

Welcome

Dr. Rodgers, the DeSoto ISD Board of Trustees, the DeSoto ISD Human Capital Management Team and the rest of the DeSoto ISD Family would like to welcome everyone to the 2023-2024 School Year. For our returning staff members, thank you for your loyalty and your continued commitment to providing our students with a “Triple A” Experience. For our new DeSoto ISD staff members, welcome, welcome, welcome! We appreciate you bringing your talents to our district and they will, no doubt, make the district stronger.

The following pages of this manual will provide you with both an overview and background history of the DeSoto ISD compensation manual. We believe that this information is important as you delve into the manual and more specifically, your own compensation.

As you peruse the manual feel free to reach out to Human Capital Management. Our team is willing and ready to answer your questions and address your concerns. Once again Welcome Aboard and thank you for choosing DeSoto ISD!

“It’s Time to Fly”

DeSoto Independent School District Compensation Manual 2023-2024

Purpose

This manual is a guide for administering salaries and wages for Teachers, Administrative and Support staff, Paraprofessionals (Instructional, Support, and Clerical), Auxiliary and Substitute employees of DeSoto Independent School District.

The District maintains position classification and pay range structures for all jobs. Each job is assigned a pay grade that determines the minimum to maximum pay range for the position.

No employee will be paid more than the maximum rate for his/her pay grade. Employee salaries will advance through the pay range when there is a general pay increase budget approved by the Board. Annual pay increases are not guaranteed. Raises are generally based on the mid-point of each pay range.

This compensation plan is for the 2023-2024 school year. No salary increases are granted automatically each year; therefore, neither past nor future salaries can be calculated, assumed, or predicted on the basis of this schedule. The Board of Trustees adopts a new compensation plan each year and future salaries cannot be assumed or predicted.

IMPORTANT NOTICE

Starting salaries for all new hire
Teachers/Nurses/Librarians/Speech Therapy
Assistants/Occupational Therapist and ARD Facilitators
will be based upon verification of prior teacher experience
and in accordance with the district's
financial decisions regarding increases for employees.

Salary schedules are valid for the year shown on schedules
and shall not be used to determine
future years earnings.

Salary schedules are for reference only.

Actual salary is calculated by the
Human Capital Management Department.



TEACHER SALARY SCHEDULE

DeSoto ISD
2023-2024 New Hire Schedule
Teachers, Librarians, Registered Nurses, Speech Therapy
Assistants,
Occupational Therapy Assistants, Interventionist, ARD Facilitators

Completed Years of Experience	Daily Rate	New Hire Salary
0-2	\$312.83	\$58,500
3	\$314.44	\$58,800
4	\$316.04	\$59,100
5	\$317.65	\$59,400
6	\$319.25	\$59,700
7	\$321.12	\$60,050
8	\$322.99	\$60,400
9	\$324.87	\$60,750
10	\$326.74	\$61,100
11	\$328.61	\$61,450
12	\$330.75	\$61,850
13	\$332.89	\$62,250
14	\$335.03	\$62,650
15	\$336.63	\$62,950
16	\$338.24	\$63,250
17	\$339.84	\$63,550
18	\$341.44	\$63,850
19	\$343.05	\$64,150
20	\$344.65	\$64,450
21	\$346.26	\$64,750
22	\$347.86	\$65,050
23	\$350.00	\$65,450
24	\$352.47	\$65,912
25	\$355.19	\$66,420
26	\$359.24	\$67,177
27	\$363.28	\$67,934
28	\$367.33	\$68,691
29	\$371.38	\$69,448
30	\$375.43	\$70,205
31	\$379.47	\$70,961
32	\$383.52	\$71,718
33	\$387.57	\$72,475
34	\$391.61	\$73,232
35	\$395.66	\$73,989
36	\$399.71	\$74,746
37	\$403.76	\$75,503



COUNSELOR SALARY SCHEDULE

**DeSoto ISD
2023-2024 New Hire Schedule
Counselors**

Years of Completed Experience as a Counselor	Daily Rate	197 Days	207 Days
0-2	\$323.50	\$63,730	\$66,965
3	\$325.14	\$64,053	\$67,304
4	\$326.79	\$64,378	\$67,646
5	\$328.43	\$64,701	\$67,985
6	\$330.08	\$65,026	\$68,327
7	\$331.99	\$65,402	\$68,722
8	\$333.91	\$65,780	\$69,119
9	\$335.83	\$66,159	\$69,517
10	\$337.75	\$66,537	\$69,914
11	\$339.67	\$66,915	\$70,312
12	\$341.86	\$67,346	\$70,765
13	\$344.05	\$67,778	\$71,218
14	\$346.25	\$68,211	\$71,674
15	\$347.89	\$68,534	\$72,013
16	\$349.53	\$68,857	\$72,353
17	\$351.18	\$69,182	\$72,694
18	\$352.82	\$69,506	\$73,034
19	\$354.47	\$69,831	\$73,375
20	\$356.11	\$70,154	\$73,715
21	\$357.76	\$70,479	\$74,056
22	\$359.40	\$70,802	\$74,396
23	\$361.59	\$71,233	\$74,849
24	\$364.13	\$71,734	\$75,375
25	\$366.91	\$72,281	\$75,950
26	\$371.06	\$73,099	\$76,809
27	\$375.21	\$73,916	\$77,668
28	\$379.36	\$74,734	\$78,528
29	\$383.00	\$75,451	\$79,281
30	\$51.00	\$10,047	\$10,557
31	\$387.66	\$76,369	\$80,246
32	\$391.80	\$77,185	\$81,103



**ADMINISTRATOR &
PROFESSIONAL
SUPPORT
SALARY SCHEDULE**

DeSoto ISD
2023-2024 Administrator and Support Professional Pay Plan

Pay Grade	Job Title	Calendars			Minimum	Midpoint	Maximum
AD 01			Daily		\$ 270.73	\$ 325.00	\$ 379.28
			226	Days	\$ 61,185.0	\$ 73,450.0	\$ 85,717.3
	Athletic Trainer	226					
	Coordinator, Attendance, Truancy & Student Services	226					
	Coordinator, Benefits & Leaves	226					
	Coordinator, Campus Testing	226					
	Coordinator, Communications Media & Messaging	226					
	Coordinator, Community Engagement, Partnerships & Volunteers	226					
	Coordinator, Position Control & Compensation	226					
	Coordinator, Recruiting, Retention & Engagement	226					
	Coordinator, Student Support Services	226					
	Coordinator, Transportation	226					
	Safety & Security Manager	226					
AD02			Daily		\$ 284.26	\$ 341.25	\$ 398.24
			197	Days	\$ 55,999.2	\$ 67,226.3	\$ 78,453.3
	Coordinator, Behavior(Special Education)	226					
	Coordinator, District Testing & Accountability	226	207	Days	\$ 58,841.8	\$ 70,638.8	\$ 82,435.7
	Coordinator, Evaluation (Special Education)	226	212	Days	\$ 60,263.1	\$ 72,345.0	\$ 84,426.9
	Coordinator, Specialized Instructional Programs Special Education	226	226	Days	\$ 64,242.8	\$ 77,122.5	\$ 90,002.2
	Coordinator, Speech-Language Related Services	226					
	Dean of Instruction	197					
	Educational Diagnostician	226/212					
	Instructional Coach, Campus	212					
	Instructional Coordinator, Special Education	226					
	Instructional Design Leader	226					
	Instructional Facilitator	226					
	Instructional Facilitator, Bilingual/ESL (District)	226					
	Manager, Payroll	226					
	Network Engineer	226					
	Occupational Therapist	197					
	Physical Therapist	197					
	School Psychologist/LSSP	197					
	Specialist, Special Populations	207					
	Speech Pathologist	207					
	Systems Engineer	226					

DeSoto ISD
2023-2024 Administrator and Support Professional Pay Plan

AD 03	
Asst Principal, ES	212
Manager, Information Systems	226
Supervisor,- Evaluation (Special Education)	226
Supervisor, Compliance (Special Education)	226
Supervisor, Data Processing PEIMS	226

Daily		\$ 301.32	\$ 361.73	\$ 422.14
207	Days	\$ 62,373	\$ 74,878	\$ 87,383
212	Days	\$ 63,880	\$ 76,687	\$ 89,494
226	Days	\$ 68,098	\$ 81,751	\$ 95,404

AD 04	
Assistant Director, External Communications	226
Assistant Director, Internal Communication	226
Asst Principal, Middle School	207
JROTC Director	226
Head Band Director	226
Staff Accountant	226

Daily		\$ 322.41	\$ 387.05	\$ 451.69
207	Days	\$ 66,739	\$ 80,119	\$ 93,500
226	Days	\$ 72,865	\$ 87,473	\$ 102,082

AD 05	
Associate Principal, Early College	226
Associate Principal, HS	226
Asst Principal, HS	212
Budget and Grants Manager	226
Data Strategist	226

Daily		\$ 354.66	\$ 425.76	\$ 496.86
226	Days	\$ 80,153	\$ 96,222	\$ 112,290
212	Days	\$ 75,188	\$ 90,261	\$ 105,334

AD 06	
Director Bilingual/ESL	226
Director, Accounting Services	226
Director, Advanced Academics / CCMR Director,	226
Assessment & Evaluation Director, Career &	226
Technology Programs Director, Early Childhood	226
Programs Director, Health Services	226
Director, Human Resources	226
Director, MTSS	226
Director, Plant Services	226
Director, Sports Medicine	226
Manager Professional Development	226
Manager, Parent Community Engagement	226
Head Basketball Coach	226

Daily		\$ 393.67	\$ 472.59	\$ 551.51
226	Days	\$ 88,969	\$ 106,805	\$ 124,641

DeSoto ISD
2023-2024 Administrator and Support Professional Pay Plan

AD 07	
Principal, K-8	226
Principal, MS	226
Director, Business Operations	226
Principal, ES	226
Principal, Alternative School	226
Senior Associate Director, Ninth Grade Center	226

Daily		\$ 437.90	\$ 515.12	\$ 614.46
226	Days	\$ 98,965	\$ 116,417	\$ 138,868

AD 08	
Athletic Director / Head Coach	226
Controller, Finance	226
Executive Director, Teaching & Learning	226
Executive Director, College & Career Readiness (CCR)	226
Executive Director, Administrative Services	226
Executive Director, Curriculum & Professional Development	226
Executive Director, Research, Evaluation & Design	226
Executive Director, School Improvement	226
Executive Director, Special Populations	226
Executive Director, Student Services & Operations	226
Executive Director, Technology	226
Principal, HS	226

Daily		\$ 477.31	\$ 561.48	\$ 689.90
226	Days	\$ 107,872	\$ 126,894	\$ 155,916

AD 09	
Chief Academic Officer	226
Chief Communications Officer	226
Chief Operations & Maintenance Officer	226

Daily		\$ 548.85	\$ 645.70	\$ 742.56
226	Days	\$ 124,040	\$ 145,928	\$ 167,819

AD 10	
Chief Business Officer	226

Daily		\$ 628.04	\$ 722.25	\$ 830.58
226	Days	\$ 141,937.0	\$ 163,228.5	\$ 187,711.1



**CLERICAL AND
PARAPROFESSIONAL
SALARY SCHEDULE**

DeSoto ISD

2023-2024 Clerical / Paraprofessional Pay Plan

Pay Grade	Job Title	Calendars	Hourly		Minimum	Midpoint	Maximum
PARA 1			Hourly		\$ 14.17	\$ 16.51	\$ 22.17
	Receptionist, ES	187	187	Days	\$ 21,192.11	\$ 24,695.22	\$ 33,166.32
	Receptionist, HS	226	226	Days	\$ 25,611.86	\$ 29,845.56	\$ 40,083.36
	Receptionist, MS	187					
PARA 2			Hourly		\$ 15.48	\$ 17.17	\$ 21.60
	Aide, Behavior Support	187	187	Days	\$ 21,710.70	\$ 24,080.93	\$ 30,294.00
	Aide, Bilingual	187	192	Days	\$ 22,291.20	\$ 24,724.80	\$ 31,104.00
	Aide, Educational	187	197	Days	\$ 22,871.70	\$ 25,368.68	\$ 31,914.00
	Aide, General	187	207	Days	\$ 24,032.70	\$ 26,656.43	\$ 33,534.00
	Aide, In-House	187	226	Days	\$ 26,238.60	\$ 29,103.15	\$ 36,612.00
	Aide, Instructional	187	260	Days	\$ 30,186.00	\$ 33,481.50	\$ 42,120.00
	Aide, Library	187					
	Aide, Physical Education	187					
	Aide, Pre Kindergarten	187					
	Attendance/PEIMS, Early College	197					
	Clerk, Dispatch (Security)	260					
	Clerk, Workroom	187					
	Clinic Assistant	192					
	Facilitator, Classroom ECHS (Aide)	187					
	Instructional Aide - DAEP	187					
	Office Assistant I, Campus	187					
	Office Assistant II, Athletics	226					
	Secretary, Assistant Principal MS	207					
	Secretary, Counselor MS	197					
	Special Education Aide	187					
	Special Education Aide, 1:1	187					
	Special Education Aide, Applied Academics	187					
	Special Education Aide, Base	187					
	Special Education Aide, BIC	187					
	Special Education Aide, Inclusion	187					
	Special Education Aide, Life Skills	187					
	Special Education Aide, PPCD	187					
PARA 3			Hourly		\$ 16.06	\$ 18.72	\$ 27.44
	Clerk, Attendance / PEIMS (ES, MS)	197	192	Days	\$ 24,668.16	\$ 28,753.92	\$ 42,147.84
	Clerk, PEIMS (HS)	226	197	Days	\$ 25,310.56	\$ 29,502.72	\$ 43,245.44
	Clerk, Special Education Assessment	226	207	Days	\$ 26,595.36	\$ 31,000.32	\$ 45,440.64
	Clinic, Assistant	192	226	Days	\$ 29,036.48	\$ 33,845.76	\$ 49,611.52
	Secretary, Assistant Principal HS	207	260	Days	\$ 33,404.80	\$ 38,937.60	\$ 57,075.20
	Secretary, Counselor HS	207					

DeSoto ISD

2023-2024 Clerical / Paraprofessional Pay Plan

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum
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PARA 4

Administrative Assistant, DAEP	207
Administrative Assistant, Principal Elementary	212
Administrative Assistant, Principal Middle	212/226
Bookkeeper, HS	226
Receptionist, District	226

Hourly		\$18.35	\$21.34	\$28.07
207	Days	\$ 30,387.60	\$ 35,339.04	\$ 46,483.92
212	Days	\$ 31,121.60	\$ 36,192.64	\$ 47,606.72
226	Days	\$ 33,176.80	\$ 38,582.72	\$ 50,750.56

PARA 5

Admin Assistant, Special Education	226
Admin Assistant, Student Support Services	226
Admin Assistant, Technology	226
Administrative Assistant, Principal HS	226
Administrative Assistant, Plant Services	226
Bilingual Liaison	226
Clerk, PEIMS (SEMS)	226
Registrar / PEIMS High School	226

Hourly		\$20.51	\$23.89	\$29.23
226	Days	\$37,082.08	\$43,193.12	\$52,847.84

PARA 6

Clerk, Finance & Accounting System	226
Executive Assistant, Chief	226
LVN (School Nurse)	192
Specialist, Child Nutrition	226

Hourly		\$22.15	\$25.80	\$30.45
192	Day	\$ 34,022.40	\$ 39,628.80	\$ 46,771.20
226	Day	\$ 40,047.20	\$ 46,646.40	\$ 55,053.60

PARA 7

Specialist, District Instructional Materials Specialist, Finance & Accounting Systems	226
Specialist, Payroll	226
Specialist, Professional Staffing & Certification	226
Specialist, Records Management	226
Specialist, Substitutes & Non Professional Staffing	226

Hourly		\$ 24.37	\$ 28.38	\$ 37.50
226	Days	\$ 44,060.96	\$ 51,311.04	\$ 67,800.00

PARA 8

Senior Executive Assistant, Board of Trustees	226
Senior Executive Assistant, Superintendent	226

Hourly		\$30.68	\$35.76	\$40.83
226	Days	\$55,469.44	\$64,654.08	\$73,820.64



**AUXILIARY
SALARY SCHEDULE**

DeSoto ISD
2023-2024 Auxiliary Pay Plan

Pay Grade	Job Title	Calendar	Minimum	Midpoint	Maximum	
1			Hourly	\$11.78	\$13.72	\$15.66
	Custodial	260	183 Days	\$ 17,245.92	\$ 20,086.08	\$ 22,926.24
	Food Server. (6.5 hrs. /day)	183	260 Days	\$ 24,502.40	\$ 28,537.60	\$ 32,572.80
	Crossing Guard (4 hrs. / day)	187	187 Days	\$ 8,811.44	\$ 10,262.56	\$ 11,713.68
2			Hourly	\$13.54	\$15.77	\$21.14
	Grounds /Maintenance	260	260 Days	\$ 28,163.20	\$ 32,801.60	\$ 43,971.20
	Grounds/Maintenance, Athletics	260				
3			Hourly	\$ 17.28	\$ 20.14	\$ 22.40
	Custodian, Lead	260	187 Days	\$ 25,850.88	\$ 30,129.44	\$ 35,302.40
	HVAC Prevention Maintenance	260	260 Days	\$ 35,942.40	\$ 41,891.20	\$ 46,592.00
	Maintenance	260				\$ 25.54
	Painter	260				\$ 38,207.84
	Security Guard	187				\$ 53,123.20
4			Hourly	\$ 19.70	\$ 22.96	\$ 29.10
	Locksmith	260	260 Days	\$ 40,976.00	\$ 47,756.80	\$ 60,528.00
	Mechanic	260				
	HVAC, Keys	260				
5			Hourly	\$ 23.05	\$ 26.86	\$ 30.67
	HVAC Technician	260	240 Days	\$ 44,256.00	\$ 51,571.20	\$ 58,886.40
	Media Technology Specialist (exempt)	240	260 Days	\$ 47,944.00	\$ 55,868.80	\$ 63,793.60
	Plumber	260	187 Days	\$ 21,551.75	\$ 25,114.10	\$ 28,676.45
	Bus Drivers (5 hrs. / day)	187				
6			Hourly	\$ 26.98	\$ 31.43	\$ 35.88
	Supervisor, Child Nutrition	226	226 Days	\$ 48,779.84	\$ 56,825.44	\$ 64,871.04
	Electrician, Licensed	260	260 Days	\$ 56,118.40	\$ 65,374.40	\$ 74,630.40
	Supervisor, Grounds	260				
	Supervisor, HVAC	260				
	Computer Technician	226				
	Supervisor, Maintenance	260				



**College Driven Grant
&
Next Generation Grant**

DeSoto ISD 2023-2024 Grant Pay Plan

Pay Grade	Job Title	Calendars
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GEAR UP - COLLEGE DRIVEN

Project Director
 Coordinator, College and Career Readiness
 Family / Financial Advocate
 Program Assistant
 GEAR UP Site Coordinator

Days		Amount
226	Days	\$ 119,000.00
226	Days	\$ 90,000.00
226	Days	\$ 75,000.00
226	Days	\$ 50,000.00
226	Days	\$ 81,000.00

GEAR UP - NEXT GENERATION

Project Director
 Lead Content Coach
 Family Financial Advocate
 Program Assistant
 Site Coordinator

DAYS		Amount
226	Days	\$ 119,377.00
226	Days	\$ 92,532.00
226	Days	\$ 75,396.00
226	Days	\$ 50,264.00
226	Days	\$ 82,509.00



**SUBSTITUTE
PAY SCHEDULE**

DeSoto ISD

2023-2024 Substitute Pay Rate Plan

Assignment & Requirements

General Substitute Assignment (Non-Degreed Teacher & Clerical)

Long-term Vacancy

Days	Pay
0-20	\$ 100.00
21+	\$ 110.00
21+	\$ 130.00

Assignment & Requirements

General Substitute Assignment (Degreed Teacher & Clerical)

Long-term Vacancy

Days	Pay
0-20	\$ 110.00
21+	\$ 120.00
21+	\$ 140.00

Assignment & Requirements

General Substitute Assignment (Certified Teacher)

Long-term Vacancy

Days	Pay
0-20	\$ 120.00
21+	\$ 130.00
21+	\$ 150.00

Assignment & Requirements

Nurse/Counselor Assignment

Days	Pay
0-20	\$ 200.00
21+	\$ 210.00

INTERIM ADMINISTRATOR

Certified External Interim Administrator

Internal Interim Administrator (Current Administrator in District)

Internal Long Term Interim (District Employee not in Administrative Role)

Amount

Midpoint of Range of Level Assigned

Current Daily Rate + 20%

Minimum of the Range



SUPPLEMENTAL PAY SCHEDULE

**IMPORTANT NOTICE
REGARDING EXTRA WORK AND EXTRA PAY**

DeSoto ISD employees who work additional hours or duties with a promise of additional pay beyond their regular salary shall not perform those duties unless they have written approval from the Human Capital Management Department. That approval will include the timeline for the expected work, an outline of the duties, and the proposed pay.

Any exempt employee who performs work with a promise of pay prior to the approval of the HCM department will not receive compensation. Non-exempt employees who do additional work with a promise of pay that is beyond the time and a half over time as required by the FLSA (Fair Labor Standards Act) will be compensated at the time and a half requirement only.

Additionally, hiring managers shall not offer additional duties for pay or require an employee to work any job with a promise of additional pay without the written approval / authorization from the HCM department as noted in the first paragraph above.

Please note that this does not give an employee the green light to refuse to perform "other duties as assigned" by their supervisors. This type of refusal shall result in disciplinary action.

Examples:

1. The Director of HCM is asked to do finance duties for extra pay. - Prior approval required
2. Executive Assistant to the Chief of HCM is asked to do work in the Operations department that does not have an Executive Assistant - Employee will be paid time and a half for all work performed over 40 hours in a work week.

Paraprofessionals who may fill in when a teacher is absent will not receive additional pay

**DESOTO INDEPENDENT SCHOOL DISTRICT
2023-2024 SALARY SCHEDULE
EXTRA DUTY PAY AND STIPENDS**

**PLEASE
NOTE THE FOLLOWING REGARDING
“EXTRA-DUTY” PAY AND STIPENDS**

1. Non-exempt employees shall not be selected for duties that require stipends.
2. As a general rule, the job responsibility of an administrator is purposely broad to include any work performed for DeSoto ISD. Therefore, stipends are not generally applicable to administrators. Exceptions shall require written approval by the superintendent or designee.
3. Generally, stipends are paid for extra duties performed outside of the academic day.
4. Written approval is required for compensation for additional duties performed during the school day.
5. All stipends are annualized over a twelve-month period in accordance to the employees pay contract unless otherwise noted.
6. Stipends and incentive pay are not a part of an employee’s salary **and are not guaranteed** from year to year.

DEFINITIONS

Supplemental Pay Definition

Supplemental wages are paid to an employee in addition to their regular wages. Supplemental pay has three categories: stipends, incentives, extra duty payments. Desoto ISD pays supplemental payments for coaching stipends, critical shortage incentive and extra duty payment to professional employees who may be required to perform extra duties after their regular work day has ended to perform job duties outside their day to day scope of responsibilities.

Supplemental Pay Categories

Stipends: A stipend refers to a predetermined amount that has been agreed upon. A stipend is normally paid on a recurring or non-recurring period of time set by district administrative guidelines. Due to Federal Labor Standards, nonexempt personnel are not eligible for flat stipend amounts.

Extra Duty: District personnel who are in an active status may sometimes be required to work additional duties outside their regular contract work day. Extra duty payments to non-exempt personnel should be very limited and monitored by the timekeeper as overtime guidelines may apply and should follow the Department of Labor guidelines.

Non-Exempt

Overtime: Any hours worked by an employee that exceed their normally scheduled working hours; Paid at a rate of at least one and a half times the employees hourly pay rate for all hours worked over 40 in each workweek. Nonexempt staff who are scheduled to work less than 40 hours in a workweek are not eligible to receive overtime pay, until after work hours in a workweek has exceeded 40 hours. According to Fair Labor Standards act: Averaging of employee hours over two or more weeks is not permitted. Normally, overtime pay earned in a particular workweek must be paid on the regular pay day for the pay period in which the wages were earned.

Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action

Desoto ISD only pays an employee overtime if the work has been performed before the employee regular work hour began or for hours worked after their regular workday has ended.

Example: Allowable Overtime/Extra Duty Pay for Non-Exempt

An employee who performs extra duties after their regular work day has ended will be paid overtime for excess hours over 40 hours in the same work week.

Example: Non-Allowable Overtime/Extra Duty Pay for Non-Exempt

An employee who performs extra duties during their regular work day for another campus/department are not eligible for extra duty payments.

Non-exempt employee who does not satisfy the districts requirement of working excess hours over 40 hours in the same work week, are ineligible for compensation.

Desoto ISD Supplemental Guidelines

Personnel who are responsible for monitoring and recording time worked for their department and or campus must follow supplemental guidelines set forth by the district.

Guidelines

1. Supplemental duties are required to be performed outside of normal work or contracted hours. Duties are considered infrequent, voluntary and distinctly different from the employee's normal duties performed during the day, during normal work hours.
2. Noncontractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wished to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.
3. Supplemental pay is not guaranteed or automatically granted for certain positions and is awarded based on various criteria including, but not limited to: extra days required, supplemental duties assigned, the number of sections that are taught for various classes, student number or performance requirements, and meeting the required expectations for the stipend.
4. Supplemental earnings are not included in individual base salaries quoted by the Compensation Department. If an employee fails to meet all criteria stipulated in the Supplemental Earnings Guide, earnings may be stopped and/or recovered. If a recovery is in order, the employee will be notified of the terms
5. Desoto ISD does not pay for supplemental duties worked from home.
6. Function codes are required and should be requested from the Human Resources department at least two weeks prior to the employee performing the duty.
 - a. Function codes not requested in a timely manner may cause a delay in payment to the employee; The supervisor or timekeeper are required to notify Human Resources within the two-week allotted timeframe before the extra duty is performed to ensure payment for the extra duty work.
7. Employees who are separating from the district are not eligible to receive supplemental earnings after their separation date. Employees new to the district can start earning supplemental earnings after the beginning of their contractual start date and otherwise will not be eligible for supplemental payment if duties are performed before their contractual start date. *Special circumstances will require prior approval from Human Resources/Superintendents office and are approved on an as needed basis.*
8. *Recurring stipends paid to an employee are subject to a prorated payment contingent upon the amount of days worked in the employee respective contract.*
9. *Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract.*

DESOTO ISD 2023-2024 STIPENDS

Instructional		
ASSIGNMENT	LEVEL	AMOUNT
After Hours Tutoring/Sat School - Substitute	District	\$15 per hour
After Hours Tutoring/Sat School - Teacher	District	\$25 per hour
After Hours Tutoring/Sat School Administrator	District	\$27 per hour
*Bilingual Stipend	Elementary	\$4,000.00
Campus Communication Coordinator	All Campuses	\$720
Campus Computer Coordinator	All Campuses	\$1,190.00
College Tutors	District	\$20 per hour
Compensatory Therapy Services	District	\$35 per hour
CTE Facilitator II	High School	\$4,000.00
CTE Facilitator I	High School	\$2,000.00
CTE Sponsor I	High School	\$500
CTE Sponsor II	High School	\$1,000
Dual Credit	District	\$1,500.00
Dyslexia (Lead Only)	District	\$1,800.00
Foreign Language	District	\$4,000.00
Special Education Evaluation	District	\$50.00/hour
Special Ed. Lead Related Service Provider	District	\$35 per hour
Counselor, Lead (High School)	High School	\$1,200.00
Peer Assistance Leadership	High School	\$1,770.00
Special Olympics Coach	High School	\$1,000.00
Wellness Program Assistant	District	\$2,400.00

Instructional stipend earnings compensate Teachers and or professional campus staff for performing extra duties as agreed upon by their immediate supervisor to fulfill the primary needs of the campus and student population. Instructional stipends are paid on a recurring or hourly basis depending on the designated assignment.

**Bilingual stipends compensate Teachers who hold a valid bilingual certification, license and or permit as defined by the district. To qualify for this stipend the employee must serve as teacher of record serving bilingual students.*

Summer School		
ASSIGNMENT	LEVEL	AMOUNT
Bilingual Co-Teacher	District	\$35.00 per hour
Principal	District	\$6,400.00 Stipend
Aide	District	\$20 per hour
Assistant Principal	District	\$35.00 per hour
Bus Driver	District	\$22.50 per hour
Counselor - ES	District	\$35.00 per hour
Counselor - MS/HS	District	\$35.00 per hour
Custodian	District	\$22.50 per hour

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Summer School (Cont.)		
ASSIGNMENT	LEVEL	AMOUNT
Nurse	District	\$35.00 per hour
Secretary	District	\$20.00 per hour
Security	District	\$22.50 per hour
Teacher	District	\$35.00 per hour
Teacher , Special Education	District	\$35.00 per hour
SPED Teachers' Aide	District	\$22.50 per hour

Summer school earnings are designed to compensate classroom teachers, administrative and support staff. Employees are compensated for work performed off contract during the summer for campus-based summer enrichment programs. Payments for summer school assignments are paid the month after duties are performed.

Student Activities		
ASSIGNMENT	LEVEL	AMOUNT
Academic Decathlon	High School	\$3,000
*Before & After School Club/Programs - Para	District Level	\$13 per hour
*Before & After School Club/Programs - Teacher	District Level	\$25 per hour
Journalism	High School	\$1,000
Journalism/Newspaper/Yearbook	Middle School	\$600
National Honor Society	Middle School	\$400
Rotary Coordinator	High School	\$1,050
Senior Class Advisor	High School	\$600
Senior Class Sponsor	High School	\$800
Special Projects-Campus Based	District Level	\$25 per hour
Special Projects-District Level	District Level	\$35 per hour
Student Council	High School	\$600
Student Council Assistant	High School	\$300
Student Council Sponsor	Middle School	\$600
Teen Court Sponsor	High School	\$910
UIL Campus Coordinator	High School	\$1,500
UIL Subject Area Coach (Ex. Gen. Academics, Speech, Debate, Theater & Film, Journalism)	High School	\$500.00

Student Activity stipends are designed to compensate teachers and or professional staff who participate as advisors, directors, assistants, and club sponsors, who provide coaching and preparation to students enrolled in a district or who participates in an extracurricular activity or a University Interscholastic League (UIL) competition. Stipends are paid on a recurring monthly basis or at an hourly rate as mentioned in the above chart.

**Before school tutoring is an extra duty payment paid to Paraprofessionals or Teachers who work before their normal work hours start to provide tutoring to students.*

**After-school tutoring is an extra duty payment paid to paraprofessionals or teachers who stay after their normal work hours have ended to provided tutoring to students,*

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FINE ARTS		
ASSIGNMENT	LEVEL	AMOUNT
Band Associate Director	High School	\$5,330
Band Director	Middle School	\$4,160
Band, Assistant	Middle School	\$3,770
Band, Assistant I	High School	\$4,740
Band, Drum Line	High School	\$2,910
Band, Jazz	High School	\$2,380
Band, Winter Guard	High School	\$2,380
Choir Director	High School	\$6,000
Choir Director	Middle School	\$2,500
Assistant Choir Director	High School	\$2,500
Gospel Choir	High School	\$2,380
Theater Arts Director	High School	\$3,000
Theater Arts/Technical Director	High School	\$1,770
Theater Arts/Drama Director	Middle School	\$1,200
Drill Team Director	High School	\$5,500
Drill Team Assistant	High School	\$3,500
Majorettes	High School	\$800
Drill Team/Step Team	High School	\$600

Fine Arts stipends compensate Desoto ISD Teachers and staff who serve as campus level Directors, Assistants, and sponsor of Fine Arts activities. All University Interscholastic League (UIL) certification requirements and the requirements as set forth in the district's policy and guidelines must be met. Employees assigned to one of the above-mentioned duties after the start of the season are not eligible to be compensated for the full stipend and will be compensated on a prorated basis. Per guidelines the coach will only be paid for actual days worked in the position. Stipends are paid on a recurring monthly basis.

Critical Shortage		
ASSIGNMENT	LEVEL	AMOUNT
Critical Shortage - English Language Arts	High School	\$1,500
Critical Shortage - Math	High School	\$1,500
Critical Shortage - Science	High School	\$1,500
Critical Shortage -English Language Arts	Middle School	\$1,500
Critical Shortage - Math	Middle School	\$1,500
Critical Shortage - Science	Middle School	\$1,500
Critical Shortage - Special Education (Self Contained Teachers Only)	District	\$1,500
Critical Shortage-Special Education (Dual Core Content Certification)	Campus	\$525

Critical Shortage stipends compensate Teachers in critically needed areas to help support Desoto ISD objective. Teachers must hold a valid teaching certificate or teaching permit as required by the State Board for Educator Certification. Stipends are paid on an annual recurring basis start at the beginning of the contracted period.

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ATHLETICS		
ASSIGNMENT	LEVEL	STIPEND AMOUNT
Football, JV/Varsity	High School	\$6,000
Football-Special Teams Coordinator	High School	\$8,000

Desoto ISD employees who serve as coaches for athletic activities. Coaches must meet all University Interscholastic League (UIL) certification requirements and the requirements as set forth in the district's policy and athletic guidelines. Coaches assigned to a coaching duty after the start of the sport season are not eligible to be compensated for the full stipend and will be compensated on a prorated basis. Per guidelines the coach will only be paid for actual days worked in the position. Stipends are paid on a recurring monthly basis.

Head Coaches High School		
ASSIGNMENT	LEVEL	AMOUNT
Head Varsity Baseball	High School	\$8,000
Head Cross Country	High School	\$8,000
Head Golf	High School	\$8,000
Head Soccer	High School	\$8,000
Head Softball	High School	\$8,000
Head Swimming	High School	\$8,000
Head Tennis	High School	\$8,000
Head Track	High School	\$8,000
Head Volleyball	High School	\$8,000
Power Lifting	High School	\$8,000

Assistant Coaches High School		
ASSIGNMENT	LEVEL	AMOUNT
Assistant Baseball	High School	\$4,000
Assistant Basketball	High School	\$4,000
Assistant Cross Country	High School	\$4,000
Assistant Soccer	High School	\$4,000
Assistant Softball	High School	\$4,000
Assistant Swimming	High School	\$4,000
Assistant Tennis	High School	\$4,000
Assistant Track	High School	\$4,000
Volleyball, Junior Varsity	High School	\$5,000

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Middle School		
ASSIGNMENT	LEVEL	AMOUNT
Athletic Coordinator	Middle School	\$7,000
Basketball	Middle School	\$3,000
Cross Country	Middle School	\$2,000
Football	Middle School	\$3,000
Soccer	Middle School	\$2,000
Track	Middle School	\$2,000
Volleyball	Middle School	\$2,000

Coordinators		
ASSIGNMENT	LEVEL	AMOUNT
Athletic Coordinator Academics	High School	\$7,000
Athletic Video Coordinator	High School	\$3,200
Equipment Coordinator	High School	\$3,200
Weight Room Coordinator	High School	\$3,200

Cheerleaders		
Assignment Amount		
Cheerleader Sponsor HS	High School	\$4,500
Cheerleader Sponsor MS	Middle School	\$2,000
Cheerleader, Assistant	High School	\$2,500

Athletic Game Events		
ASSIGNMENT	LEVEL	AMOUNT
Ticket Scanner	All	\$25/hour
Gate Attendant	All	\$25/hour
Press Box Attendant	All	\$25/hour
Elevator Attendant	All	\$25/hour
Usher	All	\$25/hour
Announcer	All	\$25/hour
Field House Attendant	All	\$25/hour
Scoreboard Operator	All	\$25/hour
Camera Operator	All	\$25/hour
Video Board Operator	All	\$25/hour
Clock Operator	All	\$25/hour
Lobero Tracker - Varsity only	All	\$25/hour