

**Pinon Unified School District #4
Classified Placement Schedule**

Classification	Grade
School Receptionist	3
School Secretary	5
Student Information System Specialist	PHS-7
Student Information System Specialist	6
Certified Nurse Assistant *	5
Secretary – ESS	5
Bus Monitor	3
Administrative Assistant – CTE	5
Executive Assistant – Superintendent	9
Board Support Assistant	5
Human Resources Assistant	8
Administrative Assistant – EL Program	6
District Receptionist	4
Accounts Payable Technician	7
Payroll Technician	7
Property Control Technician	6
Food Service Specialist	6
Information Technology Technician	6
Information Technology Specialist	7
Secretary – Funded Programs	7

Classification	Grade
Secretary – Maintenance	4
Maintenance Worker – HVAC *	8
Maintenance Worker – Housing	7
Maintenance Worker	7
Groundskeeper	3
Maintenance Worker – Waste Management Technician *	9
Maintenance Parts Technician	2
Custodian I	3
Custodian II	4
Security Officer	4
Secretary – Transportation	4
Bus Driver I *	4
Bus Driver II *	5
Bus Driver III *	7
Bus Driver Trainee *	1
Mechanic *	7
* Requires Certification	

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Classified Placement Schedule**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50
2	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00
3	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50
4	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00
5	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50
6	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00
7	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00	\$18.50
8	\$16.50	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00
9	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50
10	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50	\$20.00

Note:

The District may allow up to five (5) years of verified full-time experience for new hires.

The District may allow two (2) years of full-time experience for new hires with an Associate’s Degree in jobs that do not require an Associate’s Degree. The District may allow two (2) years of full-time experience for new hires with a Bachelor’s Degree in jobs that require an Associate’s Degree and four (4) years of full-time experience for new hires with a Bachelor’s Degree in jobs that do not require any degree.

Employee health insurance is provided for employees working 30 hours or more per week on a contract. Dependent coverage is available.

The Board will determine salaries and benefits of support staff employees, differentiated on the basis of duties and responsibilities. Support staff employees are not eligible for employees leave and insurance benefits during their initial ninety (90) days probationary period of employment.

Professional Growth:

The maximum number of credits accepted for salary increase is 75 (each credits is a minimum of 15 seat hours).

A written request for Professional Growth Credit and official transcripts must be submitted to the Human Resources Department by January 31.

All credits recorded in Human Resources by January 31 will be awarded on the following year’s contract at the rate of .10 for each group of five credits accepted and posted by the Human Resources Department.

Transportation employees must choose between professional growth or a grade change for their credits.

The rate of pay for additional duties outside regular duties will be paid at minimum wage.