**Imboden Area Charter School**

**2023-24**

**Classified Personnel Salary Schedule**

1. **Maintenance and Operations**

Custodian - $16,660.80- per year

General Maintenance - $12.00- $15.00 per hour

2. **Transportation**

Bus Driver - $16.00 - $18.50 per hour

Bus Monitor- $15.00- $17.00 per hour

3. **Food Service**

$15.00- $17.00 per hour

4. **Secretarial and Clerical**

Administrative Assistant - $38,400.00 per year

Clerical Personnel - $16.00 per hour

5. **Aides and Paraprofessionals**

Certified Paraprofessionals - $18.00 per hour

Classified Paraprofessionals - $15.00-$17.00 per hour

Classified Aides - $15.00- $17.00 per hour

6. **Health Services**

School Nurse - See Licensed Salary Schedule

All nurses begin on Step 0

Administrative Assistant, Bus Monitor, and School Bus Driver will be paid an hourly rate based on his/her salary for time worked during the after-school tutoring program times 1.5.

State law requires the School to include its classified employee’s salary schedule in its written personnel policies. Your School is required to have a salary schedule for at least the following five categories of classified personnel: 1) Maintenance and Operations; 2) Transportation; 3) Food Service; 4) Secretarial and Clerical; and 5) Aids and Paraprofessionals. The School is required to post the salary schedule on its website by September 15 of each year and should place an obvious hyperlink, button, or menu item on the website's homepage that links directly to the current year classified policies and salary schedule.

The Director has the authority, when recommending an applicant and his/her placement on the School's salary schedule to the Board for its approval, to consider the applicant's previous work experience with similar duties, responsibilities, and skill sets to those job duties and responsibilities the applicant would assume for the School.**3**

**Notes:** The salary schedule does not have to, but certainly may, contain steps, nor does it have to be listed specifically, i.e. John Doe = $9.25 per hour, Jane Doe = $9.55 per hour. You may list the spread in salaries per category. For example, Janitors = $8.75 to $11.00 per hour, Bus drivers = $9.75 to $12.00 per hour, etc.

**1** Your district's salary schedule should be inserted in place of this paragraph. The remainder of the policy should remain in the policy. It's important to note that any changes to the salary schedule must go through the PPC and the Board adopt the policy with the actual salary schedule included in the adopted policy. The following definition can be used to ensure you have included the data they will be looking for when you are reviewed.

"Classified Salary Scheduleis a set of matrices that are updated and published each school year, which contains the minimum salaries for all five classifications of classified employees and includes ranges, steps, and rates of pay. The salary schedule is required to reflect the actual pay practices of the district."

**3** This is optional language, but can be useful when trying to attract employees from the private work sector.

Cross Reference: Policy 1.9—POLICY FORMULATION

Legal Reference: A.C.A. § 6-17-2203

A.C.A. § 6-17-2301

DESE Rules Governing Documents Posted to School District and Education Service Cooperative Websites

Date Adopted: September 3, 2002

Last Revised: June 29, 2023