

**Mesquite ISD**  
**Administrative/Technical Support Compensation Plan**  
**2019-2020**

**Pay Grade 1**

Hourly Rate	Minimum	Midpoint	Maximum	Calendar
	\$11.50	\$14.53	\$17.55	
7001 Clerical Assistant				188
7001 Clerical Assistant - Academy (K-12)				188
7001 Clerical Assistant - Bilingual				188
7001 Clerical Assistant - Title 1				188
7016 Clerical Assistant - Library				226
7029 Clerical Assistant				200
7030 Clerical Assistant - Textbooks				226
7047 ESL Tester				205
7076 ARD Clerk				187
7079 Clerical Assistant - Counselors HS				196
7088 Clerical Assistant - Transportation				226
7091 Clerical Assistant - Personnel				226
7092 Bilingual PEIMS Clerk				226
7093 Bilingual Tester/Interviewer				205
Radio Part-Time Broadcaster				Varies

**Pay Grade 2**

Hourly Rate	Minimum	Midpoint	Maximum	Calendar
	\$13.70	\$17.46	\$21.23	
4611 Music Manager				226
7020 Receptionist - Facilities Management				226
7029 Administrative Assistant - High School				200
7077 Office Assistant - MS Attendance				188
7080 Office Assistant - High School				226
7088 Receptionist - Transportation				226
7089 Receptionist - Special Ed				226
7096 - Clerical Assistant - High School Financial				188
Office Assistant - Curriculum				226

**Pay Grade 3**

Hourly Rate	Minimum	Midpoint	Maximum	Calendar
	\$14.75	\$18.73	\$22.71	
4224 PDC Manager				226
7019 Secretary - Operations/Warehouse				226
7020 Secretary				226
7020 Secretary - Catering				226
7020 Secretary - Child Find				226
7020 Secretary - Library Services				226
7021 Secretary - Sp Ed Student Records				202
7021 Secretary - Special Ed				226
7025 Secretary - Planetarium				187
7026 Secretary - Quest				188
7027 Marketing Specialist Assistant - Community Ed				226
7028 Secretary - Bilingual Office				205
7031 Secretary - Information Technology				226
7044 Secretary-Receptionist/Switchboard				226
7051 Secretary - Deaf Education				200
7078 Secretary/Counselor/Registrar MS				212
7081 Office Assistant - HS Attendance				188
7082 Secretary - Registrar HS				226
7082 Secretary - Registrar Academy				226
7085 Title 1 Family Engagement Adm. Assistant				187
7094 Tech Acquisition Assistant				226
7099 Title 1 SuppTherapist/Fam Engagement				226
7095 Secretary - Fixed Assets				188
7104 Title IV Clerical Assistant				188
Secretary - Lab				212,226

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**Pay Grade 4**

Hourly Rate	Minimum	Midpoint	Maximum	Calendar
	\$17.70	\$22.41	\$27.13	
1312 Translator - Communications				226
7020 Accounts Payable Processor				226
7020 Administrative Assistant				226
7020 Administrative Assistant - Academy				226
7020 Administrative Assistant - Athletics				226
7020 Administrative Assistant - Communications				226
7020 Administrative Assistant - Construction Serv.				226
7020 Administrative Assistant - CTE				226
7020 Administrative Assistant - Curr. ED				226
7020 Administrative Assistant - Data Management				226
7020 Administrative Assistant - Energy Mgmt.				226
7020 Admin. Asst.- Exec. Dir.-Construction Serv.				226
7020 Administrative Assistant - Facilities Mgmt.				226
7020 Administrative Assistant - Fixed Assets				226
7020 Administrative Assistant - KEOM				226
7020 Administrative Assistant - Library Services				226
7020 Administrative Assistant - MEA				226
7020 Administrative Assistant - Operations				226
7020 Administrative Assistant - Personnel				226
7020 Administrative Assistant - Purchasing				226
7020 Administrative Assistant - Risk Management				226
7020 Administrative Assistant - Special Ed Coord				226
7020 Administrative Asst. - Professional Learning				226
7020 Administrative Assistant - Tech Services				226
7020 Administrative Assistant - Transportation				226
7020 Administrative Assistant Superintendent Off.				226
7027 Program/Marketing Specialist-Community Ed.				226
7031 Administrative Assist.-Information Technology				226
7041 Administrative Assistant - Benefits				226
7083 Administrative Assistant - HS				226
7087 Admin. Assist.-Mesquite Education Foundation				226
7098 Admin. Assistant - Federal Programs				226
7100 Administrative Assist. - Learning Center				205
7101 Administrative Assistant - ES				217
7102 Administrative Assistant - MS				220

**Pay Grade 5**

Hourly Rate	Minimum	Midpoint	Maximum	Calendar
	\$18.90	\$24.00	\$29.11	
1312 Translator				226
1313 Risk Management Claims Specialist				226
7020 Adm. Asst. - Executive Dir. Leadership Dev				226
7035 Payroll Specialist				226
7040 Assistant Manager - Benefits				226

**Pay Grade 6**

Hourly Rate	Minimum	Midpoint	Maximum	Calendar
	\$20.20	\$25.65	\$31.11	
1310 Student Services Database Manager				226
1311 Personnel Database Manager				226
7020 Administrative Assistant - Budget/Finance				226

**Pay Grade 7**

Hourly Rate	Minimum	Midpoint	Maximum	Calendar
	\$21.65	\$27.44	\$33.24	
7020 Senior Assistant - Administrative Services				226
7020 Senior Assistant - Business Services				226
7020 Senior Assistant - Instructional Services				226
7020 Senior Assistant - Personnel				226
7020 Senior Assistant - Innovation Leadership				226

**Pay Grade 8**

Hourly Rate	Minimum	Midpoint	Maximum	Calendar
	\$30.30	\$38.11	\$45.92	
7020 Executive Assistant-Deputy Superintendent				226
7020 Executive Assistant - Superintendent				226