



ST. JAMES PARISH SCHOOLS

Inspiring Hope and Purpose

SALARY SCHEDULES

2018-2019

EFFECTIVE JULY 1, 2018

**SUPERINTENDENT
P. EDWARD CANSIENNE, JR.**

FOREWORD

The St. James Parish Public School System initially developed a comprehensive salary schedule for employees in all job categories in FY 1989-90 based upon recommendation of the system's external auditing firm. Since initial implementation, the salary schedule book is revised and approved annually by the School Board in late June or early July.

The Human Resources and Business Services departments collaborate in the development of the salary schedules and book. Copies are available in the Principal's office at each school and central office.

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**ST. JAMES PARISH PUBLIC SCHOOL SYSTEM
ADMINISTRATIVE EMPLOYEE SALARY SCHEDULE
FISCAL YEAR 2018 - 2019**

HIGH SCHOOL PRINCIPALS Grades 7 - 12 / ADMINISTRATIVE DIRECTORS 12 Months 242 Days		ELEM PRINCIPALS / H.S. ASSOCIATE PRINCIPAL Grades 7 - 8 / DIRECTORS 12 Months 242 Days		HIGH SCHOOL ASSISTANT PRINCIPAL 10.5 Months 212 Days	
Step	Salary	Step	Salary	Step	Salary
1	92,960	1	83,995	1	72,630
2	93,553	2	84,563	2	73,198
3	94,147	3	85,131	3	73,766
4	94,741	4	85,699	4	74,335
5	95,334	5	86,268	5	74,903
6	95,928	6	86,836	6	75,471
7	96,522	7	87,404	7	76,039
8	97,115	8	87,972	8	76,608
9	97,709	9	88,541	9	77,176
10	98,303	10	89,109	10	77,744

ELEM ASST. PRINCIPALS 10.5 Months 212 Days PUPIL APPRAISAL / 10 Months 202 Days		ADMINISTRATIVE SUPERVISOR 12 Months 242 Days		FACILITATORS / AGRISCIENCE TEACHERS 12 Months 242 Days	
Step	Salary	Step	Salary	Step	Salary
1	65,811	1	76,040	1	72,746
2	66,948	2	76,608	2	73,311
3	67,516	3	77,176	3	73,876
4	68,084	4	77,744	4	74,441
5	68,652	5	78,313	5	75,005
6	69,220	6	79,449	6	75,488
7	69,789	7	80,017	7	76,134
8	70,358	8	80,585	8	76,699
9	70,926	9	81,153	9	77,263
10	71,494	10	81,721	10	77,828

Note: Administrative personnel cannot be paid for extra hours for tutoring, after school detention, support to or assignment to extracurricular activities, etc.

Specific Circumstances Detail for Payment

SALARY ADJUSTMENTS FOR DEGREE CHANGES

Professional personnel who earn advanced degrees which can be verified for payroll shall submit official verification (original transcript, teaching certificate change application, etc.) to the Human Resources Department on or before the following deadline dates for certificate updating and stipend assignment:

Information Due:	Change updated on certificate by:	Difference in pay for period of time
Summer Session: August 31, 2018	September 30	\$1000/ annually
Fall Session: January 31, 2019	February 28	\$500/semester
Spring Session: June 30, 2019	July 31	\$1000/annually

PAY CLASSIFICATION LEVEL FOR PERSONS WHO COMPLETE A PLANNED 60-SEMESTER HOUR MASTER'S DEGREE PROGRAM

The holder of a Louisiana teaching certificate or ancillary certificate who has completed a planned 60-semester-hour Master's degree program at a regionally accredited institution will be paid at the Education Specialist Degree level as long as the degree is in compliance with statutory regulations (Act 650), and this pay rate category shall be recorded on the Louisiana teaching certificate or ancillary certificate.

Ancillary personnel who are presently being paid at the Education Specialist level who have completed a 60-semester-hour Master's degree program must have this designation added to their ancillary certificate in order to continue receiving pay at the Education Specialist level. (BESE Approval, 6/25/92)

PAY FORMULA FOR SCHOOL NURSE (9 months/182 days)

The pay for School Nurse with valid R.N. licensure will be the salary for a teacher with a Bachelor's degree, including years of experience, according to the Teacher Salary Schedule. A school nurse who works more than 182 days shall be paid on a pro-rata basis according to the Teacher Salary Schedule for the number of days employed.

NATIONAL BOARD CERTIFIED TEACHERS/COUNSELORS

Per legislative mandate, St. James Parish Schools pays an additional \$5000 supplement to teachers who have received National Board Certification after having met the standards set by the National Board for Professional Teaching Standards. The extra stipend will be paid annually for ten years according to the effective issue and expiration date on the certificate. Upon receipt of the certificate by the Human Resources Department, certificated teachers will be paid the stipend in the fiscal year following the fiscal year in which the certificate is received. Teachers who are hired with an effective National Board Certification will be paid \$5,000 (L.R.S. 17§ 421.6) Effective July 1, 2010, St. James Parish will no longer offer an additional \$2000 to any teacher achieving or employed with national board certification after June 30, 2010. Any teacher who is national board certified hired before July 1, 2010 will be grandfathered in for the \$2000 local supplement. However, renewal of national board certified certificates are only considered for the \$5000 supplement as legislation mandates. The parish supplement does not apply.

National Board Certified staff other than teachers will be offered an additional stipend based on state approved supplement annually.

Administrators are eligible for National Board pay supplement if earned while a teacher as provided by the statute.

Administrators are not eligible for the \$2000 local supplement when accepting an administrative position.

Administrators are not eligible for renewal unless in a teaching position when it is time to renew.

JROTC INSTRUCTORS

JROTC Instructors salary rates are set by the Army – Minimum Instructor Pay plus a \$2000 annual supplement paid by the school system. In addition, they are eligible to receive any additional supplement approved by the school board for teachers. Beginning January 1, 2015, all newly hired JROTC Instructors will be paid through cost sharing with the Army for the 10 month work schedule and paid the additional 2 months through local funds resulting in a 12 month work schedule therefore not eligible for the professional development days stipend. JROTC instructors will follow the 12 month employee calendar for holidays.

PAYROLL SCHEDULE

Substitute Pay is paid on the 10th of the month.

Supplemental and Regular Monthly Pay is paid on the 25th of the month.

If the 25th of the month falls on a weekend or bank holiday, the payroll for that day will be paid on the previous day.

DIRECT DEPOSIT OF PAY

All employees are required to receive their pay by **direct deposit**.

PROFESSIONAL STAFF DEVELOPMENT DAYS

On January 28th, 2003 an additional payment of \$1,000 (\$200each) for five additional professional staff development days was approved for teachers. These days may only be paid to teachers who are not regularly scheduled to work on those days. Twelve month employees including JROTC instructors, Athletic Directors, Agriscience teachers and other employees who work more than 182 days may not be eligible for this pay depending on whether the days are scheduled on regularly scheduled working days for these staff. Teacher aides/paraprofessionals will receive \$100 per day for attending these days as assigned. Teacher aides/paraprofessionals were not included in this original tax. The district reserves the right to assign attendance.

SABBATICAL LEAVE

Sabbatical Leave Law will be implemented accordingly. See L.R.S. 17§1171-1187. Contact HR for paperwork.

STUDENT TEACHER SUPERVISORS

Teachers supervising student teachers will be paid a stipend based on a Professional Services Contract from participating colleges/universities signed by the Superintendent. Payment to the supervising teachers will be made after payment of contract is received from the participating college at the end of each year, and will be considered part of a teacher's salary for Teacher's Retirement System of Louisiana (TRSL) reporting purposes. Travel, lodging, meals and other expenses will not be reimbursed.

DUAL ENROLLMENT TEACHER STIPENDS

Teachers meeting the university/college SACS credentials for a dual enrollment instructor will receive \$150 per credit hour for college dual enrollment classes taught on St. James Parish Schools campuses (this does not include remedial classes).

Teachers not meeting the university/college SACS credentials for a dual enrollment instructor but approved to teach by the university/college will receive \$75 per credit hour for dual enrollment classes taught on St. James Parish Schools campuses (this does not include remedial classes). There must be a minimum of 10 students qualified for and enrolled in dual enrollment in each class in order to be paid the stipend.

SCHOOL BOARD MEMBERS

School Board Members will be paid a monthly stipend of \$800 for service to the school system. The president of the school board will be paid a monthly stipend of \$900.

EXTENDED YEAR STIPENDS

Certificated non-administrative employees required to work beyond the 9 month school calendar (counselors, 10-month lead teachers, District Instructional Specialists, Instructional Technology Facilitators, Library Media Specialists) will receive the appropriate extra pay for the extra time according to their daily rate included in their monthly pay.

VIRTUAL TEACHER PAY STIPENDS

VIRTUAL BLOCK TEACHER – defined as a teacher who is already employed in the district and has a block in his/her schedule that is assigned as a virtual teacher;

- No additional stipend/pay for a full year block or one block option consisting of a maximum of 30 students; a block assignment is part of your regular teaching load
- If the open block is in the fall and student takes full year to complete – teacher is responsible for seeing those students through their course - -up to 30 students
- If additional students are served above the maximum of 30 students –
 - \$150 per student per course – High School Spanish and High School English Content
 - \$100 per student per course for all other contents
 - Payment at course completion

- If a student withdraws or transfers with 50% completion, contractor receives or is due 50% course fee
- Monies assigned per student, per course above 30 students

VIRTUAL TEACHER - *defined as a teacher who is already employed in the district, retired, or employed in another district and chooses to do virtual teaching after regular school hours; (Note: the teacher must have a teaching certificate for the course he is teaching)*

- \$150 per student per course - Spanish and English Content
- \$100 per student per course for all other contents
- Payment at course completion
- If a student withdraws or transfers with a minimum of 25% completion or more, the virtual teacher will receive that percentage course fee monies as compensation for that portion completed by the student:
 - The following applies and will be rounded to the nearest 5:
 - Up to 25% completion = \$25 (with expectation that the student began coursework)
 - 30% completion = \$30
 - 50% completion = \$50
 - 75% completion = \$75
- Credit Recovery Courses - \$50 per student per course

VIRTUAL COURSE CREATION STIPENDS

St. James Virtual Academy must ensure students are receiving the curriculum approved by the district and the state. In doing so, teachers must review the virtual changes: a “build” or “modification”. When major alterations occur to the curriculum, teachers will need to make “modifications” to the courses. All courses are affected by these curriculum mandates.

Teachers building a course will be paid \$1000. The product will consist of:

- Building a whole course with current objective s and mandates. Teachers may need to delete and insert other information to ensure all objectives are taught
- Creating a whole course, semester 1, semester 2, quarters 1-4, and credit recovery course

Teachers will need to make modifications to course design as a student is enrolled and completing the course. For these modifications, teachers will be paid \$500 per course. This product will consist of:

- Fixing errors in built courses (whole course, semester 1, semester 2, quarters 1-4, and credit recovery course). This will occur after a student takes a course for the first time.
- Small changes needed to keep the students ready for state testing or small mandated changes. (Example: adding new test release items or additional content.)
- \$500 stipend consists of \$400 for modifications and \$100 for the student he is following during the modification.

PAY FOR READING INTERVENTIONISTS

The pay for Reading Interventionists will be \$25,000 annually for Paraprofessionals who are Highly Qualified and/or have an Associates Degree and \$30,000 for Bachelor’s Degrees. The district no longer receives Reading First federal funding therefore no more persons will be added with this title and salary assignment. Reading Intervention positions will be eliminated through attrition. In the event the employees’ years of experience exceed the fixed amount of \$25,000 or \$30,000, the employee will then be moved back to the paraprofessional salary schedule.

~~PAY FOR CERTIFIED ATHLETIC TRAINER~~

~~The salary range for an Athletic Trainer at the High School Level (and not a classroom teacher) will be \$30,000–\$35,000 annually, with a starting salary of \$30,000.~~

**ST. JAMES PARISH PUBLIC SCHOOL SYSTEM
TEACHER SALARY SCHEDULE 2018 - 2019**

Steps	Bachelor's	Master's	Master's +30	Specialist	PhD
0	48,909	49,909	50,909	51,909	52,909
1	49,419	50,419	51,419	52,419	53,419
2	49,929	50,929	51,929	52,929	53,929
3	50,439	51,439	52,439	53,439	54,439
4	50,949	51,949	52,949	53,949	54,949
5	51,459	52,459	53,459	54,459	55,459
6	51,969	52,969	53,969	54,969	55,969
7	52,479	53,479	54,479	55,479	56,479
8	52,989	53,989	54,989	55,989	56,989
9	53,499	54,499	55,499	56,499	57,499
10	54,009	55,009	56,009	57,009	58,009
11	54,519	55,519	56,519	57,519	58,519
12	55,029	56,029	57,029	58,029	59,029
13	55,539	56,539	57,539	58,539	59,539
14	56,049	57,049	58,049	59,049	60,049
15	56,559	57,559	58,559	59,559	60,559
16	57,069	58,069	59,069	60,069	61,069
17	57,579	58,579	59,579	60,579	61,579
18	58,089	59,089	60,089	61,089	62,089
19	58,599	59,599	60,599	61,599	62,599
20	59,109	60,109	61,109	62,109	63,109
21	59,619	60,619	61,619	62,619	63,619
22	60,129	61,129	62,129	63,129	64,129
23	60,639	61,639	62,639	63,639	64,639
24	61,149	62,149	63,149	64,149	65,149
25	61,659	62,659	63,659	64,659	65,659

ST. JAMES PARISH PUBLIC SCHOOL SYSTEM
SERVICE OFFICE MANAGERIAL EMPLOYEE SALARY SCHEDULE
FISCAL YEAR 2018 - 2019

Step	Receptionist	Office Systems Data Manager	Technology Admin	IT Administrator SFS Field Mgr	Executive Assistant	Admin Technician	Accounting Technician	Accounting Supervisor*	Accountant/Auditor	O & M Foreman	O & M Supervisor
0	24561	48909	49394	36363	38101	25789	31346	53612	42738	42738	51059
1	24953	49419	50218	36872	38710	26243	31847	54470	43451	43451	51876
2	25346	49929	51042	37381	39319	26696	32349	55328	44164	44164	52693
3	25739	50439	51866	37890	39928	27150	32851	56186	44877	44877	53510
4	26131	50949	52690	38399	40537	27604	33553	57044	45590	45590	54327
5	26524	51459	53514	38908	41146	28058	33855	57901	46303	46303	55144
6	26917	51969	54338	39417	41755	28512	34357	58759	47016	47016	55961
7	27309	52479	55163	39926	42364	28966	34859	59617	47729	47729	56778
8	27702	52989	55987	40435	42973	29420	35360	60475	48442	48442	57595
9	28095	53499	56811	40944	43582	29874	35862	61333	49155	49155	58412
10	28488	54009	57635	41453	44190	30328	36364	62190	49868	49868	59229
11	28880	54519	58459	41962	44799	30782	36866	63048	50581	50581	60046
12	29273	55029	59283	42471	45408	31235	37368	63906	51294	51294	60863
13	29666	55539	60108	42980	46017	31689	37870	64764	52007	52007	61680
14	30058	56049	60932	43489	46626	32143	38371	65622	52720	52720	62497
15	30451	56559	61756	43998	47235	32597	38873	66480	53433	53433	63314
16	30844	57069	62580	44507	47844	33051	39375	67337	54146	54146	64131
17	31236	57579	63404	45016	48453	33505	39877	68195	54859	54859	64949
18	31629	58089	64228	45525	49062	33959	40379	69053	55572	55572	65766
19	32022	58599	65053	46034	49671	34413	40881	69911	56285	56285	66583
20	32415	59109	65877	46543	50280	34867	41382	70769	56998	56998	67400
21	32807	59619	66701	47052	50889	35321	41884	71626	57711	57711	68217
22	33200	60129	67525	47561	51498	35774	42386	72484	58424	58424	69034
23	33593	60639	68349	48070	52107	36228	42888	73342	59137	59137	69851
24	33985	61149	69173	48579	52716	36682	43390	74200	59850	59850	70668
25	34384	61659	69986	49097	53341	37124	43884	75057	60560	60560	71483

*Salary Supplement for CPA Certification \$5,000

**ST. JAMES PARISH PUBLIC SCHOOL SYSTEM
SECRETARIAL EMPLOYEE SALARY SCHEDULE
FISCAL YEAR 2018 - 2019**

Step	10 Month Secretary	12 Month Secretary
0	20531	24561
1	20854	24953
2	21177	25346
3	21501	25739
4	21824	26131
5	22147	26524
6	22471	26917
7	22794	27309
8	23117	27702
9	23441	28095
10	23764	28488
11	24087	28880
12	24411	29273
13	24734	29666
14	25057	30058
15	25381	30451
16	25704	30844
17	26027	31236
18	26351	31629
19	26674	32022
20	26997	32415
21	27321	32807
22	27644	33200
23	27967	33593
24	28291	33985
25	28606	34384

**ST. JAMES PARISH PUBLIC SCHOOL SYSTEM
CLASSIFIED EMPLOYEE SALARY SCHEDULE
FISCAL YEAR 2018 - 2019**

Step	LPN	Teacher's Aide	Bus Attendant	Bus Driver	Bus Mechanic	Custodian	Maid	Cafeteria Technician	Cafeteria Manager (a,b)
0	22389	19253	14588	21013	26847	23752	11660	19381	22029
1	22646	19561	14826	21358	27292	24144	11851	19699	22391
2	22903	19869	15063	21703	27737	24536	12043	20017	22753
3	23160	20177	15301	22047	28182	24927	12235	20336	23115
4	23417	20485	15539	22392	28626	25319	12427	20654	23477
5	23674	20793	15776	22737	29071	25711	12618	20972	23839
6	23931	21101	16014	23082	29516	26102	12810	21290	24201
7	24189	21409	16252	23426	29960	26494	13002	21608	24563
8	24446	21717	16489	23771	30405	26886	13194	21927	24925
9	24703	22025	16727	24116	30850	27277	13385	22245	25287
10	24960	22333	16965	24461	31295	27669	13577	22563	25650
11	25217	22641	17202	24805	31739	28061	13769	22881	26012
12	25474	22949	17440	25150	32184	28453	13961	23200	26374
13	25731	23257	17678	25495	32629	28844	14153	23518	26736
14	25988	23565	17915	25840	33074	29236	14344	23836	27098
15	26245	23873	18153	26184	33518	29628	14536	24154	27460
16	26502	24181	18391	26529	33963	30019	14728	24473	27822
17	26759	24489	18628	26874	34408	30411	14920	24791	28184
18	27016	24797	18866	27219	34852	30803	15111	25109	28546
19	27273	25105	19104	27563	35297	31194	15303	25427	28908
20	27530	25413	19341	27908	35742	31586	15495	25746	29271
21	27787	25721	19579	28253	36187	31978	15687	26064	29633
22	28044	26029	19817	28598	36631	32369	15878	26382	29995
23	28301	26337	20054	28943	37076	32761	16070	26700	30357
24	28558	26645	20292	29287	37521	33153	16262	27019	30719
25	28815	26955	20534	29643	37956	33553	16459	27339	31093

(a) In addition to base salary, managers receive \$1,500 with a Bachelor's Degree; \$1,000 with an Associate Degree and \$500 with trade school certification.

(b) Managers of schools with student counts of 0 - 500 students shall be compensated at Base Manager pay, with student counts of 501 - 700 shall be compensated an additional \$750, and with student counts of over 700 students shall be compensated an additional \$1000.

ST. JAMES PARISH PUBLIC SCHOOL SYSTEM
HEAD START SALARY SCHEDULES 2018 - 2019

Certificated Teachers / Center Designee
9.5 Months / 192 Days

Step	Salary
1	40803
2	41808
3	42813
4	43818
5	44823
6	45828
7	46833
8	47838
9	48843
10	49848

Degreed Teachers (Assoc or Bach Degree)
9 Months / 182 Days

Step	Salary
1	25931
2	26436
3	26940
4	27445
5	27949
6	28454
7	28958
8	29463
9	29967
10	30472

CDA Paraprofessionals
9 Months / 182 Days

Step	Salary
1	20439
2	20795
3	21188
4	21568
5	21962
6	22245
7	22534
8	22823
9	23117
10	23410

CDA must be completed to advance a step.

Parent Advocates
10 Months / 202 Days

Step	Salary
1	21816
2	22163
3	22471
4	22866
5	23142
6	23395
7	23813
8	24092
9	24370
10	24649

CDA must be completed to advance a step.

Family Services Coordinator
10 Months / 202 Days

Step	Salary
1	51204
2	52281
3	53223
4	53756
5	54293
6	54836
7	55384
8	55938
9	56498
10	57063

All personnel (e.g., high school athletic directors, assistant coaches, agriscience teachers, band directors, guidance counselors) who work during summer shall document summer employment on the parish-adopted Monthly Time Sheet and/or electronic time clock (Coaches – in the Athletic Director’s office.) Time sheets must be signed by the Athletic Director and/or Principal and returned to the Office of Human Resources on or before the first day of school.

Note: Summer work hours must be documented as they are worked and must be worked in the summer months outside of regularly scheduled schoolwork days. ~~Summer work stipend will be received in one supplemental check.~~ There will be no “make ups” of summer work hours later in the school year in order to receive a full stipend. Any Coach hired after summer hours work time has begun or ended is not eligible for summer hours supplement (cannot make up summer hours). Only two sport coaches are eligible for 100 hours. Summer hours are not mandatory. 100 Summer hour sports include: Volleyball, football. Boys’ Basketball, Girls’ Basketball, Girls Soccer, Boys Soccer, Softball Baseball.*

50 Summer hour sports include: Tennis, Swimming, Powerlifting

*Athletic Director has the discretion to assign 150 hours to Head Coaches that only have One sport with justification and prior approval.

Any stipend paid to employees shall be considered supplemental compensation for performing extra duties during the current school year and shall not become part of the employees’ permanent salary.

CECP Coaches and Football Coaches “after the regular season pay” are to be paid after documented hours are verified by Athletic Director and submitted upon the completion of the sport.

If a sport does not compete for district and/or post season awards the sport will be paid .50 (1/2) the assigned stipend.

SUPPLEMENTAL PAY FOR CLUBS/ORGANIZATIONS OUTSIDE OF SCHOOL HOURS

GUIDELINES

Clubs/Organizations - ONLY – 4-H, Beta, Junior Beta, International Science Fair:

1. Clubs must have a state and/or a national charter. Proof of state or national affiliation shall be on file in the Principal's office (i.e., national dues).
2. Clubs shall submit, in September, a yearly calendar of projected activities to be kept on file in the Principal's office.
3. **Clubs shall have a regularly scheduled monthly meeting.** Sponsors shall submit a signature list of members and an agenda for each meeting to the Principal.
4. Documentation shall be submitted with the Request for Supplemental Pay Form and shall be kept on file in the Principal's office for one (1) calendar year.

Other clubs:

The teacher(s):

1. should be designated by the principal or system-level supervisor.
2. should demonstrate a willingness and an understanding of the responsibilities of the position.
3. must have a basic knowledge of the area they are responsible for coordinating (SCIENCE/SOCIAL STUDIES FAIR, ELEMENTARY 504/SBLC COORDINATORS, ELEMENTARY TESTING COORDINATOR, FLAG CORP SPONSOR, ELEMENTARY CHOIR/MUSIC PERFORMANCES AFTER HOURS, WEBMASTERING, ELEMENTARY BASKETBALL, DISTRICT PHYSICAL FITNESS COORDINATOR)
4. must be familiar with all rules and regulations on all levels of competition.
5. should encourage students to enter projects for competition in Science, Social Studies, etc.
6. **should not use instructional time** for coordinating activities unless designated by superior.

SUPPLEMENTAL PAY

1. Recommended supplemental pay for sponsoring clubs and/or organizations which adhere to the above guidelines shall be according to the following scale per school year:

1 - 15 hours	\$100
16 - 25 hours	\$200
26 - 35 hours	\$300
36+hours	\$400 Ceiling per Club/Organization

Only hours outside regular school time spent in the direct supervision of students and/or preparation of students for competitive activities shall be allowable. Hours spent in fund-raising and/or related activities and hours during regular school time shall not be allowable for compensation.

2. Payment of supplemental stipend will be according to documented time sheets per calendar year. The **Principal's signature shall be required** prior to submission of the request form to the Service Office for consideration.
3. If more than one teacher is involved in sponsoring a club/organization, the hours worked by each shall be added and the corresponding stipend shall be divided. This stipend shall not exceed a \$400 total for each club/organization.
4. If a teacher sponsors more than one club/organization, a separate request form must be submitted for each club/organization.
5. Any organization that does not meet the established guidelines may petition the St. James Parish Advisory Committee for inclusion prior to the request for payment.
6. Any stipend paid to employees shall be considered supplemental compensation for performing extra duties during the current school year and shall not become part of the employees' permanent salary.

Request for payment shall be made on the parish-adopted "Request for Supplemental Pay" form and submitted to the Office of Human Resources on or before the first Friday in May. Failure to submit the form by the established deadline indicates a forfeiture to claim payment.

SUBSTITUTE PAY RATES

	<u>Per Day</u>	<u>After 25 Consecutive Days in Same Position</u>
TEACHER (With Teaching Certificate)	\$148	\$201
<i>Formula Per Day = 55% of starting teachers salary daily rate of pay (rounded to the nearest dollar)</i>		
<i>Formula After 25 days = 75% of starting teachers salary daily rate of pay (rounded to the nearest dollar)</i>		
TEACHER (With Degree)	\$87	\$107
TEACHER (Non-Degree)	\$72	\$82
TEACHER AIDE / SECRETARY	\$62	\$72
CAFETERIA WORKER (7 hrs. per day full time)	\$58	\$68

DAY-BY-DAY SUBSTITUTE

If the substitute works for twenty-five (25) or more consecutive FULL days in the same position, he/she shall be paid the higher rate of that job classification retroactive to the first day of the twenty-five (25) consecutive days.

If the substitute is absent for one or more full or partial workdays while serving as a substitute for twenty-five (25) or more consecutive workdays, then, upon returning to the position, he/she shall continue to be paid on a day-to-day basis, counting the day that he/she returned as day one. Upon working the 25th consecutive day in the same position, he/she shall be paid the higher rate of that job classification retroactive to the first day of the twenty-five (25) consecutive days. Day-by-day substitute pay begins with the first day worked.

After higher rate of pay is received (25 consecutive days worked with no time missed in the same position), the higher rate will apply for the rest of the school year.

APPOINTED SUBSTITUTE

An appointed substitute (a long-term substitute employed in the absence of a regular employee for a minimum of twenty-five (25) consecutive days or as approved by the Human Resources Director) will be paid the higher daily rate in that job classification beginning with the first day worked. If absent during the "appointed" substitute period, then the twenty-five (25) consecutive-day rule would not apply.

After higher rate of pay is received (25 consecutive days worked with no time missed in the same position), the higher rate will apply for the rest of the school year.

Note: The term degree as used in the section dealing with substitute pay rate refers to an individual with a documented four-year Bachelor's degree from an accredited college or university.

HOURLY RATES

POSITION	<u>Per Hour</u>
Homebound Teachers.....	30.00
After School Detention Teachers	30.00
HS Teacher teaching 4 th block	20.00
Welding Shop Coordinator for after hours usage by outside entity	40.00
School Food Service Supervisor	85.00
<i><u>After School Tutoring/ Summer School</u></i>	
Teacher	30.00
Paraprofessional	15.00
LPN for students requiring	20.00
<i><u>Training Stipend</u></i>	
Teacher	20.00
LPN as required	15.00
Paraprofessional	12.00
Spanish Translator	18.00
Head Start Bus Monitor Applied for 38 hours + in a work week	12.00
Occupational Therapist	60.00
Physical Therapist	60.00
High School Student Worker	Minimum Wage
College Student Worker	10.00
After School Care Paid by School	
Aides/Secretaries	hourly rate
Teachers	20.00
Summer Feeding Program	
Program Monitor	\$16.00
Central Kitchen Manager	\$14.00
Technician	\$10.00
Bus Monitor	Minimum Wage
Bus Driver	\$60.00/Day
Summer STEM Camp	
Teacher	
Teaching	\$30/hour
Planning	\$20/hour
Student Worker	\$10/hour

EXTRA TRANSPORTATION PAY RATES

<u>ACTIVITY/DESTINATION</u>	<u>RATE</u>	<u>GAS</u>
Practice / After School Tutoring	\$30.00	\$10.00
Games at Home	35.00	15.00
Games in Parish	40.00	20.00
Activities on same side of river	35.00	15.00
Activities on opposite side of river	40.00	20.00
Summer School per day on same side river	60.00	15.00
Summer School per day opposite side river	65.00	20.00
Abbeville	62.00	85.00
Alexandria	72.00	135.00
Amite	52.00	45.00
Baton Rouge	52.00	45.00
Breaux Bridge	62.00	70.00
Brusly	52.00	45.00
Central Lafourche (Matthews, La)	52.00	45.00
Chalmette	52.00	45.00
Covington	52.00	45.00
Destrehan	42.00	25.00
Donaldsonville	42.00	20.00
Edgard	42.00	20.00
Folsom	52.00	45.00
Gonzales	42.00	20.00
Hahnville	42.00	25.00
Hammond	52.00	45.00
Houma	52.00	45.00
Hunts Correctional Center (St. Gabriel)	42.00	25.00
Kenner	52.00	45.00
Lafayette	62.00	80.00
LaPlace	42.00	20.00
Metairie	52.00	45.00
Morgan City	52.00	45.00
Napoleonville (Assumption)	42.00	30.00
Natchitoches	82.00	185.00
New Orleans	52.00	45.00
Patterson	52.00	45.00
Plaquemines	52.00	45.00
Ponchatoula	52.00	45.00
Reserve	42.00	20.00
Ruston	82.00	200.00
St. Bernard	52.00	45.00
St. Francisville (West Feliciana)	62.00	55.00
Shreveport	82.00	200.00
Slidell	62.00	60.00
Terrebonne (Houma)	52.00	45.00
Thibodaux	42.00	25.00
White Castle	52.00	35.00
Zachary	52.00	50.00

Rate for approved short-distance double trips: 1½ the above rate

Any club/organization sponsor may exceed the above rate.

Bus Monitor extra trip – minimum wage

Rates apply only to St. James Parish Public School System employed drivers.

DEFINITIONS

Bachelor's Degree: Entry level teachers are required to hold a minimum of a Bachelor's degree from a regionally accredited institute and to meet requirements for an initial area of certification as adopted by the State Board of Elementary and Secondary Education. Certain categories of vocational attain CTTIE (Career and Technical Trade and Industrial Education) certificate through a combination of education and work experience. These combinations range from a high school diploma or equivalent with four years of successful full time work experience in the trade or technical field and fifteen semester hours of professional CTTIE coursework, to a Bachelor's degree in education with two years of successful full time work experience in the trade or technical field and six semester hours of professional CTTIE coursework through an approved vocational teaching training institution.

Base Salary: The annual salary paid to teachers, excluding increments from PIPS, Extended Employment, etc.

Master's Degree: Teachers may be issued a Type A certificate, valid for life for continuous service, based on an earned Master's degree from a regionally accredited institute and five years of teaching experience in the field(s) of certification.

Master's Plus Thirty: Teachers who hold a valid Louisiana certificate may have this category added to their certificate by earning thirty graduate semester hours from one or more regionally accredited institutes in addition to a Master's Degree. Act 650 of 1985 requires that the thirty hours earned toward this category must be taken in the field(s) in which the teacher is certified or is teaching, or in administration/supervision or guidance /counseling.

Minimum Salary Schedule: Title 17 of the Louisiana Revised Statutes of 1950 establishes a minimum salary schedule for teachers in Louisiana. The minimum salary schedule for a one hundred eighty-two (182) day school session applies to teachers in public elementary and high schools including elementary school librarians holding valid Louisiana teaching certificates, and adult education teachers.

Salary Schedule: The salary schedules provides salary figures for all job positions. ~~provided by the State MFP and local district.~~

Specialist in Education or Doctorate Degree: An earned Specialist in Education or a Doctorate degree from a regionally accredited institution may be added to any valid Louisiana teaching certificate.

CECP: Coaches Education Certification Program for the purpose of certifying non-faculty coaches recognized and certified by LHSAA.

National Board Certification: Teachers who achieve this certification have met rigorous standards through intensive study, expert evaluation, self-assessment and peer review. NBPTS offers 25 certificates that cover a variety of subject areas and student developmental levels. National Board Certified Teachers are highly accomplished educators who meet high and rigorous standards.

Teacher Pay Step: New teachers to the district are assigned a pay step based on documented evidence of: demand, years of experience, minimum of 3 prior year successful evaluations (or one for each year of experience if less than 3), recommendation letter from prior employer (or from university professor if no prior employer, by someone familiar with student teaching experience). Current teachers will advance one pay step annually upon an effective performance evaluation.

Experience Verification: For experience as a professional educator (teacher, counselor, principal, etc.) use experience verification form. There is a 30 calendar day window to complete or employee will be put on step for which experience can be verified until all experience verification documentation is received. It is the sole responsibility of the employee to provide experience verification forms to the previous employer and assuring they are returned to St. James Parish School Board Human Resources Department.

SJS Organization Chart 2018-2019

