

**RIO RANCHO PUBLIC SCHOOLS
Salary - Secretarial / Clerical**

2009-10 SY

SUBJECT TO CHANGE DUE TO COLLECTIVE BARGAINING

Level 1:

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

Level 2:

- Elem/Middle School Attendance Secretaries (all) (210 days x 8 hrs.)
- Elem/Middle School Receptionist (210 days x 8 hrs.)
- Elem/Middle School Registrar (210 days x 8 hrs.)
- High School Athletics/Activities Secretary (220 days x 8 hrs.)
- High School AP Secretaries (210 days x 8 hrs.)
- High School Receptionist (220 days x 8 hrs.)
- District Office Receptionist (240 days x 8 hrs.)
- District Office Department Secretaries (240 days x 8 hrs.)

Level 3:

- 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.)
- High School Principal Secretary (240 days x 8 hrs.)
- High School Attendance Officer (192 days x 8 hrs.)
- High School Registrar (240 days x 8 hrs.)
- District Office Secretaries to Executive Directors (240 days x 8 hrs.)

Years	Level 1	Level 2	Level 3
Experience	2009-10	2009-10	2009-10
0	\$9.93	\$9.94	\$10.70
1	\$9.93	\$9.94	\$10.70
2	\$10.23	\$10.24	\$11.02
3	\$10.43	\$10.44	\$11.24
4	\$10.57	\$10.59	\$11.44
5	\$10.72	\$10.77	\$11.63
6	\$10.88	\$10.95	\$11.82
7	\$11.02	\$11.13	\$12.01
8	\$11.16	\$11.30	\$12.20
9	\$11.31	\$11.48	\$12.39
10	\$11.47	\$11.66	\$12.58
11	\$11.63	\$11.85	\$12.78
12	\$11.79	\$12.03	\$12.97
13	\$11.97	\$12.21	\$13.18
14	\$12.13	\$12.37	\$13.37
15	\$12.49	\$12.73	\$13.75
16	\$12.81	\$13.08	\$14.14
17	\$13.18	\$13.45	\$14.52
18	\$13.51	\$13.79	\$14.75
19	\$13.85	\$14.14	\$15.10
20	\$14.21	\$14.50	\$15.65
21	\$14.43	\$14.74	\$15.87
22	\$14.73	\$15.03	\$16.11
23	\$15.01	\$15.33	\$16.28
24	\$15.32	\$15.63	\$16.43
25	\$15.49	\$15.85	\$16.59
26	\$15.79	\$16.08	\$16.99
27	\$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.

