

**Clerical Support - 2022-2023**

Approved 8/8/22

Waxahachie ISD

Grade	Job Title	Calendars	Hourly	Minimum	Midpoint	Maximum
<b>1</b>			<b>Hourly</b>	<b>\$13.60</b>	<b>\$17.00</b>	<b>\$20.39</b>
	Receptionist/Clerk	207	<b>187 Days</b>	20,340	25,425	30,509
	Receptionist/Clerk, ARD	187	<b>207 Days</b>	22,515	28,144	33,772
	Receptionist/Clerk, C&I	207	<b>226 Days</b>	24,582	30,727	36,872
	Receptionist/Clerk, Campus	207				
	Receptionist/Clerk, Support Services	226				
<b>2</b>			<b>Hourly</b>	<b>\$14.75</b>	<b>\$18.44</b>	<b>\$22.12</b>
	Clerk, Attendance JH	207	<b>207 Days</b>	24,425	30,532	36,638
	Clerk, Attendance/PEIMS ES	207	<b>226 Days</b>	26,667	33,334	40,001
	Clerk, Attendance/PEIMS HS	226				
	Clerk, Attendance/PEIMS DAEP	207				
	Clerk, Attendance DAEP	207				
<b>3</b>			<b>Hourly</b>	<b>\$15.71</b>	<b>\$19.63</b>	<b>\$23.56</b>
	Choir Accompanist	207	<b>207 Days</b>	26,012	32,510	39,009
	Registrar, Global	226	<b>226 Days</b>	28,399	35,494	42,589
	Registrar/PEIMS, JH	207				
	Secretary, Assistant Principal	207				
	Secretary Counselor	207				
	School Age Parent Program Manager	207				
<b>4</b>			<b>Hourly</b>	<b>\$16.73</b>	<b>\$20.91</b>	<b>\$25.09</b>
	Registrar, HS	226	<b>207 Days</b>	27,700	34,625	41,550
	Secretary, DAEP	207	<b>226 Days</b>	30,243	37,803	45,364
	Secretary, Principal ES	207				
	Secretary, Principal Global	226				
	Secretary, Principal JH	207				
<b>5</b>			<b>Hourly</b>	<b>\$18.12</b>	<b>\$22.37</b>	<b>\$26.63</b>
	Associate, Interpreter/Data Entry	226	<b>226 Days</b>	32,757	40,448	48,139
	Associate, PEIMS/Records - Special Population	226	<b>242 Days</b>	35,076	43,311	51,547
	Communications Assistant - Public Relations	226				
	Computer Tech I	242				
	Secretary, Athletics	226				
	Secretary, C&I Dept. Support	226				
	Secretary, Child Nutrition	226				
	Secretary, CTE	226				
	Secretary, Fine Arts	226				
	Secretary, PIE	226				
	Secretary, Principal HS	226				
	Secretary, Public Relations	226				
	Secretary, Special Populations	226				
	Secretary, Support Services	226				
	Secretary, Technology	226				
	Secretary, Transportation	226				

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Administrative Assistant, C&I	226
Administrative Assistant, CFO	226
Administrative Assistant, Elem/Sec Learning	226
Administrative Assistant, HR	226
Administrative Assistant, Legal/Student Svc.	226
Tech II, Audio/Video/Media, Lead	242
Tech II, MDM Administrator	242
Tech II, Repair Specialist	242
Tech II, System Specialist	242
Tech II, Systems Support Specialist	242
Specialist, Accounting	226
Specialist, Accounts Payable	226
Specialist, Employee Benefits	226
Specialist, Grant Administration	226
Specialist, HR Position Mgmt	226
Specialist, Payroll	226
Specialist, PEIMS Data	226
Specialist, Student Data	226

Hourly		\$21.74	\$26.84	\$31.94
<b>226</b>	<b>Days</b>	39,312	48,530	57,748
<b>242</b>	<b>Days</b>	42,095	51,966	61,836

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Certified Occupational Therapist Asst (COTA)	197
Executive Assistant, Superintendent	226

Hourly		\$25.66	\$31.67	\$37.69
<b>197</b>	<b>Days</b>	40,436	49,916	59,396
<b>226</b>	<b>Days</b>	46,388	57,264	68,139