

Clerical Support Pay Plan

*Annual amounts are based on 8 hours per day.

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum
-----------	-----------	-----------	---------	----------	---------

301		
	Campus Monitor, ES	180
	Traffic Monitor	180

Hourly	\$13.00	\$15.50	\$18.00
180 Days	18,720	22,320	25,920

302		
	Clerk - Campus	184
	Office Assistant Campus	184
	Specialist - SERS Inventory Control	221

Hourly	\$14.00	\$16.77	\$19.54
184 Days	20,608	24,685	28,763
221 Days	24,752	29,649	34,547

303		
	Asst Registrar	195
	Clerk - Adult Learning	221
	Clerk I - Bookroom/Media HS	194
	Clerk I - Bookroom/Media MS	189
	Clerk I - Department	221
	Clerk I - LPAC	194
	Department Clerk - 303	221
	Department Clerk - Health Services	194
	Family and Community Liaison	184
	Military Family Liaison	184
	Parent Engagement Liaison - PT	180
	Parent Engagement Liaison/Campus Clerk	184
	Receptionist - Ed Center	221

Hourly	\$14.75	\$17.66	\$20.57
180 Days	21,240	25,430	29,621
184 Days	21,712	25,996	30,279
189 Days	22,302	26,702	31,102
194 Days	22,892	27,408	31,925
195 Days	23,010	27,550	32,089
221 Days	26,078	31,223	36,368

304		
	Attendance Clerk - ES	204
	Attendance Clerk - HS	194
	Attendance Clerk - MS	204
	Attendance/Bookroom TMECH	204
	Clerk - Senior SERS	221
	Clerk II - Department	221
	Clerk II - SEMS	221
	Clerk II - Worker Compensation	221
	Coordinator - ES/MS Transcript	221
	Customer Service Representative	221
	Department Clerk 304	221
	Secretary - Adult Learning	221
	Secretary - Asst Director	221
	Senior Clerk Transfers - Guardianships & SPED	221
	Specialist - Service Records	221

Hourly	\$15.50	\$18.57	\$21.64
194 Days	24,056	28,821	33,585
204 Days	25,296	30,306	35,316
221 Days	27,404	32,832	38,260

Clerical Support Pay Plan

*Annual amounts are based on 8 hours per day.

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum
-----------	-----------	-----------	---------	----------	---------

305		
Clerk - Accounts Payable	221	
Clerk - Medicaid	221	
Clerk - Title I Entitlement Accounting	221	
Coordinator - HS Transcript	221	
Maintenance Dispatcher	221	
PEIMS Clerk - ES	217, 221	
PEIMS Clerk - HS	204, 221	
PEIMS Clerk - MS	221	
Registrar	221	
Registrar - Alt	221	
Registrar - MS	221	
Registrar/PEIMS - Alt	221	
Secretary - Board Services	221	
Secretary - Construction	221	
Secretary - LLR	221	
Secretary - Principal ES	217	
Secretary - Special Programs	221	
Senior Clerk	221	
Senior Clerk - Attendance HS	204	
Senior Clerk - FNS Purchasing	221	
Specialist - HR Communications	221	
Specialist - Human Resources	221	
Specialist - Imaging/Records	221	

Hourly	\$16.28	\$19.50	\$22.72
204 Days	26,569	31,824	37,079
217 Days	28,262	33,852	39,442
221 Days	28,783	34,476	40,169

306		
Campus Business Agent - HS	221	
Clerk - Accounting	221	
Clerk - Accounting IT	221	
Clerk - Discipline	221	
Clerk - Lead LPAC	221	
Clerk - Lead PEIMS	221	
Clerk - PEIMS	221	
Clerk - Senior Attendance	221	
Lead Customer Service Representative	221	
Registrar - HS	221	
Secretary - Chief of Police	221	
Secretary - Principal	221	
Secretary - Principal Alt	221	
Secretary - Principal MS	221	
Secretary - Principal/Business Agent	221	
Secretary - Superintendent/Open Records	221	
Specialist - Benefits	221	

Hourly	\$17.68	\$21.16	\$24.64
221 Days	31,258	37,411	43,564

Clerical Support Pay Plan

*Annual amounts are based on 8 hours per day.

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum
306 cont.					
	Specialist - Customer Service Alpha Initiative	221			
	Specialist - Payroll	221			
	Specialist - Payroll Reporting	221			
	Travel Specialist	221			
307					
	Administrative Assistant	221			
	Administrative Specialist - CTE	221			
	Assistant - Employee Relations	221			
	Coordinator - Accounting	221			
	Coordinator - Workers Compensation	221			
	HR Graphics/Web Specialist	221			
	Office Manager	221			
	Registrar Lead	221			
	Secretary - Director	221			
	Secretary - Principal HS	221			
	Senior Specialist - Payroll	221			
	Specialist - Accounting CTE	221			
	Specialist - Purchasing	221			
	Specialist - Treasury	221			
	Staffing Asst	221			
308					
	Coordinator - Benefits	221			
	Coordinator - HR Compensation	221			
	Coordinator - Payroll	221			
	Coordinator - Substitute	221			
	Executive Assistant	221			
309					
	Para Legal	226			
	Senior Administrative Assistant	221			
	Senior Administrative Assistant Board Services	221			
310					
	Exec Admin Asst - Superintendent	221			

Hourly	\$17.68	\$21.16	\$24.64
221 Days	31,258	37,411	43,564

Hourly	\$19.44	\$23.28	\$27.12
221 Days	34,370	41,159	47,948

Hourly	\$22.00	\$26.19	\$30.38
221 Days	38,896	46,304	53,712

Hourly	\$24.75	\$29.46	\$34.17
221 Days	43,758	52,085	60,413
226 Days	44,748	53,264	61,779

Hourly	\$28.00	\$33.33	\$38.66
221 Days	49,504	58,927	68,351

2023-2024 Clerical Placement Scale

El Paso ISD

Range Position	2023-2024 Local Exp	Pay Grades									
		301	302	303	304	305	306	307	308	309	310
Minimum	0	\$13.00	\$14.00	\$14.75	\$15.50	\$16.28	\$17.68	\$19.44	\$22.00	\$24.75	\$28.00
	1	\$13.13	\$14.14	\$14.90	\$15.66	\$16.45	\$17.86	\$19.64	\$22.21	\$24.99	\$28.27
	2	\$13.26	\$14.28	\$15.05	\$15.82	\$16.62	\$18.04	\$19.84	\$22.42	\$25.23	\$28.54
	3	\$13.39	\$14.42	\$15.20	\$15.98	\$16.78	\$18.22	\$20.04	\$22.63	\$25.47	\$28.81
	4	\$13.52	\$14.56	\$15.35	\$16.14	\$16.94	\$18.40	\$20.24	\$22.84	\$25.71	\$29.08
	5	\$13.65	\$14.70	\$15.50	\$16.30	\$17.10	\$18.58	\$20.43	\$23.05	\$25.95	\$29.35
	6	\$13.78	\$14.84	\$15.65	\$16.46	\$17.26	\$18.76	\$20.62	\$23.26	\$26.19	\$29.62
	7	\$13.91	\$14.98	\$15.80	\$16.62	\$17.42	\$18.94	\$20.81	\$23.47	\$26.43	\$29.89
	8	\$14.04	\$15.12	\$15.95	\$16.77	\$17.58	\$19.12	\$21.00	\$23.68	\$26.67	\$30.16
	9	\$14.17	\$15.26	\$16.10	\$16.92	\$17.74	\$19.29	\$21.19	\$23.89	\$26.90	\$30.43
	10	\$14.30	\$15.40	\$16.25	\$17.07	\$17.90	\$19.46	\$21.38	\$24.10	\$27.13	\$30.70
	11	\$14.42	\$15.54	\$16.39	\$17.22	\$18.06	\$19.63	\$21.57	\$24.31	\$27.36	\$30.97
	12	\$14.54	\$15.68	\$16.53	\$17.37	\$18.22	\$19.80	\$21.76	\$24.52	\$27.59	\$31.24
	13	\$14.66	\$15.82	\$16.68	\$17.52	\$18.38	\$19.97	\$21.95	\$24.73	\$27.82	\$31.51
	14	\$14.78	\$15.96	\$16.82	\$17.67	\$18.54	\$20.14	\$22.14	\$24.94	\$28.06	\$31.77
	15	\$14.90	\$16.10	\$16.96	\$17.82	\$18.70	\$20.31	\$22.33	\$25.15	\$28.30	\$32.03
	16	\$15.02	\$16.24	\$17.10	\$17.97	\$18.86	\$20.48	\$22.52	\$25.36	\$28.54	\$32.29
	17	\$15.14	\$16.37	\$17.24	\$18.12	\$19.02	\$20.65	\$22.71	\$25.57	\$28.77	\$32.55
	18	\$15.26	\$16.50	\$17.38	\$18.27	\$19.18	\$20.82	\$22.90	\$25.78	\$29.00	\$32.81
	19	\$15.38	\$16.64	\$17.52	\$18.42	\$19.34	\$20.99	\$23.09	\$25.99	\$29.23	\$33.07
Midpoint	20	\$15.50	\$16.77	\$17.66	\$18.57	\$19.50	\$21.16	\$23.28	\$26.19	\$29.46	\$33.33
Maximum		\$18.00	\$19.54	\$20.57	\$21.64	\$22.72	\$24.64	\$27.12	\$30.38	\$34.17	\$38.66

Placement scales are used to establish a minimum rate for new hires based on experience approved by the district. Current employees may be paid above this placement scale. This scale is for placement of new hires only and does not reflect actual salaries for current employees. Future wage increases are determined annually and are not guaranteed.

NEITHER PAST OR FUTURE COMPENSATION CAN BE CALCULATED OR PREDICTED FROM THIS PAY SCHEDULE