



# 2023-2024 SALARY SCHEDULE



**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.

# TABLE OF CONTENTS

<b>3</b>	Board of Trustees
<b>5</b>	HCDE Administration, Mission Statement, and Goals
<b>6</b>	Compensation Policy and Administrative Procedures
<b>14</b>	Request for Job Classification Review
<b>15</b>	Certified Instructional Staff Salary Schedule
<b>16</b>	Certified Instructional Teacher Stipends
<b>17</b>	Procedures for Stipends
<b>18</b>	Administrative Salary Schedule
<b>21</b>	Administrative Salary Schedule   Head Start
<b>22</b>	Professional Support Salary Schedule
<b>23</b>	Administrative Support Salary Schedule
<b>25</b>	Instructional Support Salary Schedule
<b>26</b>	Instructional Support Salary Schedule   Head Start
<b>27</b>	Technology Salary Schedule
<b>28</b>	Operations Support Salary Schedule
<b>29</b>	Supplemental Support Salary Schedule
<b>30</b>	Adult Education Professional Development Stipends
<b>31</b>	Substitute Salary Schedule
<b>32</b>	Certified Teacher Calendar
<b>33</b>	Administrative Calendar
<b>36</b>	Administrative Calendar   Head Start
<b>37</b>	Professional Support Calendar
<b>38</b>	Administrative Support Calendar
<b>40</b>	Instructional Support Calendar
<b>41</b>	Instructional Support Calendar   Head Start
<b>42</b>	Technology Calendar
<b>43</b>	Operations Support Calendar

# 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 POLICY AND ADMINISTRATIVE PROCEDURES

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Refer to board policies DEA, DEAA, and DEAB Legal and Local for all policies and state and federal regulations governing employee pay practices.

The superintendent shall recommend an annual compensation plan for all employees to the board for approval. The employee compensation plan may include wage and salary structures, stipends, benefits, and incentive pay plans.

The superintendent and designees shall administer the compensation plans consistent with board policies, the annual budget approved by the board, and these administrative guidelines.

## DESCRIPTION OF PAY SYSTEMS

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Employee pay systems are designed and administered for the purpose of attracting and retaining qualified employees to achieve the goals of the department. Human Resources is responsible for the maintenance and administration of employee pay systems. Teachers will be paid according to a salary schedule that correlates salaries with total years of creditable service in education. Other jobs will be assigned to a pay grade and range structure that sets the range of pay for the position.

The pay plan includes:

- Teachers
- Administrative Exempt Staff
- Professional Support Exempt Staff
- Technology Exempt and Nonexempt Staff
- Admin Support Nonexempt Staff
- Instructional Support Nonexempt Staff
- Operations Nonexempt Staff

Pay ranges and salary schedules are reviewed and adjusted periodically. Employee pay is adjusted based on the pay increase budget and guidelines approved by the board annually.

## JOB DESCRIPTION

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Job documentation is an essential function in the administration of the compensation system.

Accurate and complete job documentation will be collected and maintained by Human Resources with input from job supervisors. Job descriptions will define job qualifications, job purpose, major duties and responsibilities, working conditions, and exemption status. Job titles are assigned by Human Resources to accurately reflect the level and nature of work and the departmental structure of the department.

Job descriptions will be updated by Human Resources with input from supervisors. Supervisors should review job descriptions at least every three years and at each vacancy. Employees will sign off on their job description when hired and when the job description changes, acknowledging and agreeing to the general responsibilities of the job.

## DUTY CALENDARS

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Duty calendars are determined based on the business needs of the department and will align with pay cycles. The department will strive to maintain few duty calendar variations. A duty calendar will be maintained for each position.

## PAY SCHEDULE

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Employees are paid semi-monthly (the 15th and the last workday of each month). Each pay period, annualized income will be equivalent to 1/24th of the annual salary. Employees who began work after the start date for their assigned position will have their pay calculated based on the number of workdays remaining in the school year. This prorated amount will be divided by the number of pay periods remaining in the school year and will become the employee's semi-monthly salary through the duration of that school year. Non-salaried employees or part-time employees who work from the 1st through the 15th of the month will receive their pay on the last workday of the month. Time worked between the 16th and the last day of the month will be paid on the 15th of the following month.

## EXEMPTION STATUS

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All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA) and documented on the job description. Human Resources will determine the classification of each position based on a description of assigned job duties and weekly pay. In order to be exempt, the employee's primary duties must meet the requirements defined by federal regulations for the executive, administrative, professional, or computer employee exemption test or be a teacher, and the employee must meet applicable federal salary requirements. All employees who do not meet the legal requirements for exemption are classified as nonexempt.

## JOB CLASSIFICATION

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Job classification determines the assigned pay range for a job. Job classification is based on job requirements, assigned duties, and market rates. All jobs are classified for pay based on the relative level of knowledge and skill requirements, scope and complexity of assigned duties, job accountability, and working conditions. Human Resources will collect job information, evaluate jobs for classification purposes, and assign jobs to pay grades.

## CLASSIFICATION OF NEW POSITIONS

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Prior to posting, new positions must have a written job description created collaboratively by the hiring supervisor and Human Resources. Human Resources will recommend to the superintendent the pay grade classification of new positions based on the description, qualifications required, and market value. New positions must be classified in the pay system prior to hiring new employees.

## JOB RECLASSIFICATION

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A job reclassification occurs when a job classification is changed to a higher or lower pay range. Jobs may be reclassified as a result of a significant and sustained change in job duties assigned, a need to improve internal pay equity with similar jobs, or a change in competitive market rates.

## PROCEDURES FOR JOB RECLASSIFICATION

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Review of job reclassifications must be initiated by the division director or by Human Resources. Jobs previously submitted for review or FTEs added within the last school year are not eligible for review. Reviews will be conducted as follows:

A request for a job classification review must be submitted on a form provided by Human Resources that describes the rationale for reclassifying the position and provides an explanation of changes in job duties and responsibilities. The request also should include current and proposed job descriptions. The request must be approved by the division director before submitting to Human Resources.

Human Resources will review the request and obtain additional information, if needed. Additional information may be obtained from the supervisor, employee(s), and/or external job market pay data.

Human Resources will evaluate the job classification and prepare a recommendation for review by the superintendent or designee.

## SALARY ADJUSTMENTS FOR JOB RECLASSIFICATION

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A change in job classification will result in a greater or lesser potential for long-term pay advancement. Salary adjustments cannot be made for contract employees after the beginning of the contract term unless the job responsibilities have increased. Salary changes for contract employees are prohibited during the contract term. Human Resources should evaluate the need for salary adjustment for reclassified employees and use appropriate demotion or promotion procedures.

Salary placement for an employee who is reclassified will follow the guidelines for placement of a new hire with additional adjustments made as needed to achieve pay equity among peer employees.

- If the job is reclassified upward due to an increase in level of responsibilities, the procedure for promotion increases may be applied;
- If the job is reclassified due to departmental changes, there may be no immediate pay increase;
- If the job is reclassified due to a change in the competitive job market for hard-to-fill positions, equity adjustments may be made at the direction of the superintendent subject to contractual pay change restrictions;
- If the job is reclassified to a lower pay range based on a reduction in level of assigned responsibilities, the employee's pay may be reduced at the direction of the superintendent for the following school year. Refer to procedures on pay adjustments for reassignment to a lower pay grade.

GENERAL PAY INCREASES AND ELIGIBILITY

Employee pay will be reviewed annually for adjustment. The general pay increase (GPI) may be recommended to the board by the superintendent each year. They are based on the annual amount budgeted for pay raises and approved by the board. General pay increases provide the same dollar amount of increase to employees in the same pay grade. Teachers will be granted a GPI and reflected in the hiring schedule for the next year.

To receive a general pay increase, an employee must be in a paid status or on an approved leave of absence at the time of the first pay cycle reflecting the pay increase. Eligible employees must have received satisfactory evaluation in the preceding year.

EMPLOYEES ON SALARY SCHEDULES

Pay increases for jobs on salary schedules are calculated by applying the percent increase approved by the board each year to the market rate.

ANNUAL INCREASE EXAMPLE:

Market Rate:	\$55,000
% Increase:	02
Annual Increase:	\$1,100

EMPLOYEES ON PAY RANGES

General pay increases for employees on pay ranges are calculated by applying the percent increase approved by the board each year to the midpoint rate of the pay range. Employees in the same pay grade will receive the same rate of increase when pay increases are calculated as a percent of midpoint, unless the employee’s pay is close to or exceeds the maximum of the pay range.

Hourly Rate Increase (midpoint x %)		Annual Increase (hourly rate increase x duty hours x duty days)	
Pay Range Midpoint:	\$15.00	Duty Hours:	8.0
% Increase:	.02	Duty Days:	226
Hourly Rate Increase:	\$0.30	Annual Increase:	\$542.40

## HEAD START COST OF LIVING ADJUSTMENTS

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HCDE Head Start employees receive the Cost of Living Adjustment (COLA) from the Office of Head Start (OHS). 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 or as authorized by OHS. 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 OHS.

**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.

## INDIVIDUAL EQUITY ADJUSTMENTS

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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 in the Human Resources Information section of the monthly board agenda by the next regular Board meeting.

## PLACEMENT OF NEW HIRES

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### **SALARY PLACEMENT – SCHEDULES FOR TEACHERS**

Salaries for teachers who are new to the department will be determined by total creditable years of service in education and the department's salary schedule for the current year.

Creditable years of service will be determined by Human Resources as defined by state regulation at the time of employment (TAC Title 19, part II, 153.1021). New hires will receive salary credit for years of service up to a maximum of 20 years.

### **SALARY PLACEMENT – EXEMPT AND NONEXEMPT**

Starting pay for a new hire in a pay range plan will be determined individually based on each person's job-related experience and qualifications, and salaries paid to peer employees in the same position with similar experience.

### **PEER EQUITY**

In multi-incumbent positions (e.g., classroom aide), starting pay for a new hire should not exceed rates being paid to other employees in the same job with similar experience and qualifications.

## PLACEMENT CREDIT FOR PRIOR EXPERIENCE.

Starting pay for exempt and nonexempt jobs that require prior experience may utilize the following guidelines for calculation, but will still be evaluated against peer equity and midpoint limits before a final amount is determined.

- **Percent increase:** Pay is calculated at 1 percent above minimum for each year of job experience directly related to job duties. Credit for teaching experience is limited to 20 years for salary placement for teachers promoted to a position that requires educator certification on the Administrative Professional pay schedule.
- **Placement scale:** Salary placement scales may be used to determine rates of pay for newly hired nonexempt employees. Individual employee placement may be based on job-related experience approved by the department. Credit will be given for years of experience granted by Human Resources based on the department's salary placement scale for nonexempt jobs. Current employees may be paid above the placement scale. Salary placement scales are reviewed and may be adjusted on an annual basis and salary advancement is not guaranteed.

## REASSIGNMENTS

### PAY ADJUSTMENTS FOR REASSIGNMENT TO A HIGHER PAY GRADE

A promotion occurs when an employee is moved to a different job in a higher pay grade. Salary placement for an employee who is promoted to a job in a pay grade with a higher midpoint will follow the guidelines for placement of a new hire with additional adjustments made as needed to achieve pay equity among peer employees. Employees promoted internally will not be paid less than a new hire with similar experience.

Example of promotion from paraprofessional pay grade 1 to pay grade 2:

New Hire Pay Rate in PG 2		Minimum 3% Increase	
Employee Current Rate:	\$10.37	Employee Current Rate:	\$10.37
Credited Experience:	3 years	3 Percent Increase:	x 1.03
Calculated Hourly Rate:	\$12.00	Employee New Rate:	\$10.68

*The higher of the two calculations becomes the new hourly rate: \$12.00*

Example of promotion from paraprofessional pay grade 1 to pay grade 2:

New Hire Pay Rate in PG 4		Minimum 3% Increase	
Employee Current Rate	\$15.59	Employee Current Rate:	\$15.59
Credited Experience	7 years	3 Percent Increase:	x 1.03
Calculated Hourly Rate	\$16.26	Employee New Rate:	\$16.06

*The higher of the two calculations becomes the new hourly rate: \$16.26*

## **PAY ADJUSTMENTS FOR REASSIGNMENT TO A LOWER PAY GRADE**

Reassignment to a different job in a lower pay range is considered a demotion and a corresponding reduction in pay may result. A pay adjustment for reassignment to a lower pay range requires approval of the superintendent.

### **CONTRACT EMPLOYEES**

A reduction in pay as a result of a demotion will not be made during the current contract year, unless mutually agreed to by the employee and the department in writing. Demotions that become effective during the contract term may result in a pay reduction for the following school year provided notice of the reduction is given to the employee before the penalty-free resignation date (i.e., 45 days before the first day of instruction for the next school year). Pay reductions for contract employees are made at the direction of the superintendent and may follow the same guidelines as pay reductions for noncontract employees.

### **NONCONTRACT EMPLOYEES**

Subject to approval by the superintendent, a reduction in pay for a demotion will be made effective with the new assignment to a lower pay grade. The employee's base rate of pay (hourly or daily) may be calculated the same as a new hire's pay in the lower pay grade, with peer equity factored into the final determination.

Pay adjustments may also be made for a longer or shorter work year associated with the change in duty assignment. In the case of a demotion from a pay range structure to an experience-based placement scale, salary placement will be made according to years of experience.

## **REVIEW AND ADJUSTMENT OF PAY RANGES**

Human Resources will review pay structures annually and recommend adjustments as needed to maintain competitive alignment with external job markets and internal alignment of career pathways. Adjustments to pay ranges are made prior to the calculation of pay increases.

If no pay raise is approved by the board, no pay range adjustments will be made. Salary schedules will be adjusted only to update the years of service associated with a pay rate.

## **REINSTATEMENT FOLLOWING BREAK IN SERVICE**

An employee who is rehired for the same position following a break-in-service that is less than 12 months shall be reinstated at the same pay rate previously held prior to the break-in-service, or according to the procedures for placement of new hires, whichever is greater.

If rehired at a different pay grade level or rehired following a break in service that is longer than 12 months, the employee's pay will be placed according to the procedures for placement of new hires.

## STIPENDS AND ALLOWANCES

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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.

## GENERAL GUIDELINES: JOB CLASSIFICATION REVIEW

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Job classification determines the assigned pay range for a job and is based on job requirements, assigned duties, and market rates. All jobs are classified for pay based on the relative level of knowledge and skill requirements, scope and complexity of assigned duties, job accountability, and working conditions.

A reclassification occurs when a job classification is changed to a higher or lower pay range. Job classification changes may be warranted for the following reasons:

- A substantial and sustained change in job duties assigned
- A significant change in the competitive price for the job
- Identification of an internal inequity related to other jobs

Administrative procedures should provide a process for reviewing job reclassifications. The procedures should identify:

- Who has authority to initiate a request for job reclassification
- What supporting information needs to be provided
- Who is responsible for analyzing the request and making a recommendation
- What is the timeline for receiving and completing reviews
- When is the effective date of a job reclassification
- Who has final approval authority and if there will be an option to appeal

Changing the pay grade classification for a job should be based on the work itself and not solely due to the request of the job incumbent or supervisor. Job classification changes should be limited and relatively infrequent. These infrastructure changes to the pay plan should not be a result of negotiation. Instead, changes should be based only on a review of job duties relative to other jobs in the department and market data.

Review of job reclassifications must be initiated by the division director or by Human Resources. Jobs previously submitted for review within the last 18 months and newly created jobs are usually not eligible for review.

A request for a job classification review must be submitted on a form provided by Human Resources that describes the rationale for reclassifying the position and provides an explanation of changes in job duties and responsibilities. The request must be approved by the division director before submitting to Human Resources.

Human Resources will evaluate the job reclassification and prepare a recommendation for review by the superintendent or designee.

## Request for Job Classification Review

Request Date: \_\_\_\_\_ Job Title to Review: \_\_\_\_\_

Current Pay Grade: \_\_\_\_\_ Requesting Supervisor: \_\_\_\_\_

Requested Pay Grade: \_\_\_\_\_ Supervisor Job Title: \_\_\_\_\_

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Job classification groups jobs of similar value into pay grades and pay ranges, and is based on the requirements of the job with the following factors taken into consideration:

- ◆ Knowledge (education and specialized experience)
  - ◆ Effort (decision-making, complexity, communication responsibility)
  - ◆ Responsibility (scope of impact, financial accountability, supervisory responsibility)
  - ◆ Environment (exposure to hazardous working conditions)
  - ◆ External Job Market Value
- 

Requests should include a copy of the current job description and departmental chart.

1. Why do you feel that this job is assigned to the wrong pay grade level?
2. How has the job changed? What led to the change in job duties and responsibilities?
3. List core job responsibilities and percent time required for each (use additional pages if needed).

% time: \_\_\_\_\_

% time: \_\_\_\_\_

% time: \_\_\_\_\_

% time: \_\_\_\_\_

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Signature of Division Director

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Date

## 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.

Years Experience	191 Day Salary
0	\$67,750
1	\$68,200
2	\$68,650
3	\$69,100
4	\$69,800
5	\$70,600
6	\$71,100
7	\$71,786
8	\$72,464
9	\$72,864
10	\$73,264
11	\$73,664
12	\$74,064
13	\$74,464
14	\$74,864
15	\$75,262
16	\$75,662
17	\$76,081
18	\$76,492
19	\$76,904
20	\$77,264

## CERTIFIED INSTRUCTIONAL TEACHER STIPENDS

### 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	\$2,000
Additional Certificate	\$150

### CERTIFIED SBEC COUNSELORS

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HCDE Identified Critical Needs Stipends:	
Special Education	\$2,000
STAAR / EOC Testing	\$1,000

### CERTIFIED SBEC ASSISTANT PRINCIPALS

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Special Education	\$2,000
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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

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

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:

Advanced Degree	\$1,000
HCDE Identified Critical Needs Stipends:	
Bilingual	\$4,200
Math	\$3,500
Science	\$3,500
Reading	\$2,000
Special Education	\$2,000
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

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

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

ASSIGNMENT STIPENDS

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

HCDE SERVICE

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 DISCTRICT/OUT-OF-STATE EXPERIENCE

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

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

Buyer | Junior Staff Accountant | Business Services  
Site Coordinator | CASE

A-1	MINIMUM	MIDPOINT	MAXIMUM
Daily	169.52	208.00	246.48
240 Days	40,685	49,920	59,155

### A-2

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

A-2	MINIMUM	MIDPOINT	MAXIMUM
Daily	200.88	246.48	292.08
240 Days	48,211	59,155	70,099

### A-3

Benefits Coordinator | Human Resources  
Career Pathways Transition Specialist | Adult Education  
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  
Events Coordinator | Communications  
Grant and Budget Compliance Coordinator | Adult Education  
Human Resources Generalist  
Operations Coordinator | Facilities  
SHARS | 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  
Teacher (FT) | Adult Education  
Translation Coordinator | Marketing and Client Engagement

A-3	MINIMUM	MIDPOINT	MAXIMUM
Daily	242.56	297.62	352.68
190 Days	46,086	56,548	67,009
230 Days	55,789	68,453	81,116
240 Days	58,214	71,429	84,643

#### A-4

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 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

A-4	MINIMUM	MIDPOINT	MAXIMUM
Daily	295.93	363.10	430.27
240 Days	71,023	87,144	103,265

#### 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 Principal | 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

A-5	MINIMUM	MIDPOINT	MAXIMUM
Daily	349.19	428.46	507.73
200 Days	69,838	85,692	101,546
210 Days	73,330	89,977	106,623
240 Days	83,806	102,830	121,855

## A-6

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

A-6	MINIMUM	MIDPOINT	MAXIMUM
Daily	393.54	471.31	549.08
240 Days	94,450	113,114	131,779

## 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	454.54	544.36	634.18
240 Days	109,090	130,646	152,203

## A-8

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

A-8	MINIMUM	MIDPOINT	MAXIMUM
Daily	541.37	636.90	732.44
240 Days	129,929	152,856	175,786

## A-9

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

A-9	MINIMUM	MIDPOINT	MAXIMUM
Daily	633.39	745.17	856.95
240 Days	152,014	178,841	205,668

## A-10

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

A-10	MINIMUM	MIDPOINT	MAXIMUM
Daily	728.41	856.95	985.49
240 Days	174,818	205,668	236,518

# HEAD START ADMINISTRATIVE SALARY SCHEDULE

## PAY GRADE | ADMINISTRATIVE

### H-1

Family Services Provider

H-1	MINIMUM	MIDPOINT	MAXIMUM
Daily	169.74	207.00	244.26
230 Days	39,040	47,610	56,180

### H-2

Instructional Coach (non-certified)

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

### H-3

Assistant Campus Manager

H-3	MINIMUM	MIDPOINT	MAXIMUM
Daily	215.00	259.14	303.28
230 Days	49,450	59,602	69,754

### H-4

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 Projects Coordinator

H-4	MINIMUM	MIDPOINT	MAXIMUM
Daily	242.78	296.07	349.36
230 Days	55,839	68,096	80,353

### H-5

Community Partnerships Manager  
Data Compliance Manager  
Education and Special Services Manager  
Health and Family Services Manager  
Head Start Counselor  
Nutrition Services Manager  
Operations Manager

H-5	MINIMUM	MIDPOINT	MAXIMUM
Daily	296.19	361.21	426.23
230 Days	68,124	83,078	98,033
240 Days	71,086	86,690	102,295

### H-6

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

H-6	MINIMUM	MIDPOINT	MAXIMUM
Daily	348.57	419.96	491.35
240 Days	83,657	100,790	117,924

### H-7

Senior Director

H-7	MINIMUM	MIDPOINT	MAXIMUM
Daily	507.50	597.06	686.62
240 Days	121,800	143,294	164,789

Revised: 11/13/2023

## PROFESSIONAL SUPPORT SALARY SCHEDULE

### PAY GRADE | PROFESSIONAL SUPPORT

#### P-1

Music Therapist

P-1	MINIMUM	MIDPOINT	MAXIMUM
Daily	299.41	352.25	405.09
180 Days	53,894	63,405	72,916

#### P-2

Behavior Intervention Specialist  
Instructional Coach (certified)  
School Counselor  
School Nurse  
Social and Emotional Learning Counselor

P-2	MINIMUM	MIDPOINT	MAXIMUM
Daily	332.35	391.00	449.65
191 Days	63,479	74,681	85,883
200 Days	66,470	78,200	89,930
213 Days	70,791	83,283	95,775

#### P-3

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

P-3	MINIMUM	MIDPOINT	MAXIMUM
Daily	373.21	449.65	526.09
162 Days	60,460	72,843	85,227
180 Days	67,178	80,937	94,696
200 Days	74,642	89,930	105,218
240 Days	89,570	107,916	126,262

#### P-4

Manager, School-Based Therapy Services

P-4	MINIMUM	MIDPOINT	MAXIMUM
Daily	440.39	530.59	620.79
200 Days	88,078	106,118	124,158
230 Days	101,290	122,036	142,782
240 Days	105,694	127,342	148,990

# ADMINISTRATIVE SUPPORT SALARY SCHEDULE

## PAY GRADE | ADMINISTRATIVE SUPPORT

### S-1

*Reserved for future use.*

### S-2

After-School Program Specialist  
Campus Clerk  
Receptionist  
Special Initiatives Clerk

S-2	MINIMUM	MIDPOINT	MAXIMUM
Hourly	15.50	19.14	22.78
Daily	124.00	153.12	182.24
210 Days	26,040	32,155	38,270
230 Days	28,520	35,218	41,915
240 Days	29,760	36,749	43,738

### S-3

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

S-3	MINIMUM	MIDPOINT	MAXIMUM
Hourly	16.75	20.68	24.61
Daily	134.00	165.44	196.88
230 Days	30,820	38,051	45,282
240 Days	32,160	39,706	47,251

### S-4

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

S-4	MINIMUM	MIDPOINT	MAXIMUM
Hourly	18.50	22.84	27.18
Daily	148.00	182.72	217.44
230 Days	34,040	42,026	50,011
240 Days	35,520	43,853	52,186

## S-5

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

S-5	MINIMUM	MIDPOINT	MAXIMUM
Hourly	21.00	25.92	30.84
Daily	168.00	207.36	246.72
230 Days	38,640	47,693	56,746
240 Days	40,320	49,766	59,213

## S-6

Executive Assistant | Assistant Superintendent  
Executive Assistant | Board of Trustees  
Lead Payroll Specialist  
Senior Accounts Payable Specialist

S-6	MINIMUM	MIDPOINT	MAXIMUM
Hourly	24.00	29.63	35.26
Daily	192.00	237.04	282.08
240 Days	46,080	56,890	67,699

## S-7

Occupational Therapy Assistant  
Physical Therapy Assistant

S-7	MINIMUM	MIDPOINT	MAXIMUM
Hourly	27.25	34.26	40.77
Daily	222.00	274.08	326.16
162 Days	35,964	44,401	52,838
180 Days	39,960	49,334	58,709

## S-8

Senior Executive Assistant | Superintendent

S-8	MINIMUM	MIDPOINT	MAXIMUM
Hourly	33.00	40.74	48.48
Daily	264.00	325.92	387.84
240 Days	63,360	78,221	93,082

# INSTRUCTIONAL SUPPORT SALARY SCHEDULE

## PAY GRADE | INSTRUCTIONAL SUPPORT

### I-1

Aide | Adult Education  
Educational Aide I | Schools

I-1	MINIMUM	MIDPOINT	MAXIMUM
Hourly	15.25	18.60	21.95
Daily	122.00	148.80	175.60
191 Days	23,302	28,421	33,540
240 Days	29,280	35,712	42,144

### I-2

Educational Aide II | Schools

I-2	MINIMUM	MIDPOINT	MAXIMUM
Hourly	16.50	20.13	23.76
Daily	132.00	161.04	190.08
191 Days	25,212	30,759	36,305

### I-3

Educational Aide III | Schools

I-3	MINIMUM	MIDPOINT	MAXIMUM
Hourly	19.00	23.17	27.34
Daily	152.00	185.36	218.72
191 Days	29,032	35,404	41,776

### I-4

Licensed Vocational Nurse

I-4	MINIMUM	MIDPOINT	MAXIMUM
Hourly	23.00	28.05	33.10
Daily	184.00	224.40	264.80
191 Days	35,144	42,860	50,577

# HEAD START INSTRUCTIONAL SUPPORT SALARY SCHEDULE

## PAY GRADE | INSTRUCTIONAL SUPPORT

### E-1

Teaching Assistant

E-1	MINIMUM	MIDPOINT	MAXIMUM
Hourly	15.25	18.60	21.95
Daily	122.00	148.80	175.60
200 Days	24,400	29,760	35,120

### E-2

Early Childhood Teacher | Pre-CDA

### E-3

Early Childhood Teacher | CDA

### E-4

Early Childhood Teacher | AA  
Teacher | AA

E-2	MINIMUM	MIDPOINT	MAXIMUM
Daily	137.61	167.84	198.07
218 Days	29,999	36,589	43,179

### E-5

Early Childhood Teacher | BS  
Teacher | BS

E-3	MINIMUM	MIDPOINT	MAXIMUM
Daily	160.55	195.82	231.09
218 Days	35,000	42,689	50,378

E-4	MINIMUM	MIDPOINT	MAXIMUM
Daily	183.48	223.76	264.04
200 Days	36,696	44,752	52,808
218 Days	39,999	48,780	57,561

E-5	MINIMUM	MIDPOINT	MAXIMUM
Daily	206.40	251.71	297.02
200 Days	41,280	50,342	59,404
218 Days	44,995	54,873	64,750

Revised: 11/13/2023

# TECHNOLOGY SALARY SCHEDULE

## PAY GRADE | TECHNOLOGY

### T-1

Help Desk Analyst I  
Help Desk Field Technician

T-1	MINIMUM	MIDPOINT	MAXIMUM
Hourly	24.00	28.57	33.14
Daily	192.00	228.56	265.12
240 Days	46,080	54,854	63,629

### T-2

Help Desk Analyst II

T-2	MINIMUM	MIDPOINT	MAXIMUM
Hourly	29.00	34.52	40.04
Daily	232.00	276.16	320.32
240 Days	55,680	66,278	76,877

### T-3

Application and Network Support Analyst  
Infrastructure Analyst | Network  
Infrastructure Analyst | Server Storage  
Infrastructure Analyst | Systems  
Multimedia Production Coordinator  
Network Systems Analyst  
Systems Engineer | Hybrid Cloud  
Technology Trainer

T-3	MINIMUM	MIDPOINT	MAXIMUM
Daily	305.98	364.26	422.54
240 Days	73,435	87,422	101,410

### T-4

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

T-4	MINIMUM	MIDPOINT	MAXIMUM
Daily	327.21	389.54	451.87
240 Days	78,530	93,490	108,449

### T-5

Senior Software Developer  
Senior Systems Analyst  
Senior Systems Engineer

T-5	MINIMUM	MIDPOINT	MAXIMUM
Daily	386.11	459.66	533.21
240 Days	92,666	110,318	127,970

### T-6

Manager | Applications  
Manager | Operations Support  
Manager | Service Desk

T-6	MINIMUM	MIDPOINT	MAXIMUM
Daily	424.73	505.63	586.53
240 Days	101,935	121,351	140,767

### T-7

Director | Information Technology Services

T-7	MINIMUM	MIDPOINT	MAXIMUM
Daily	475.70	566.31	656.92
240 Days	114,168	135,914	157,661

## 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	15.25	18.60	21.95
Daily	122.00	148.80	175.60
190 Days	23,180	28,272	33,364
218 Days	26,596	32,438	38,281
240 Days	29,280	35,712	42,144

O-2	MINIMUM	MIDPOINT	MAXIMUM
Hourly	16.25	19.83	23.41
Daily	130.00	158.64	187.28
210 Days	27,300	33,314	39,329
230 Days	29,900	36,487	43,074
240 Days	31,200	38,074	44,947

O-3	MINIMUM	MIDPOINT	MAXIMUM
Hourly	17.25	21.02	24.79
Daily	138.00	168.16	198.32
240 Days	33,120	40,358	47,597

O-4	MINIMUM	MIDPOINT	MAXIMUM
Hourly	20.00	24.39	28.78
Daily	160.00	195.12	230.24
240 Days	38,400	46,829	55,258

O-5	MINIMUM	MIDPOINT	MAXIMUM
Hourly	24.00	29.27	34.54
Daily	192.00	234.16	276.32
240 Days	46,080	56,198	66,317

O-6	MINIMUM	MIDPOINT	MAXIMUM
Hourly	27.50	33.54	39.58
Daily	220.00	268.32	316.64
240 Days	52,800	64,397	75,994

## SUPPLEMENTAL SUPPORT SALARY SCHEDULE

### ADULT EDUCATION

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Aide with High School Diploma	\$16.00/hr
Aide with 12 College Credit Hours Career	\$16.50/hr
Career Pathways Instructor	\$40.00/hr
Clerk	\$16.00/hr
Craft Instructor	\$40.00/hr
Program Assistant	\$33.00/hr
Substitute Teacher	\$25.00/hr
Teacher	\$30.00/hr
Transition Specialist/Career Navigator	\$30.00/hr

### SCHOOLS

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Bus Aide	\$17.00/hr
Bus Driver	\$500.00/yr
Administrator (summer day/extra duty)	\$35.00/hr
Counselor (summer day/extra duty)	\$32.00/hr
Educational Aide (summer pay/extra duty)	\$21.00/hr
Home Bound Student Services	\$40.00/hr
School Nurse (summer pay/extra duty)	\$32.00/hr
Teacher (summer pay/extra duty)	\$32.00/hr
Trainer (Boys Town and Love and Logic)	\$38.00/hr

### HEAD START

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Assistant Cook	\$2,000.00/yr
Cook Supplemental Pay	\$1.75/hr
Early Head Start Campus Manager (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 STIPENDS

**Eligibility:** Part-time staff only

POSITION	REQUIRED HOURS	CATEGORY OF REQUIRED PROFESSIONAL DEVELOPMENT	STIPEND
<b>Teacher</b> <b>Substitute Teacher</b> <b>Program Assistant</b>	<b>15</b>	<b>3 Hours</b> Principles of Adult Learning  <b>6 Hours</b> Literacy  <b>6 Hours</b> Other	<b>\$450</b>
<b>Clerk</b> <b>Aide</b> <b>Transition Specialist</b> <b>Career Navigator</b>	<b>3</b>	<b>3 Hours</b> Other	<b>\$45</b>
<b>Additional Training</b>	N/A	Paid at hourly rate if required and approved.  <i>*Excludes full-time positions.</i>	

*Staff required to complete only half of the professional development hours will receive half of the stipend amount.*

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

## SUBSTITUTE SALARY SCHEDULE

POSITION	PAY RATE
Educational Aide Teacher (Degree Only) Teacher (TX Teacher Certificate) Assistant Principal Nurse Bus Driver	\$125/day \$200/day \$260/day \$375/day \$300/day \$20/hr

### RELIEF INSTRUCTOR:

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

**TS**  
Teacher  
Transiton Specialist

**Calendar**  
191  
200

## ADMINISTRATIVE CALENDAR

### A-1

Buyer	Calendar
Junior Staff Accountant	240
Site Coordinator   CASE	240

### A-2

Grants Development Associate	Calendar
Career Navigator   Adult Education	240
Family Engagement Coordinator	240
Data Coordinator   CASE	240
Data Coordinator   Choice	240
Instructional Coach   Adult Education	240
Intake Transition Specialist   Adult Education	240
Program Coordinator   Adult Education	240
Program Coordinator   CASE	240
Project-Based Learning Associate	Part-time

### A-3

Benefits Coordinator   Human Resources	Calendar
Careers Pathways Transition Specialist   Adult Education	240
Contract Coordinator   Choice Partners	240
Coordinator   Adult Education	240
Coordinator   Center for Grants Development	240
Coordinator   Communications and Creative Services	240
Coordinator   Human Resources	240
Coordinator   Marketing and Client Engagement	240
Coordinator   Procurement Services	240
Coordinator   Research and Evaluation Institute	240
Events Coordinator   Communications	240
Grant, Budget and Compliance Coordinator   Adult Education	240
Human Resources Generalist	240
Operations Coordinator   Facilities	240
SHARS   Parent Engagement Liaison	200
Project Coordinator   CASE	240
Records Operations Manager	240
Recovery Coach   Fortis Academy	240
Special Events and Promotions Coordinator   CASE	240
Staff Accountant   Business Services	240
Teacher   Adult Education	190, 240
Translation Coordinator   Marketing and Client Engagement	240

**A-4**

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   Research and Evaluation	240
Manager of Teacher Advancement   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

**Calendar**

**A-6**

Officer of Certification and Advancement   Center for Educator Success	240
Officer of Elementary Education   Center for Educator Success	240
Officer of Secondary Education   Center for Educator Success	240
Officer of Teacher of Advancement   Center for Educator Success	240
Community Development / Education Foundation Director	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   Schools	240

**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 Projects 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  
Head Start Counselor  
Nutrition Services 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

P-1

Music Therapist

Calendar

Part-time, 162, 180

P-2

Behavior Intervention Specialist  
Instructional Coach (certified)  
School Counselor  
School Nurse  
Social and Emotional Learning Counselor

Calendar

200  
200  
200  
191, 213, 219  
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

After-school Program Specialist	Calendar
Campus Clerk	240
Receptionist	210, 230
Special Initiatives Clerk	240

### S-3

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

### S-4

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

**S-5**

	<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
Contract Billing Specialist	240
Financial Assistant/Secretary to Senior Director	240
Human Resources Recruitment Specialist	240
Imaging and Content Specialist	240
Leave Specialist	Part-time
Payroll Specialist	240
Procurement Specialist	240
Quality Assurance Specialist	240
Records Support Specialist	240
Senior Grant Accounting Clerk	240

**S-6**

	<b>Calendar</b>
Executive Assistant   Assistant Superintendent	240
Executive Assistant   Board of Trustees	240
Lead Payroll Specialist	240
Senior Accounts Payable Specialist	240

**S-7**

	<b>Calendar</b>
Occupational Therapy Assistant	Part-time, 162, 180, 240
Physical Therapist Assistant	Part-time, 162, 180, 240

**S-8**

	<b>Calendar</b>
Senior Executive Assistant   Superintendent	240

# INSTRUCTIONAL SUPPORT CALENDAR

## I-1

Aide | Adult Education  
Educational Aide I | Schools

## Calendar

240  
191

## I-2

Educational Aide II | Schools

## Calendar

191

## I-3

Educational Aide III | Schools

## Calendar

191

## I-4

Licensed Vocational Nurse

## Calendar

191

HEAD START  
INSTRUCTIONAL SUPPORT CALENDAR

<b>E-1</b> Teaching Assistant	<b>Calendar</b> 200 Days
<b>E-2</b> Early Childhood Teacher   CDA	<b>Calendar</b> 218 Days
<b>E-3</b> <i>Reserved for future use</i>	
<b>E-4</b> Early Childhood Teacher Teacher	<b>Calendar</b> 218 Days 200 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

Application and Network Support Analyst  
Infrastructure Analyst | Network  
Infrastructure Analyst | Server Storage  
Infrastructure Analyst | Systems  
Multimedia Production Coordinator  
Network Systems Analyst  
Systems Engineer | Hybrid Cloud  
Technology Trainer

### Calendar

240  
240  
240  
240  
240  
240  
240  
240

### T-4

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

### Calendar

240  
240  
240  
240  
240  
240  
240

### T-5

Senior Software Developer  
Senior Systems Analyst  
Senior Systems Engineer

### Calendar

240  
240  
240

### T-6

Manager | Applications  
Manager | Operations Support  
Manager | Service Desk

### Calendar

240  
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**  
Department of  
**Education**

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