

DeSoto Independent School District
Compensation Manual
2022-2023
(Revised 3-27-2023)

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 2022-2023 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
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
2022-2023 New Hire Schedule
Teachers, Librarians, Registered Nurses, Speech Therapy Assistants,
Occupational Therapy Assistants, Interventionist

Completed Years of Experience	Daily Rate	New Hire Salary*
0-1	\$312.83	\$58,500
2	\$314.44	\$58,800
3	\$316.04	\$59,100
4	\$317.65	\$59,400
5	\$319.25	\$59,700
6	\$321.12	\$60,050
7	\$322.99	\$60,400
8	\$324.87	\$60,750
9	\$326.74	\$61,100
10	\$328.61	\$61,450
11	\$330.75	\$61,850
12	\$332.89	\$62,250
13	\$335.03	\$62,650
14	\$336.63	\$62,950
15	\$338.24	\$63,250
16	\$339.84	\$63,550
17	\$341.44	\$63,850
18	\$343.05	\$64,150
19	\$344.65	\$64,450
20	\$346.26	\$64,750
21	\$347.86	\$65,050
22	\$350.00	\$65,450
23	\$352.47	\$65,912
24	\$355.19	\$66,420
25	\$359.24	\$67,177
26	\$363.28	\$67,934
27	\$367.33	\$68,691
28	\$371.38	\$69,448
29	\$375.43	\$70,205
30	\$379.47	\$70,961
31	\$383.52	\$71,718
32	\$387.57	\$72,475
33	\$391.61	\$73,232
34	\$395.66	\$73,989
35	\$399.71	\$74,746
36	\$403.76	\$75,503



COUNSELOR SALARY SCHEDULE

DeSoto ISD
2022-2023 New Hire Schedule
Counselors

Years of Completed Experience as a Counselor	Daily Rate	197 Days	207 Days
0-1	\$323.50	\$63,730	\$66,965
1	\$325.14	\$64,053	\$67,304
2	\$326.79	\$64,378	\$67,646
3	\$328.43	\$64,701	\$67,985
4	\$330.08	\$65,026	\$68,327
5	\$331.99	\$65,402	\$68,722
6	\$333.91	\$65,780	\$69,119
7	\$335.83	\$66,159	\$69,517
8	\$337.75	\$66,537	\$69,914
9	\$339.67	\$66,915	\$70,312
10	\$341.86	\$67,346	\$70,765
11	\$344.05	\$67,778	\$71,218
12	\$346.25	\$68,211	\$71,674
13	\$347.89	\$68,534	\$72,013
14	\$349.53	\$68,857	\$72,353
15	\$351.18	\$69,182	\$72,694
16	\$352.82	\$69,506	\$73,034
17	\$354.47	\$69,831	\$73,375
18	\$356.11	\$70,154	\$73,715
19	\$357.76	\$70,479	\$74,056
20	\$359.40	\$70,802	\$74,396
21	\$361.59	\$71,233	\$74,849
22	\$364.13	\$71,734	\$75,375
23	\$366.91	\$72,281	\$75,950
24	\$371.06	\$73,099	\$76,809
25	\$375.21	\$73,916	\$77,668
26	\$379.36	\$74,734	\$78,528
27	\$383.00	\$75,451	\$79,281
28	\$51.00	\$10,047	\$10,557
29	\$387.66	\$76,369	\$80,246
30	\$391.80	\$77,185	\$81,103



**ADMINISTRATOR &
PROFESSIONAL
SUPPORT
SALARY SCHEDULE**

DeSoto ISD
2022-2023 Administrator and Support Professional Pay Plan

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	
1						
	Athletic Trainer	226	212 Days	\$270.73	\$325.00	\$379.28
	Coordinator To and Through	219	57,395	68,900	80,407	
	Coordinator, Accounts Payable	226	219 Days	\$270.73	\$325.00	\$379.28
	Coordinator, Attendance, Truancy & Student Services	226	59,290	71,175	83,062	
	Coordinator, Benefits & Leaves	226	226 Days	\$270.73	\$325.00	\$379.28
	Coordinator, Campus Testing	226	61,185	73,450	85,717	
	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				
	EMS Manager	226				
	Instructional Coach, Campus	212				
	Instructional Facilitator, Core Content	226				
	Instructional, Facilitator	226				
	Safety & Security Manager	226				
2						
	Asst Principal, ES	212	197 Days	\$284.26	\$341.25	\$398.24
	Coordinator, Behavior Intervention Special Education	226	55,999	67,226	78,453	
	Coordinator, Evaluation and Compliance Special Education	207	207 Days	\$284.26	\$341.25	\$398.24
	Coordinator, Specialized Instructional Programs Special Education	212	58,842	70,639	82,436	
	Coordinator, Speech Language Related Services	212	212 Days	\$284.26	\$341.25	\$398.24
	Coordinator, Speech -Language Related Services	207	60,263	72,345	84,427	
	Coordinator, Student Services	226	226 Days	\$284.26	\$341.25	\$398.24
	Coordinator, Testing & Accountability	212	64,243	77,123	90,002	
	Educational Diagnostician	197				
	Facilitator, Special Education ARD	207				
	Instructional Coach, Bilingual/ESL	207				
	Instructional Coach, Campus	212				
	Instructional Coordinator, Special Education	212				
	Instructional Design Leader	212				
	Instructional Facilitator, Core Content	212				
	Manager, Payroll	226				
	Manager, Purchasing	226				
	Network Engineer	226				

DeSoto ISD
2022-2023 Administrator and Support Professional Pay Plan

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum
2					
	Occupational Therapist	226	\$284.26	\$341.25	\$398.24
	Physical Therapist	197	55,999	67,226	78,453
	School Psychologist/LSSP	197	58,842	70,639	82,436
	Specialist, Special Populations	207	60,263	72,345	84,427
	Speech Pathologist	207	64,243	77,123	90,002
	Systems Engineer	226			
3					
	Asst Principal, Middle School	207	\$301.32	\$361.73	\$422.14
	Data Strategist	226	62,373	74,878	87,383
	Manager, Information Systems	226	68,098	81,751	95,404
	Supervisor, Data Processing PEIMS	226			
4					
	Assistant Director, Internal Communication	226	\$322.41	\$387.05	\$451.69
	Assistant Director, External Communications	226	68,351	82,055	95,758
	Associate Principal, HS	226	72,865	87,473	102,082
	Asst Athletic Director	226			
	Asst Principal, HS	212			
	Coordinator, JROTC	226			
	Head Band Director	226			
	Staff Accountant	226			
5					
	Associate Principal, Early College	226	\$354.66	\$425.76	\$496.86
	Budget and Grants Manager	226	77,671	93,241	108,812
	Director, Health Services	226	80,153	96,222	112,290
	Manager, Family & Community Engagement	226			
	Manager, Professional Development	226			
	Principal, Alternative School	226			
	Principal, ES	226			
6					
	Director Bilingual/ESL and GT	226	\$393.67	\$472.59	\$551.51
	Director, Accounting Services	226	88,969	106,805	124,641
	Director, Advanced Academics / CCMR	226	94,481	113,422	132,362
	Director, Assessment & Evaluation	226			
	Director, Business Operations	226			
	Director, Career & Technology Programs	226			
	Director, Early Childhood Programs	226			
	Director, Fine Arts	226			

DeSoto ISD
2022-2023 Administrator and Support Professional Pay Plan

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum															
6																				
	Director, Human Resources	226	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Daily</th> <th style="text-align: center;">\$393.67</th> <th style="text-align: center;">\$472.59</th> <th style="text-align: center;">\$551.51</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">226</td> <td style="text-align: left;">Days</td> <td style="text-align: center;">88,969</td> <td style="text-align: center;">106,805</td> <td style="text-align: center;">124,641</td> </tr> <tr> <td style="text-align: center;">240</td> <td style="text-align: left;">Days</td> <td style="text-align: center;">94,481</td> <td style="text-align: center;">113,422</td> <td style="text-align: center;">132,362</td> </tr> </tbody> </table>			Daily		\$393.67	\$472.59	\$551.51	226	Days	88,969	106,805	124,641	240	Days	94,481	113,422	132,362
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226	Days	88,969	106,805	124,641																
240	Days	94,481	113,422	132,362																
	Director, MTSS	226																		
	Director, Plant Services	226																		
	Director, School Improvement	226																		
	Director, Special Education	240																		
	Director, Sports Medicine	226																		
	Head Basketball Coach	226																		
	Head Football Coach	226																		
	Principal, K-8	226																		
	Principal, MS	226																		
	Senior Associate Director, Ninth Grade Center	226																		
7																				
	Executive Director, Administrative Services	226	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Daily</th> <th style="text-align: center;">\$437.90</th> <th style="text-align: center;">\$515.12</th> <th style="text-align: center;">\$592.34</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">226</td> <td style="text-align: left;">Days</td> <td style="text-align: center;">98,965</td> <td style="text-align: center;">116,417</td> <td style="text-align: center;">133,869</td> </tr> </tbody> </table>			Daily		\$437.90	\$515.12	\$592.34	226	Days	98,965	116,417	133,869					
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226	Days	98,965	116,417	133,869																
	Executive Director, Curriculum & Professional Development	226																		
	Executive Director, Research, Evaluation & Design	226																		
	Executive Director, Special Populations	226																		
	Executive Director, State & Federal Programs	226																		
	Executive Director, Student Services & Operations	226																		
	Executive Director, Student Support Services	226																		
	Executive Director, Technology	226																		
8																				
	Athletic Director	226	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Daily</th> <th style="text-align: center;">\$477.31</th> <th style="text-align: center;">\$561.48</th> <th style="text-align: center;">\$645.65</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">226</td> <td style="text-align: left;">Days</td> <td style="text-align: center;">107,872</td> <td style="text-align: center;">126,894</td> <td style="text-align: center;">145,917</td> </tr> </tbody> </table>			Daily		\$477.31	\$561.48	\$645.65	226	Days	107,872	126,894	145,917					
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226	Days	107,872	126,894	145,917																
	Controller, Finance	226																		
	Deputy Chief Academic Officer	226																		
	Deputy Chief, College & Career Readiness	226																		
	Principal, HS	226																		
9																				
	Chief Academic Officer	226	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Daily</th> <th style="text-align: center;">\$548.85</th> <th style="text-align: center;">\$645.70</th> <th style="text-align: center;">\$742.56</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">226</td> <td style="text-align: left;">Days</td> <td style="text-align: center;">124,040</td> <td style="text-align: center;">145,928</td> <td style="text-align: center;">167,819</td> </tr> </tbody> </table>			Daily		\$548.85	\$645.70	\$742.56	226	Days	124,040	145,928	167,819					
Daily		\$548.85				\$645.70	\$742.56													
226	Days	124,040	145,928	167,819																
	Chief Communications Officer	226																		
	Chief Financial Officer	226																		
	Chief Human Resources Officer	226																		
	Chief Operations & Maintenance Officer	226																		
	Deputy Superintendent Schools	226																		



**CLERICAL AND
PARAPROFESSIONAL
SALARY SCHEDULE**

DeSoto ISD
2022-2023 Clerical / Paraprofessional Pay Plan

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum
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1

Aide, Behavior Support	187
Aide, Educational (General)	187
Aide, Physical Education	187
Aide, Pre -K	187
Office Assistant I-Campus	187
Receptionist, ES	187
Receptionist, HS	226
Receptionist, MS	187
Special Education PT	226

Hourly		\$14.17	\$16.51	\$22.17
187	Days	\$ 21,192.11	\$ 24,695.22	\$ 33,166.32
226	Days	\$ 25,611.86	\$ 29,845.56	\$ 40,083.36

2

Aide, Bilingual	187
Aide, Educational	187
Aide, General	187
Aide, In-House	187
Aide, Instructional	187
Aide, Instructional - Library	187
Aide, Kindergarten	187
Aide, Library	187
Aide, Pre Kindergarten	187
Aide, Special Education	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
Instructional Aide , Library	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, PASS	187
Special Education Aide, PPCD	187

Hourly		\$ 15.48	\$ 17.17	\$ 21.60
187	Days	\$ 23,158.08	\$ 25,686.32	\$ 32,313.60
192	Days	\$ 23,777.28	\$ 26,373.12	\$ 33,177.60
197	Days	\$ 24,396.48	\$ 27,059.92	\$ 34,041.60
207	Days	\$ 25,634.88	\$ 28,433.52	\$ 35,769.60
226	Days	\$ 27,987.84	\$ 31,043.36	\$ 39,052.80
260	Days	\$ 32,198.40	\$ 35,713.60	\$ 44,928.00

DeSoto ISD
2022-2023 Clerical / Paraprofessional Pay Plan

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum
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3	
Clerk, Attendance / PEIMS (ES, MS)	197
Clerk, Dispatch (Plant Services)	260
Clerk, PEIMS (HS)	226
Clerk, Special Education Assessment	226
Clinic, Assistant	192
Secretary, Assistant Principal HS	207
Secretary, Counselor HS	207
Secretary, Counselor MS	197

Hourly		\$ 16.06	\$ 18.72	\$ 27.44
192	Days	\$24,668.16	\$28,753.92	\$42,147.84
197	Days	\$25,310.56	\$29,502.72	\$43,245.44
207	Days	\$26,595.36	\$31,000.32	\$45,440.64
226	Days	\$29,036.48	\$33,845.76	\$49,611.52
260	Days	\$33,404.80	\$38,937.60	\$57,075.20

4	
Administrative Assistant , Principal Elementary	212
Administrative Assistant , DAEP	207
Administrative Assistant , Principal Middle School	212/226
Administrative Assistant , Advanced Academies	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

5	
Admin Assistant, Academics	226
Admin Assistant, CTE & Academic Support	226
Admin Assistant, Early Childhood Programs	226
Admin Assistant, Special Education	226
Admin Assistant, Student Support Services	226
Admin Assistant, Technology	226
Administrative Assistant, Exec. Dir. Elementary	226
Administrative Assistant, Plant Services	226
Administrative Assistant, Principal HS	226
Clerk, PEIMS (SEMS)	226
Receptionist & Clerk, Human Resources	226
Bilingual Liaison	226
Registrar / PEIMS High School	226

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

6	
Clerk, Finance & Accounting System	226
Executive Assistant, Chief & Deputy	226
LVN	192
Administrative Assistant, special Education	226
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

DeSoto ISD
2022-2023 Clerical / Paraprofessional Pay Plan

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum
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7		Hourly	\$ 24.37	\$ 28.38	\$ 37.50
	Specialist, Accts Payable	226	\$ 44,060.96	\$ 51,311.04	\$ 67,800.00
	Specialist, Athletics	226			
	Specialist, District Instructional Materials	226			
	Specialist, Payroll	226			
	Specialist, Professional Staffing & Certification	226			
	Specialist, Records Management	226			
	Staffing	226			

8		Hourly	\$30.68	\$35.76	\$40.83
	Senior Executive Assistant, Board of Trustees	226	\$55,469.44	\$64,654.08	\$73,820.64
	Senior Executive Assistant, Superintendent	226			



**AUXILIARY
SALARY SCHEDULE**

DeSoto ISD
2022-2023 Revised Auxiliary Pay Plan

Pay Grade	Job Title	Calendar	Minimum	Midpoint	Maximum	
1						
	Custodial	260	Hourly	\$11.78	\$13.72	\$15.66
			183 Days	\$ 17,245.92	\$ 20,086.08	\$ 22,926.24
	Food Server	183	260 Days	\$ 24,502.40	\$ 28,537.60	\$ 32,572.80
2						
	Grounds /Maintenance	260	Hourly	\$13.54	\$15.77	\$21.14
			260 Days	\$ 28,163.20	\$ 32,801.60	\$ 43,971.20
3						
	Warehouse Delivery, Plant Services	260	Hourly	\$ 15.30	\$ 17.82	\$ 22.40
			187 Days	\$ 24,112.80	\$ 28,084.32	\$ 35,302.40
	Security Dispatch	187	260 Days	\$ 31,824.00	\$ 37,065.60	\$ 46,592.00
4						
	Custodian, Lead	260	Hourly	\$ 17.28	\$ 20.14	\$ 25.54
			187 Days	\$ 25,850.88	\$ 30,129.44	\$ 38,207.84
	Grounds/Maintenance, Athletics	260	260 Days	\$ 35,942.40	\$ 41,891.20	\$ 53,123.20
	Manager, Child Nutrition ES	187				
	Grounds, Maintenance	260				
	HVAC Prevention Maintenance	260				
	Maintenance	260				
	Painter	260				
5						
	Locksmith	260	Hourly	\$ 19.70	\$ 22.96	\$ 29.10
			260 Days	\$ 40,976.00	\$ 47,756.80	\$ 60,528.00
	Mechanic	260				
	HVAC, Keys	260				
	Plumber	260				
6						
	HVAC Technician	260	Hourly	\$ 23.05	\$ 26.86	\$ 30.67
			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				
7						
	Supervisor, Child Nutrition	226	Hourly	\$ 26.98	\$ 31.43	\$ 35.88
			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				

DeSoto ISD
2022-2023 Revised Auxiliary Pay Plan

Pay Grade	Job Title	Calendar			Minimum	Midpoint	Maximum
CG			Hourly		\$ 12.72	\$ 14.11	\$ 15.50
	Crossing Guard	187	187	Day	\$ 5,946.60	\$ 6,596.43	\$ 7,246.25
BD			Hourly		\$ 23.32	\$ 24.71	\$ 26.19
	Bus Driver	187	187	Days	\$ 21,804.20	\$ 23,103.85	\$ 24,487.65
SG			Hourly		\$ 17.28	\$ 20.14	\$ 24.40
	Security Officer	187	187	Days	\$ 25,850.88	\$ 30,129.44	\$ 36,502.40



**SUBSTITUTE
PAY SCHEDULE**

DeSoto ISD

2022-2033 Substitute Pay Rate Plan

Assignment & Requirements

General Substitute Assignment (Non-Degreed & Clerical)

Days	Pay
0-20	\$ 95.00
21+	\$ 105.00

Assignment & Requirements

General Substitute Assignment (Bachelors Degree or Higher)

Days	Pay
0-20	\$ 105.00
21+	\$ 115.00

Assignment & Requirements

General Substitute Assignment (Certified Teacher)

Days	Pay
0-20	\$ 115.00
21+	\$ 125.00

Assignment & Requirements

Nurse/Counselor Assignment

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

Assignment & Requirements

Administator Assignment (Non-Degreed)

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

Assignment & Requirements

Administator Assignment (Certified)

Days	Pay
0-20	\$ 250.00
21+	\$ 260.00



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
2022-2023 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 2022-2023 STIPENDS

Instuctional		
ASSIGNMENT	LEVEL	AMONT
After Hours Tutoring/Sat School - Substitute	District Level	\$15 per hour
After Hours Tutoring/Sat School - Teacher	District Level	\$25 per hour
After Hours Tutoring/Sat School Administrator	District Level	\$27 per hour
*Bilingual Stipend	Elementary School	\$4,000.00
Campus Communication Coordinator	All Campuses	\$720
Campus Computer Coordinator	All Campuses	\$1,190.00
Childcare	District Level	\$10 per hour
College Tutors	District Level	\$20 per hour
Compensatory Therapy Services	District Level	\$35 per hour
CPR/AED/First Aid Advanced	Manual Trades	0.19
CTE Facilitator II	High School	\$4,000.00
CTE Facilitator Level I	High School	\$2,000.00
CTE Sponsor Level I	High School	\$500
CTE Sponsor Level II	High School	\$750
Department Head	Elementary School	\$1,000.00
Department Head	Middle School	\$1,000.00
Department Head	High School	\$1,800.00
Detention Hall Duty - HS/MS	Secondary Campuses	\$1,770.00
Distance Learning Lab	High School	\$810
Dual Credit	District Level	\$1,500.00
Dyslexia	District Level	\$1,800.00
Eagles That Soar - Para	District Level	\$13 per hour
English Learner	District Level	\$1,500.00
Foreign Language	High School	\$4,000.00
Special Education Evaluation/Assessment	District Level	Up to \$500
Special Ed. Lead Related Service Provicer	District Level	\$35 per hour
Speech Therapist Supervisor	District Level	\$1,800.00
High School Lead Counselor	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 Wide	\$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.

DESOTO ISD 2022-2023 STIPENDS

Summer School		
ASSIGNMENT	LEVEL	AMOUNT
Summer School Aide	District Level	\$15 per hour
Summer School Assistant Principal/IC	District Level	\$30 per hour
Summer School Counselor - ES	District Level	\$25 per hour
Summer School Counselor - MS/HS	District Level	\$30 per hour
Summer School Nurse	District Level	\$25 per hour
Summer School Principal (Non 226 Employee)	District Level	\$32 per hour
Summer School Secretary	District Level	\$15 per hour
Summer School Security	District Level	\$15 per hour
Summer School Teacher	District Level	\$25 per hour

Summer school eaming 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 .

** Please note summer school 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	Up to \$910
UIL Campus Coordinator	High School	\$1,500
UIL Subject Area Coach (Ex. Gen. Academics, Speech, Debate, Theater & Film, Journalism)	High School	\$500

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 provide tutoring to students.

DESOTO ISD 2022-2023 STIPENDS

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
Pep Club	High 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 - Special Education	High School	\$525
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	Middle School	\$525
Critical Shortage - Special Education	District Level	\$1,500
Critical Shortage-Special Education	Elementary School	\$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.

DESOTO ISD 2022-2023 STIPENDS

ATHLETICS		
ASSIGNMENT	LEVEL	STIPEND AMOUNT
Football, JV/Varsity	High School	\$6,500
Football-Special Teams Coordinator	High School	\$8,510

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	\$8,510
Head Cross Country	High School	\$8,510
Head Golf	High School	\$8,510
Head Soccer	High School	\$8,510
Head Softball	High School	\$8,510
Head Swimming	High School	\$8,510
Head Tennis	High School	\$8,510
Head Track	High School	\$8,510
Head Volleyball	High School	\$8,510
Head Wrestling	High School	\$8,510

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

Middle School		
ASSIGNMENT	LEVEL	AMOUNT
Athletic Coordinator	Middle School	\$7,500
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

DESOTO ISD 2022-2023 STIPENDS

Coordinators		
ASSIGNMENT	LEVEL	AMOUNT
Athletic Coordinator Academics	High School	\$8,510
Athletic Video Coordinator	High School	\$3,200
Equipment Coordinator	High School	\$3,200
Weight Room Coordinator	High School	\$3,200
Auditorium Coordinator	High School	\$2,380
Transportation Coordinator	All Levels	\$2,000

Cheerleaders		
Assignment Level Amount		
Cheerleader Sponsor HS	High School	\$5,000
Cheerleader Sponsor MS	Middle School	\$2,000
Cheerleader, Assistant	High School	\$3,000
Flag Runner	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
Libero Tracker - Varsity only	All	\$25/hour