Network  
Infrastructure Analyst | Server Storage  
Infrastructure Analyst | Systems  
Multimedia Production Coordinator  
Systems Engineer | Data Center  
Systems Engineer | Hybrid Cloud

### Calendar

240  
240  
240  
240  
240  
240

### T-4

Graphic Design Manager  
Information Security Officer  
Manager | Help Desk  
Manager | Multimedia  
Process Improvement Coordinator  
Software Developer  
Systems Analyst  
Training Coordinator  
Web Content Coordinator

### Calendar

240  
240  
240  
240  
240  
240  
240  
240  
240

### T-5

Senior Software Developer  
Senior Systems Analyst

### Calendar

240  
240

### T-6

Manager | Applications  
Manager | Operations Support

### Calendar

240  
240

### T-7

Director | Information Technology Services

### Calendar

240

## OPERATIONS SUPPORT CALENDAR

---

### O-1

Cook  
Custodian

### Calendar

190  
Part-time, 240

### O-2

Courier  
Food Service Clerk  
Mail Clerk  
Parking Monitor  
Records Center Operator

### Calendar

230,240  
191  
240  
Part-time, 240  
240

### O-3

Maintenance Worker  
Warehouseman

### Calendar

Part-time, 240  
240

### O-4

Bus Driver  
Construction and Environmental Specialist  
Maintenance Technician I  
Records Center Technician

### Calendar

240  
240  
240  
240

### O-5

Customer Support/Imaging Center Supervisor  
Maintenance Technician II  
Transportation Technician  
Utility Craftsman

### Calendar

240  
240  
240  
240

### O-6

Maintenance Technician III  
Senior Records Center Technician

### Calendar

240  
240



**Harris County**  
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