

RIO RANCHO PUBLIC SCHOOLS
Salary - Secretarial / Clerical
2008-09 SY

Level 1:

- HS Health Clerk (210 days x 8 hrs.)
- General Clerical/Filing Clerks (all locations) (192 days x 8 hrs.)
- MH Bookroom Clerk (220 days x 8 hrs.)
- HS Bookroom Clerk (240 days x 8 hrs.)

Level 2:

- District Office Receptionist (240 days x 8 hrs.)
- HS Receptionist (220 days x 8 hrs.)
- Elem./MS/MH Receptionist (210 days x 8 hrs.)
- Department Secretaries and Clerks (240 days x 8 hrs.)
- Elem./MS Registrar (210 days x 8 hrs.)
- Elem./MS Attendance Secretaries (all) (210 days x 8 hrs.)
- Secretaries to Asst. HS/MH Principals (210 days x 8 hrs.)

Level 3:

- HS/MH Attendance Officer (192 days x 8 hrs.)
- Elem. Secretary/Bookkeepers (210 days x 8 hrs.)
- Middle School Prin. Secretary/Bookkeepers (215 days x 8 hrs.)
- Alternative High Secretary/Bookkeeper (220 days x 8 hrs.)
- Mid-High School Secretary (240 days x 8 hrs.)
- Secretary to High School Principal (240 days x 8 hrs.)
- HS Registrar (240 days x 8 hrs.)
- MH Registrar (210 days x 8 hrs. x .5)
- Secretaries to District Exec. Directors (240 days x 8 hrs.)

Years	Level 1	Level 2	Level 3
Experience	2008-09	2008-09	2008-09
0	\$9.93	\$9.94	\$10.70
1	\$10.23	\$10.24	\$11.02
2	\$10.43	\$10.44	\$11.24
3	\$10.57	\$10.59	\$11.44
4	\$10.72	\$10.77	\$11.63
5	\$10.88	\$10.95	\$11.82
6	\$11.02	\$11.13	\$12.01
7	\$11.16	\$11.30	\$12.20
8	\$11.31	\$11.48	\$12.39
9	\$11.47	\$11.66	\$12.58
10	\$11.63	\$11.85	\$12.78
11	\$11.79	\$12.03	\$12.97
12	\$11.97	\$12.21	\$13.18
13	\$12.13	\$12.37	\$13.37
14	\$12.49	\$12.73	\$13.75
15	\$12.81	\$13.08	\$14.14
16	\$13.18	\$13.45	\$14.52
17	\$13.51	\$13.79	\$14.75
18	\$13.85	\$14.14	\$15.10
19	\$14.21	\$14.50	\$15.65
20	\$14.43	\$14.74	\$15.87
21	\$14.73	\$15.03	\$16.11
22	\$15.01	\$15.33	\$16.28
23	\$15.32	\$15.63	\$16.43
24	\$15.49	\$15.85	\$16.59
25	\$15.79	\$16.08	\$16.99
26	\$16.09	\$16.40	\$17.16

Up to 15 years experience will be granted.

For each block of pre-approved college credit (semester hours) of 15, a 2% increase in the contract will be allowed, up to maximum of 75 college hours, or 10% increase. Hours must be verified by official college transcript by September 30th to apply for yearly contract.

For long-term absences (10 days minimum), substitutes for personnel on this schedule will be allowed at a rate of \$8.50 per hour.

Short-term substitutes will be paid at a rate of \$7.50 per hour.

Additional college hours will only be awarded in compliance with school board policy #216.

