

Atlanta Independent School District



Compensation Plan

2018-2019

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Introduction

The Atlanta ISD Compensation Plan is intended to provide employees and other interested parties information about the district's compensation procedures. The content of this report will be updated each year to reflect any annual changes. Copies of the plan are available to employees and to the public upon request. All employees are welcome and encouraged to bring to the attention of the Administration any concerns related to compensation.

The compensation plan will be updated annually through a process that begins with the development of the coming year's budget.

The Director of Human Resources shall determine final calculations of all wages and salaries.

Atlanta ISD employs both contractual and non-contractual staff. Nothing in this report should be construed as an alteration of either the contract status of contractual positions or the "at will" status of non-contractual positions.

2018-2019 Compensation

Atlanta ISD teachers are paid between \$650 and \$6,670 above the state minimum salary schedule, based on years of experience. Prior to September 2016, a master's stipend of \$1,000 was paid to new teachers on the teacher salary schedule. Any teacher who earned the master's stipend is grandfathered and will continue to receive the stipend. All new teachers hired after September 2016 will not receive the master's stipend. Teachers that teach math, science, or foreign language in the 6-12th grades for at least half of each day receive a teacher shortage stipend of \$3,000. A 1% general pay increase is included in the budget for the 18-19 school year.

Increasing teacher compensation remains a primary goal of the district and will continue to be the focus now and in the future.

Goals of the Compensation Plan

The goals of the Atlanta ISD Compensation Plan are as follows:

- To remain competitive with labor markets so that Atlanta ISD can continue to recruit and retain highly qualified personnel.

- To reflect the varying and changing levels of knowledge, skill, effort, scope, and responsibility required of the different jobs within the school district.
- To reflect compliance with all federal, state, and local laws and Board policies.

These goals allow Atlanta ISD to follow a job worth compensation system. A job worth compensation system is designed to provide appropriate pay for the assessed market worth of individual jobs. The system takes into account the knowledge, skills, and effort needed to perform various jobs.

Pay Systems Description

Purpose and Authority

The Atlanta ISD compensation system is designed and administered for the purpose of attracting and retaining highly qualified employees to achieve the goals of the district. The Superintendent is responsible for the development, maintenance, and administration of employee pay systems in accordance with Board policies and administrative procedures.

Description

Classroom teachers and full-time librarians, counselors and nurses will be paid no less than the state minimum salary schedule based on years of experience. Local salary schedules for staff will be determined annually with Board approval.

For other employees, the Superintendent will assign positions to pay ranges that set the minimum and maximum pay for the position. Jobs are classified for pay purposes on the basis of qualifications and duties as defined by the district and market surveys of competitive pay rates. All employees will be paid within the assigned pay range unless exceptions are granted by the Superintendent. Pay ranges are reviewed annually and adjusted as needed.

Pay Distribution

Employees will receive direct deposits according to the district's payroll schedule. If an employee has a school issued email account, their wage and earnings statement will be emailed on the day of payroll. The schedule of pay dates for the 2018-2019 school year is provided below:

PAYROLL SCHEDULE

2018-2019

<u>MONTH</u>	<u>CUT-OFF</u>	<u>PAY-DATE</u>
AUG	08/03/18	8/24/18
SEP	9/07/18	9/25/18
OCT	10/05/18	10/25/18
NOV	11/02/18	11/16/18
DEC	12/07/18	12/21/18
JAN	1/04/19	1/25/19
FEB	2/01/19	2/25/19
MAR	3/01/19	3/25/19
APR	4/05/19	4/25/19
MAY	5/03/19	5/24/19
JUN	6/07/19	6/25/19
JUL	7/05/19	7/25/19

PLEASE NOTE: All Extra Duty pay forms, time cards, etc. must be turned in to the Human Resources Dept on Monday following the cut-off date. The cut-off date will also be the last day any changes to payroll will be accepted for that month (i.e., insurance changes, direct deposit changes, name changes, etc.)

Job Classification

Classification

Job classification determines the assigned pay range for a position and is based on an assessment of job qualifications and assigned duties. All jobs are classified on the basis of common factors that include the level of skill, effort and responsibility of assigned duties and working conditions. Atlanta ISD contracted with the Texas Association of School Boards (TASB) HR Services to collect job information, evaluate jobs for pay classification purposes, conduct a market survey, and recommend pay-grade assignments. The Superintendent has final authority concerning job classifications.

The basic classification system is organized into 4 divisions:

- Teachers
- Administrators
- Para-Professionals/Clerical
- Auxiliary

The compensable factors used in the job classification process include the following:

Knowledge

- Amount of education required for the job
- Amount of expertise required for the job
- Amount of experience required for the job
- Amount of structure inherent in the job
- Level of difficulty in the job
- Level of supervision received in the job

Decision Making

- Clarity of choices in decision making
- Scope of planning required in decision making
- Degree of interpersonal communications required
- Level of personal autonomy and responsibility

Job Responsibility/ Accountability

- Level of organizational impact of the job

Level of responsibility for financial assets

Level and scope of interpersonal, business and public communications

Working Conditions

Environment

Job Reclassification

Pay-grade assignments may be changed based on changes in the job duties assigned or changes in the competitive job market. A job reclassification occurs when the same position is moved to a different pay grade. A job reclassification is not the same as an employee promotion to a different job. No immediate pay change will result from reclassification actions if the employee is already paid within the new pay range. An upward or downward job reclassification will result in greater or lesser potential for pay advancement.

Review of job classifications initiated by the supervisor will be conducted by the Director of Human Resources, which will in turn make a recommendation to the Superintendent. The Director of HR will notify the supervisor and employee of any action and its effective date.

New Positions

New budgeted positions must have a written job description. The Director of Human Resources will recommend the initial pay grade classification of new positions based on the job description and consultation with the job supervisor. New positions must be classified in the pay system prior to hiring new employees.

Exempt/Nonexempt Pay Basis

Classification

All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act. The District will determine the classification of each position based on a description of assigned job duties and the method of compensation. Generally, an employee is exempt if the employee's primary duties are executive, administrative, or professional as defined in federal regulations and the employee is compensated on a salary basis.

Exempt Pay Basis

Exempt employees are paid on a monthly salary basis for the number of months in their annual employment period. Exempt employees are not entitled to overtime compensation. Exempt employees are paid to perform a job and compensation is not based on an hourly rate.

Nonexempt Pay Basis

Nonexempt employees are paid on an hourly or daily wage basis for all hours worked each week.

Overtime

Overtime Compensation

Nonexempt employees who work more than 40 hours in any work week will receive overtime compensation at time-and-a-half rates in compensatory time off or pay. Nonexempt employees shall not be allowed to work beyond their regular schedule without prior authorization from their supervisor.

Nonexempt employees who perform more than one job must report hours for both jobs for overtime calculations.

An employee's regular work schedule may be adjusted during the week to prevent overtime. The district's work week begins 12:00 a.m. Monday and ends at 11:59 pm on Sunday. Official time records of all hours worked, including overtime shall be entered through the Time Clock System.

Use of Compensatory Time

Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 40 hours. If an employee has a balance of more than 40 hours of overtime, the employee will be required to use compensatory time or, at the District's option, will receive overtime pay.

An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a fiscal year, the employee shall receive overtime pay.

Compensatory time may be used at either the employee's or the District's option. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations

of the District. The District may require an employee to use compensatory time when in the best interest of the District.

A comp time template is available on our website at www.atlisd.net under the employment forms tab.

Time Sheets/Time Clocks and Hourly Employees

All nonexempt employees will clock in and out using the Time Clocks on each campus. Monthly time reports will be generated by the Director of Human Resources and distributed to the employees. These reports must be verified for accuracy and signed by the employee and supervisor.

If an employee leaves campus for a personal reason, he/she must reflect this on his/her time record. An employee must have authorization from his/her supervisor to leave campus for any reason during the scheduled work time.

Every employee is expected to report to work promptly at his/her scheduled time and to be ready to work at start time.

An employee may record his/her start of work time up to five minutes before the scheduled start time.

Paid Holidays for hourly Employees

The following holidays are paid holidays for hourly employees:

July 4th, Christmas Day, Thanksgiving Day, Memorial Day, Labor Day, New Year Day.

Work Calendars/Compensable Time

Work Calendars

Work calendars and required duty days are designated by the Superintendent. Atlanta ISD has established five work calendars, designated by 10-month, 11-month (202 days), 11-month (207) days, 12 month (226) days, and 12 month (260) days.

Compensable Time

In accordance with board policy DEA (Local), an exempt employee's salary includes compensation for all scheduled work days during the employment period. All salaries will be paid out in equal payments over a twelve-month calendar period regardless of the number of months assigned to the position.

Nonexempt employees are paid on an hourly or daily wage basis for all hours worked plus earned paid leave benefits. Positions such as cafeteria workers, instructional aides, campus clerical staff salaries are calculated on an hourly or daily basis and paid out in equal payments over a twelve-month calendar. If breaks and meal periods of less than 30 minutes are provided, the time shall be included as compensable time worked for nonexempt employees.

Docking Pay

Purpose

An employee's pay will be reduced in one-half day or daily increments for absences that occur on a scheduled work day after all paid leave benefits have been used.

Calculation of Dock Rates

Nonexempt employees will be docked on the basis of their regular daily wage rate. For docking purposes, base salaries of exempt employees will be converted to daily increments on the basis of all compensable time in the salary period as follows:

12 month salary	226 days
11 month (202) salary	202 days
11 month (207) salary	207 days
10 month salary	187 days

Employee Pay Increases

Purpose and Eligibility

Employee salaries and wages are reviewed by the Superintendent annually for adjustment. General pay increases are given to employees to reward continued service to the district and to retain employees through competitive pay practices. In any event, classroom teachers, full-time librarians, counselors and nurses will be paid at least the minimum salary based on the state salary schedule.

Pay Increases/Budget

The Superintendent will recommend an amount for employee pay increases to the Board each year as part of the annual budget process. Budget recommendations for pay increases will be based on available revenue, cost of living increases, and changes in minimum pay laws, competitive job markets, and district compensation objectives. Employee pay increases will be based on the budget approved by the Board.

General Pay Increases

The percent increase approved by the Board will be applied to each employee's pay to calculate general pay increases. An employee who is already at maximum pay will not receive a pay increase unless an adjustment to the pay range is made or an exception is granted. Pay increases for classroom teachers, full-time librarians, counselors and nurses will be planned in accordance with adjustments to the state minimum salary schedule and or the local teacher salary scale.

Promotion Increases

Promotion Defined

A promotion occurs when an employee is selected for a different job in a higher pay range. Reclassification of an existing job does not constitute a promotion.

Promotion Increase

A promotion increase is based on an employee's current base pay less any stipends paid for supplemental duties. Promotion increases are awarded in addition to any general annual pay raise given. The Superintendent or

designee, in accordance with established guidelines, will determine promotion increases

Hiring

Salary Placement for full-time Teachers, Counselors and Nurses

Hiring rates for full-time classroom teachers will be based on creditable years of experience according to state regulations and the district's salary schedule. Creditable experience is experience in accredited school districts, as determined by the Texas Education Agency and recorded on the employee's official service record. Salary schedules are subject to change each year.

Atlanta ISD does hire retire-rehire teachers when necessary. Any Texas retire-rehire employee must acknowledge that, because of the employee's retiree status, the District will incur expenses over and above those associated with hiring a non-retiree in a similar position with similar years of experience. The employee agrees that the District may reduce the employee's pay to offset these expenses, provided that the employee's pay does not fall below the state minimum.

Other Personnel

Hiring rates for all other employees will be determined on an individual basis based on job-related qualifications, salary history, and salaries of other employees in the position. Job postings may advertise a starting salary range. Hiring rates for persons other than full-time teachers, librarians, counselors and nurses will be set in accordance with these guidelines:

1. New hires in positions that require little or no previous job experience will be placed at the minimum of the pay range whenever possible.
2. Previous, relevant job experience or special skills may be considered when determining the rate within the pay range. Starting pay will be determined with consideration given to each new employee's qualifications for the job, market competition and previous salary history.
3. Whenever possible, new employee will not start at pay rates above other district employees with comparable experience in the same position.
4. Salary credit for work experience that is directly job-related will generally be given.

Demotion

Demotion Defined

A demotion occurs when an employee is reassigned to a different job with a reduction in their base pay. Demotions may be voluntary or involuntary. A demotion does not occur as the result of general salary structure or position reclassification change or reassignment to another position that does not result in a base pay reduction.

Pay Changes

When a pay reduction is made, the employee's base rate will generally be reduced to the same relative position in the new pay range. Pay adjustments may also be made for a longer or shorter work year associated with the demotion.

Adjusting Pay Structures

Adjustment Process

District pay structures will be reviewed annually and adjusted as needed by the Superintendent with approval of the Board. Pay ranges may be adjusted to ensure that the pay structure remains competitive and maintains its value against inflation. The percent of structure adjustment will be applied equally to the minimum and maximum rate of each pay range to preserve the design of the structure.

Supplemental Duty Pay

Supplemental Duty Compensation

Supplemental pay occurs in addition to, but separate from, the employee's regular, contracted salary. Supplemental pay is authorized by the Board on a year-to-year basis and is not a property right. Supplemental pay is discontinued upon cessation of the assignment originally generating it or upon the occurrence of any other event, which would cause the employee to become ineligible to receive the supplemental. In the area of supplemental pay, as in other areas of compensation, Atlanta ISD strives to maintain amounts that are competitive within our market.

Exempt employees who are assigned supplemental duties that accrue extra pay will be compensated with salary stipends according to the district's supplemental duty pay schedule approved by the Board. Nonexempt employees who are assigned to supplemental duties will be compensated on an hourly basis including overtime compensation when necessary.

Stipend Pay Distribution

All salary stipends will be distributed in the employee's regular paycheck unless one of the following which will be paid once a semester:

CPI Trainers

Math & Science Team Sponsor

UIL Coordinator

UIL Sponsor

Class Sponsor

Student Council Sponsor

Supervisors must approve the supplemental duties before stipend amounts are paid

Important Stipend Note

Employees paid on the teacher salary schedule for 187 days will receive a stipend of \$1,337 paid in November. Those who are 11-month employees on the teacher salary schedule will have an adjusted stipend amount for their number of days employed. This stipend is actually a part of the overall salary which is paid each November.

Other Compensation Programs

Teacher Shortage Stipends

A shortage stipend of \$3,000 per year will be paid to certified teachers who hold the proper certification and teach more than half a schedule of academic coursework in the following grade levels/subject areas:

- 6-12 Math
- 6-12 Science
- 6-12 Foreign Language

This stipend is due to the high market demand and need in these areas, given a limited supply of teaching candidates. This stipend is not based on the value of one subject over another, but based solely on supply and demand to enable us to compete in the market.

If you are certified in either middle or high school Math or Science, but are not currently teaching in these areas, and have an interest in teaching in middle or high school math or science, we encourage you to contact the Payroll Coordinator at 903-796-4194, ext. 1006. Certified teachers wishing to obtain additional certification in secondary Math or Science may do so by taking and passing the appropriate TExEs certification exam. If you are interested in registering for an exam, please visit www.texas.ets.org for assistance or additional information regarding certification please contact the Director of Human Resources at 903-796-4194, ex 1006.

Health Insurance Stipend

An insurance stipend of \$1,000 per year will be paid to all full-time employees. The purpose of this stipend is to help defray the rising health care costs employees face each year.

Unused State & Local Days at Retirement Benefit

Retirees who have state and or local days remaining at the time of retirement will receive \$100 per unused leave day. To be eligible for this benefit, the employee must have been employed by AISD for the 5 consecutive years leading up to retirement. The potential liability will be calculated each year and included in the budget.

(Clarification: this only applies to Contracted Personnel. At-will employees will not be eligible.)

Employee Bonuses

Annual bonuses may be included in compensation upon Superintendent's approval. In order for bonuses to be awarded, they should be discussed at least once at a budget workshop prior to budget adoption. If funds are available, employees may receive one-time bonuses of amounts to be determined at a later date.

Atlanta ISD
2018-2019 Teacher Salary Schedule
Teachers, Librarians, and Nurses (RN)

Years of Experience	2018-19 Salary + Local Supplement
0	\$34,750
1	\$34,950
2	\$35,150
3	\$35,350
4	\$35,625
5	\$36,055
6	\$36,380
7	\$36,580
8	\$37,130
9	\$37,830
10	\$38,730
11	\$39,680
12	\$40,604
13	\$41,554
14	\$42,504
15	\$43,504
16	\$44,484
17	\$45,324
18	\$46,024
19	\$46,874
20 & over	\$47,674

Salaries listed above are based on 10-month employment for the 2018-19 school year. Salary plans are determined on an annual basis and salary advancement is not guaranteed. Pay increases are based on the annual pay raise budget as approved by the Board of Trustees.

November Supplemental - \$1,337 of the total annual 10-month salary will be paid as a lump sum during the month of November and is included in the annual amounts above.

Teacher Shortage Stipends for secondary math, science, and foreign language of \$3,000 is not included above.

Local Insurance Stipend of \$1,000 per year is included above.

2018-19 Proposed Administrative/Professional Pay Plan

Atlanta ISD

Pay Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
1			Daily	\$204.80	\$251.29	\$297.78
	Chief of Police	207	101 Days	20,685	25,380	30,076
	Counselor, Co-Op	101	202 Days	41,370	50,761	60,152
	Counselor, Elementary	202	207 Days	42,394	52,017	61,640
	Counselor, High School	226	226 Days	46,285	56,792	67,298
	Counselor, Middle School	207				
	Counselor, Primary	202				
	Instructional Technology Assistant	207				
2			Daily	\$221.18	\$271.39	\$321.60
	Diagnostician	202, 207	202 Days	44,678	54,821	64,963
	Occupational Therapist	202	207 Days	45,784	56,178	66,571
	Speech Therapy	207				
3			Daily	\$243.27	\$293.10	\$342.93
	Asst Principal, HS	226	207 Days	50,357	60,672	70,987
	Asst Principal, MS	226	226 Days	54,979	66,241	77,502
	Director, Alt Ed (AEP)	207				
	Director, Band	226				
4			Daily	\$262.74	\$316.55	\$370.36
	Director, Human Resources	226	226 Days	59,379	71,540	83,701
	Director, Sp Ed SSA	226				
	Director, Technology	226				
	Principal, Elementary	226				
	Principal, Primary	226				
5			Daily	\$287.17	\$341.87	\$396.57
	Director, Athletics	226	226 Days	64,900	77,263	89,625
	Principal, Middle School	226				
6			Daily	\$316.74	\$372.64	\$428.54
	Asst Supt, Curriculum	202	202 Days	63,981	75,273	86,565
	Asst Supt, Finance	226	226 Days	71,583	84,217	96,850
	Asst Supt, Support Services	226				
	Principal, High School	226				

2018-19 Proposed Clerical/Paraprofessional Pay Plan

Atlanta ISD

*Annual amounts are based on 7.5 hours per day.

Pay Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
1			Hourly	\$8.70	\$10.66	\$12.62
	Teacher Aide, ES	187	187 Days	12,202	14,951	17,700
	Teacher Aide, MS	187				
	Teachers Aide, Primary	187				
2			Hourly	\$9.68	\$11.94	\$14.20
	Computer Lab Aide, Primary	187	187 Days	13,576	16,746	19,916
	ISS Aide, HS	187	202 Days	14,665	18,089	21,513
	ISS Monitor	187				
	Library Aide, MS	187				
	Office Aide	187, 202				
	Teacher Aide, Behavioral Adj	187				
	Teacher Aide, DAEP	187				
	Teacher Aide, HS	187				
3			Hourly	\$11.46	\$13.97	\$16.48
	Secretary, Administrative	226	207 Days	17,792	21,688	25,585
	Secretary, Co-Op	226	226 Days	19,425	23,679	27,934
	Secretary, HS Counselor	207				
4			Hourly	\$13.46	\$16.41	\$19.36
	Campus Secretary, ES	226	175 Days	17,666	21,538	25,410
	Campus Secretary, HS	226	202 Days	20,392	24,861	29,330
	Campus Secretary, MS	226	226 Days	22,815	27,815	32,815
	Campus Secretary, Primary	226				
	Clerical/Office, Co-Op	175, 202				
5			Hourly	\$15.40	\$18.78	\$22.16
	Nurse Aide, ES	187	173 Days	19,982	24,367	28,753
	Secretary, Director of Food Service	226	187 Days	21,599	26,339	31,079
	Secretary, Director of Transportation	226	226 Days	26,103	31,832	37,561
	Technology Assistant	173, 226				
6			Hourly	\$17.16	\$20.94	\$24.72
	Bookkeeper	226	226 Days	29,086	35,493	41,900
	PEIMS Coordinator	226				

2018-19 Proposed Auxiliary Pay Plan

Atlanta ISD

Pay Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
1			Hourly	\$8.10	\$10.00	\$11.90
	Cafeteria	177	177 Days	11,470	14,160	16,850
	Custodian	260	260 Days	16,848	20,800	24,752
2			Hourly	\$10.66	\$13.00	\$15.34
	Maintenance	260	260 Days	22,173	27,040	31,907
3			Hourly	\$12.50	\$15.24	\$17.98
	Bus Driver	139, 172, 177, 180, 187	139 Days	13,900	16,947	19,994
	Cafeteria Manager, ES	192	172 Days	17,200	20,970	24,740
	Cafeteria Manager, MS	192	177 Days	17,700	21,580	25,460
	Cafeteria Manager, Primary	192	180 Days	18,000	21,946	25,891
	Lead Custodian	260	187 Days	18,700	22,799	26,898
	Mechanic Helper	260	192 Days	19,200	23,409	27,617
	Print Shop Operator	226	226 Days	22,600	27,554	32,508
			260 Days	26,000	31,699	37,398
4			Hourly	\$13.61	\$16.50	\$19.39
	Cafeteria Manager, HS	192	192 Days	20,905	25,344	29,783
5			Hourly	\$15.92	\$19.30	\$22.68
	Mechanic	260	260 Days	33,114	40,144	47,174

Atlanta ISD 2018-2019
Substitute Teacher Pay Scale

Daily Teacher Substitute Rate	\$60 per day
Daily Teacher Substitute Rate with a Bachelor's degree	\$65 per day
Daily Teacher Substitute Rate with a Texas Teacher Certification	\$70 per day
Long Term Substitute with appropriate Texas Teacher Certification in teaching field	Daily rate based on Atlanta ISD Teacher Pay Scale

Atlanta ISD 2018-2019

Athletic Duties Stipend Scale

Assignment	Stipend Amount
Head Coach	\$3,000
Head Coach 2nd Sport	\$2,000
Asst. Football	\$2,500
Asst. Coach	\$1,500
Offensive/Defensive Coord.	\$3,000
Summer Program FT	\$2,500
Summer Program PT	\$1,000
Middle School	\$4,500
Academic Coordinator	\$2,000
Assistant AD	\$2,000
MS Coordinator	\$1,000
Digital Scout	\$1,000

Atlanta ISD 2018-2019 Stipend Schedule

Assignment	Stipend Amount
High School Band Assistant	\$4,000
High School Band Color Guard	\$3,000
Middle School Band Head	\$5,000
Middle School Band Assistant	\$4,000
High School Varsity Cheer Sponsor	\$4,000
High School Jr. Varsity Cheer Sponsor	\$2,500
Middle School Cheer Sponsor	\$4,000
Yearbook Sponsor	\$2,000
Textbook Coordinator	\$2,000
Elementary Technology	\$2,500
Department Head	\$775
Math & Science Team Sponsors	\$750
Math & Science Team Coordinator	\$1,500
Elementary UIL Coordinator	\$600
Middle School UIL Coordinator	\$600
High School UIL Coordinator	\$1,500
UIL Sponsor (per event)	\$200
One Act Play Sponsor	\$1000
Sr. Class Sponsor	\$750
Jr. Class Sponsor	\$300
Sophomore Class Sponsor	\$100
Freshman Class Sponsor	\$100
Athletic Event Supervision - Secondary	\$1,500
Athletic Event Supervision - Elementary	\$500
Communications Stipends:	
Superintendent	\$1,800
Assistant Superintendents	\$1,200
Principals & Directors	\$900
Nurses	\$600
Computer Techs	\$360