

TENTATIVE - MAY 9, 2017



AIKEN COUNTY
PUBLIC SCHOOLS

SALARY SCHEDULE

2017 - 2018

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**Teacher Scale - 190 Day Contracts
School Year 2017 - 2018**

Salary Step	Prior Yrs Exp	Class 3 Bachelor's Degree	Class 2 Bachelor's Degree +18	Class 1 Master's Degree	Class 7 Master's Degree + 30 Hours	Class 8 Doctor's Degree
E0	0	\$ 37,922	\$ 39,681	\$ 43,651	\$ 47,004	\$ 51,583
E1	1	\$ 37,922	\$ 39,681	\$ 43,651	\$ 47,004	\$ 51,583
E2	2	\$ 37,922	\$ 39,681	\$ 43,651	\$ 47,004	\$ 51,583
E3	3	\$ 37,922	\$ 39,681	\$ 43,651	\$ 47,004	\$ 51,583
4	4	\$ 38,522	\$ 40,265	\$ 44,100	\$ 47,586	\$ 52,466
5	5	\$ 39,463	\$ 41,207	\$ 45,146	\$ 48,632	\$ 53,862
6	6	\$ 40,440	\$ 42,182	\$ 46,191	\$ 49,677	\$ 55,255
7	7	\$ 41,382	\$ 43,124	\$ 47,237	\$ 50,722	\$ 56,650
8	8	\$ 42,358	\$ 44,100	\$ 48,284	\$ 51,769	\$ 58,043
9	9	\$ 43,298	\$ 45,041	\$ 49,329	\$ 52,815	\$ 59,439
10	10	\$ 44,273	\$ 46,017	\$ 50,376	\$ 53,862	\$ 60,833
11	11	\$ 45,217	\$ 46,957	\$ 51,420	\$ 54,907	\$ 62,228
12	12	\$ 46,191	\$ 47,935	\$ 52,466	\$ 55,952	\$ 63,623
13	13	\$ 47,133	\$ 48,875	\$ 53,512	\$ 56,999	\$ 65,016
14	14	\$ 48,110	\$ 49,853	\$ 54,559	\$ 58,043	\$ 66,411
15	15	\$ 49,050	\$ 50,794	\$ 55,604	\$ 59,091	\$ 67,805
16	16	\$ 50,028	\$ 51,769	\$ 56,650	\$ 60,136	\$ 69,199
17	17	\$ 50,968	\$ 52,711	\$ 57,696	\$ 61,181	\$ 70,595
18	18	\$ 51,477	\$ 53,239	\$ 58,275	\$ 61,794	\$ 71,300
19	19	\$ 51,992	\$ 53,770	\$ 58,854	\$ 62,412	\$ 72,012
20	20	\$ 52,512	\$ 54,307	\$ 59,444	\$ 63,036	\$ 72,733
21	21	\$ 53,037	\$ 54,850	\$ 60,038	\$ 63,666	\$ 73,461
22	22	\$ 54,104	\$ 55,953	\$ 61,245	\$ 64,945	\$ 74,938
23	23	\$ 55,186	\$ 57,073	\$ 62,471	\$ 66,244	\$ 76,437
24	24	\$ 56,290	\$ 58,214	\$ 63,720	\$ 67,569	\$ 77,966

Teacher Scale - Daily Rate
School Year 2017 - 2018

Salary Step	Prior Yrs Exp	Class 3 Bachelor's Degree	Class 2 Bachelor's Degree +18	Class 1 Master's Degree	Class 7 Master's Degree + 30 Hours	Class 8 Doctor's Degree
E0	0	\$ 199.59	\$ 208.85	\$ 229.74	\$ 247.39	\$ 271.49
E1	1	\$ 199.59	\$ 208.85	\$ 229.74	\$ 247.39	\$ 271.49
E2	2	\$ 199.59	\$ 208.85	\$ 229.74	\$ 247.39	\$ 271.49
E3	3	\$ 199.59	\$ 208.85	\$ 229.74	\$ 247.39	\$ 271.49
4	4	\$ 202.75	\$ 211.92	\$ 232.11	\$ 250.45	\$ 276.14
5	5	\$ 207.70	\$ 216.88	\$ 237.61	\$ 255.96	\$ 283.48
6	6	\$ 212.84	\$ 222.01	\$ 243.11	\$ 261.46	\$ 290.82
7	7	\$ 217.80	\$ 226.97	\$ 248.62	\$ 266.96	\$ 298.16
8	8	\$ 222.94	\$ 232.11	\$ 254.13	\$ 272.47	\$ 305.49
9	9	\$ 227.88	\$ 237.06	\$ 259.63	\$ 277.97	\$ 312.84
10	10	\$ 233.02	\$ 242.19	\$ 265.14	\$ 283.48	\$ 320.17
11	11	\$ 237.98	\$ 247.14	\$ 270.63	\$ 288.98	\$ 327.52
12	12	\$ 243.11	\$ 252.29	\$ 276.14	\$ 294.48	\$ 334.86
13	13	\$ 248.07	\$ 257.24	\$ 281.64	\$ 299.99	\$ 342.19
14	14	\$ 253.21	\$ 262.38	\$ 287.15	\$ 305.49	\$ 349.53
15	15	\$ 258.16	\$ 267.34	\$ 292.65	\$ 311.01	\$ 356.87
16	16	\$ 263.31	\$ 272.47	\$ 298.16	\$ 316.51	\$ 364.21
17	17	\$ 268.25	\$ 277.43	\$ 303.66	\$ 322.01	\$ 371.55
18	18	\$ 270.93	\$ 280.21	\$ 306.71	\$ 325.23	\$ 375.26
19	19	\$ 273.64	\$ 283.00	\$ 309.76	\$ 328.48	\$ 379.01
20	20	\$ 276.38	\$ 285.83	\$ 312.86	\$ 331.77	\$ 382.81
21	21	\$ 279.14	\$ 288.68	\$ 315.99	\$ 335.08	\$ 386.64
22	22	\$ 284.76	\$ 294.49	\$ 322.34	\$ 341.82	\$ 394.41
23	23	\$ 290.45	\$ 300.38	\$ 328.79	\$ 348.65	\$ 402.30
24	24	\$ 296.26	\$ 306.39	\$ 335.37	\$ 355.63	\$ 410.35

JROTC Instructor Scale

School Year 2017 - 2018

Reflects Annual (12 month) Salary Amounts

YRS	E-6/7	E-8	E-9	W-3	W-4	0-3	0-4	0-5	0-6
0	\$ 37,612	\$ 41,321	\$ 45,855	\$ 43,382	\$ 48,402	\$ 48,567	\$ 56,564	\$ 64,870	\$ 72,071
1	\$ 39,118	\$ 42,973	\$ 46,769	\$ 44,250	\$ 49,369	\$ 49,538	\$ 57,696	\$ 66,167	\$ 72,863
2	\$ 40,685	\$ 44,694	\$ 47,708	\$ 45,133	\$ 50,357	\$ 50,530	\$ 58,848	\$ 67,489	\$ 73,665
3	\$ 42,310	\$ 46,033	\$ 48,661	\$ 46,036	\$ 51,364	\$ 51,540	\$ 60,026	\$ 68,840	\$ 74,401
4	\$ 44,005	\$ 47,414	\$ 49,633	\$ 46,958	\$ 52,391	\$ 52,573	\$ 61,227	\$ 69,875	\$ 75,221
5	\$ 45,763	\$ 48,364	\$ 50,625	\$ 47,895	\$ 53,438	\$ 53,623	\$ 62,450	\$ 70,920	\$ 76,048
6	\$ 47,136	\$ 49,330	\$ 51,639	\$ 48,854	\$ 54,506	\$ 54,696	\$ 63,699	\$ 71,986	\$ 76,882
7	\$ 48,549	\$ 50,316	\$ 52,669	\$ 49,832	\$ 55,598	\$ 55,788	\$ 64,972	\$ 73,065	\$ 77,652
8	\$ 50,007	\$ 51,323	\$ 53,724	\$ 50,827	\$ 56,710	\$ 56,905	\$ 65,951	\$ 74,160	\$ 78,507
9	\$ 51,008	\$ 52,352	\$ 54,795	\$ 51,846	\$ 57,844	\$ 58,042	\$ 66,937	\$ 75,274	\$ 79,370
10	\$ 52,025	\$ 53,398	\$ 55,893	\$ 52,882	\$ 58,999	\$ 59,204	\$ 67,944	\$ 76,102	\$ 80,165
11	\$ 53,069	\$ 54,465	\$ 57,011	\$ 53,941	\$ 60,182	\$ 60,390	\$ 68,960	\$ 76,938	\$ 80,967
12	\$ 54,129	\$ 55,556	\$ 58,150	\$ 55,018	\$ 61,384	\$ 61,595	\$ 69,997	\$ 77,784	\$ 81,856
13	\$ 55,211	\$ 56,666	\$ 59,315	\$ 56,119	\$ 62,611	\$ 62,830	\$ 71,044	\$ 78,640	\$ 82,757
14	\$ 56,315	\$ 57,799	\$ 60,498	\$ 57,240	\$ 63,862	\$ 64,085	\$ 72,110	\$ 79,506	\$ 83,664
15	\$ 57,443	\$ 58,956	\$ 61,711	\$ 58,384	\$ 65,138	\$ 65,366	\$ 73,191	\$ 80,381	\$ 84,503
16	\$ 58,591	\$ 60,135	\$ 62,944	\$ 59,554	\$ 66,443	\$ 66,674	\$ 74,291	\$ 81,265	\$ 85,431
17	\$ 59,763	\$ 61,336	\$ 64,204	\$ 60,741	\$ 67,772	\$ 68,007	\$ 75,404	\$ 82,159	\$ 86,372
18	\$ 60,958	\$ 62,565	\$ 65,488	\$ 61,958	\$ 69,127	\$ 69,365	\$ 76,535	\$ 83,066	\$ 87,236
19	\$ 62,176	\$ 63,816	\$ 66,798	\$ 63,196	\$ 70,510	\$ 70,753	\$ 77,685	\$ 83,978	\$ 88,109
20	\$ 63,420	\$ 65,092	\$ 68,133	\$ 64,461	\$ 71,918	\$ 72,166	\$ 78,850	\$ 84,902	\$ 89,079
21	\$ 64,054	\$ 65,743	\$ 68,814	\$ 65,106	\$ 72,638	\$ 72,887	\$ 79,639	\$ 85,751	\$ 89,969
22	\$ 65,342	\$ 67,063	\$ 70,197	\$ 66,415	\$ 74,098	\$ 74,352	\$ 81,240	\$ 87,475	\$ 91,777
23	\$ 65,995	\$ 67,734	\$ 70,899	\$ 67,079	\$ 74,839	\$ 75,096	\$ 82,053	\$ 88,350	\$ 92,695
24	\$ 67,315	\$ 69,089	\$ 72,317	\$ 68,421	\$ 76,336	\$ 76,598	\$ 83,694	\$ 90,117	\$ 94,549

New employees will be given credit for prior years' teaching experience in a JROTC program or placed at the step in the applicable grade closest to the minimum salary established by the Department of the Navy or Department of the Army, whichever is higher. No employee will earn less than his/her minimum instructor salary amount. Should an instructor be paid at step 23 of his/her respective grade and still not meet the minimum salary requirement, the employee's salary will be adjusted to the minimum required amount.

General Information – Professional and Hourly Salary Scales

- Amounts reflected on professional salary scales represent annual, 12 month salary amounts except for the nurse and assistant principal scales. The salary for any employee working less than a 12 month, 8 hour schedule will be paid in proportion to amounts shown. The denominator for determining the daily rate is 260.
- Pay level advances are not automatic. Pay level increases will become effective July 1 each year, if approved by the School Board. Supervisors will submit to the Superintendent by May 15 of each year, a list of employees not recommended for pay level advancement. New employees in the District appointed after December 31 will not be rolled up a pay level on July 1 and are not eligible for pay level increases until the following July. New employees appointed after December 31 will be eligible for cost of living adjustments.
- In the event of a promotion, the new salary will be the entry level of the salary range for the new position or a maximum of two level increases higher than salary prior to promotion, pending any additional steps for service credit. Employees promoted after December 31 will not be rolled up a pay level on July 1 and are not eligible for pay level increases until the following July.
- Administrators (principals, directors, executive directors and chiefs) may be paid at least \$500 more annually in base salary than employees under his/her supervision when recommended by the Superintendent and approved by the School Board.
- No administrator is authorized to negotiate salary with any employee. The salaries of new employees will be based upon the guidelines of the salary schedule and within advertised salary ranges. The Human Resources department shall verify that all advertised salary ranges are consistent with and appropriate for the established schedule.
- To be competitive, or when an applicant's training, experience or other qualifications are substantially above those required for entry level into the position, starting salaries above the entry rate may be recommended by the District Superintendent to the School Board for approval.
- No changes shall be made in salary schedules or procedures during the school year or during the budget process until the recommended changes have been highlighted and specifically brought to the attention of the Board during the public session.
- All schools that do not have a building and grounds supervisor will designate a level 1 or level 2 head custodian according to District procedure. A head custodian level 1 (for schools with square footages exceeding 80,000 sq. ft.) will be paid a supplement of \$2,320. A head custodian level 2 (for schools with square footages of less than 80,000 sq. ft.) will be paid a supplement of \$1,741. Only high schools exceeding 100,000 sq. ft. will be staffed with a building & grounds supervisor; these locations are ineligible for head custodian supplements.

- An employee receiving his/her Doctorate or Masters + 30 degree after initial placement on the professional salary scale will be credited for the advanced degree, with two steps given for a Doctorate or one step given for a Masters + 30.
- Temporary principals and temporary assistant principals will be paid from the principal and assistant principal scales. Placements, and corresponding daily rates, will be determined using the service credit methodology, with a maximum placement of step 8 on the respective scale. The Chief Financial Officer and Human Resources Director will approve all such placements.

Overtime Procedures

Non-Exempt Employees

- 1) Non-exempt employees working more than 40 hours per week will receive compensatory time or a monetary reimbursement. NOTE: All hours worked during the week (including after school activities) will be combined to determine if an employee is eligible for overtime reimbursement.
- 2) Supervisors will allow 1 ½ hours compensatory time for each hour worked beyond 40 hours per week. Records indicating amount of compensatory time earned and used will be maintained at each work location. All efforts should be made to use compensatory time in a timely manner.
- 3) Should it become impossible to grant time off for overtime worked, the following procedures will be used:
 - a) Supervisors will complete CSDAC-Form No. 17 (Payroll Changes) indicating in the remarks section that overtime is to be paid and the number of hours to be paid. If two or more rates of pay are involved, indicate hours worked for the week by job or rate of pay. Timesheets evidencing hours worked should be included.
 - b) Overtime (over 40 hours) being paid for after school or similar activities from local funds will be calculated at 1 1/2 times the regular rate of pay. The District will be reimbursed for these costs from local funds, including any related fringe benefit costs.
 - c) Overtime payments must be authorized by the Chief Officer for the areas/departments under their supervision.
 - d) Submit completed CSDAC-Form #17 to the Payroll Department.
 - e) Bus drivers/aides, etc. overtime will be calculated by the Payroll Department using previously established procedures.
- 4) Any hours worked beyond normal contract hours must be approved as described in School Board Policy GDBC and its administrative rule. Unauthorized overtime will not be tolerated.
- 5) Effective December 1, 2016, all employees paid from the hourly pay scale and any groups of employees indicated as such and paid from the professional scale are considered non-exempt employees.

Exempt Employees

The following groups of employees are exempt from Fair Labor Standards Act minimum wage and overtime provisions:

- Personnel paid from the teacher salary scale.
- Personnel paid from the JROTC instructor salary scale.

- Personnel paid from the professional salary scale unless indicated as non-exempt (see professional scale – position key).
- ~~Effective December 1, 2016, personnel paid an annual salary of equal to or greater than \$913 per week and meeting duties tests.~~

School Bus Drivers' Pay Procedures

- 1) The Fair Labor Standards Act covers adult bus drivers. Transportation Supervisors must maintain time and attendance records to ensure compliance with the Act.
- 2) Daily set hours of work shall be established for each school bus driver. This includes actual driving time plus 30 minutes A.M. and 30 minutes P.M. for pre-trip inspection, student discipline conferences, mechanical failures, and various waiting time necessitated for bus fueling or servicing. In addition to this time, the State Department of Education will reimburse for ten (10) hours of in-service time per year.

The maximum State Department of Education reimbursement per driver per week will be forty hours. The beginning of the workday will be when the driver picks up the school bus at a central parking place to begin his/her route, or at the beginning of the route (at home) if the driver has retained the school bus overnight. This consideration will be determined when setting the base working hours for each driver.

- 3) Fringe benefits will be available to those drivers who have set minimum work hours of at least 30 hours per week. These benefits include social security, health and dental insurance. Also, all drivers are eligible for participation in the State Retirement System if he or she elects to do so. The employer cost of fringe benefits will be shared between the state and the district at 70% and 30% respectively.

Bus drivers who have set hours of less than 30 hours per week, but who perform other jobs for the district with a combined time reaching or exceeding 30 hours, will also qualify for fringe benefits with the state bearing its proportionate share of the costs.

Drivers employed at least 20 hours per week are eligible for sick leave as described in Policy GBRIB, Personnel Leave for Illness. Bus Drivers are entitled to other personal, military, and court leave as approved by Board Policies. Sick leave, court leave and military leave will be reported as hours worked for State Department of Education reimbursement purposes if time was taken during set scheduled bus driver working time. A service agreement shall be completed for each school bus driver, by May 1 of each year, and kept on file in the Transportation Supervisor's office. This agreement shall be used for regular drivers as an employment agreement for the next school year.

Hourly Scale School Year 2017 - 2018

Step	Support I	Support II	Support III	Bus Driver	Aide	SFS Manager	Clerk/ Office Staff	Support IV	Support V	Admin Assistant to Board & Supt	Foreman/ Maintenance Manager	Support VI
0	\$ 8.86	\$ 10.40	\$ 11.69	\$ 11.69	\$ 12.16	\$ 13.17	\$ 13.17	\$ 13.45	\$ 15.42	\$ 18.46	\$ 19.58	\$ 20.77
1	\$ 9.04	\$ 10.61	\$ 11.92	\$ 11.92	\$ 12.40	\$ 13.43	\$ 13.43	\$ 13.72	\$ 15.73	\$ 18.83	\$ 19.97	\$ 21.19
2	\$ 9.22	\$ 10.82	\$ 12.17	\$ 12.17	\$ 12.65	\$ 13.70	\$ 13.70	\$ 13.99	\$ 16.04	\$ 19.21	\$ 20.38	\$ 21.60
3	\$ 9.40	\$ 11.04	\$ 12.41	\$ 12.41	\$ 12.90	\$ 13.97	\$ 13.97	\$ 14.27	\$ 16.36	\$ 19.59	\$ 20.79	\$ 22.04
4	\$ 9.59	\$ 11.26	\$ 12.66	\$ 12.66	\$ 13.16	\$ 14.26	\$ 14.26	\$ 14.56	\$ 16.69	\$ 19.98	\$ 21.20	\$ 22.48
5	\$ 9.78	\$ 11.49	\$ 12.91	\$ 12.91	\$ 13.42	\$ 14.55	\$ 14.55	\$ 14.84	\$ 17.02	\$ 20.38	\$ 21.62	\$ 22.93
6	\$ 9.98	\$ 11.72	\$ 13.17	\$ 13.17	\$ 13.69	\$ 14.83	\$ 14.83	\$ 15.15	\$ 17.36	\$ 20.79	\$ 22.05	\$ 23.39
7	\$ 10.18	\$ 11.95	\$ 13.43	\$ 13.43	\$ 13.96	\$ 15.13	\$ 15.13	\$ 15.44	\$ 17.72	\$ 21.21	\$ 22.49	\$ 23.86
8	\$ 10.38	\$ 12.19	\$ 13.70	\$ 13.70	\$ 14.24	\$ 15.43	\$ 15.43	\$ 15.76	\$ 18.06	\$ 21.63	\$ 22.95	\$ 24.33
9	\$ 10.59	\$ 12.43	\$ 13.97	\$ 13.97	\$ 14.52	\$ 15.74	\$ 15.74	\$ 16.07	\$ 18.43	\$ 22.06	\$ 23.41	\$ 24.82
10	\$ 10.80	\$ 12.68	\$ 14.26	\$ 14.26	\$ 14.82	\$ 16.05	\$ 16.05	\$ 16.39	\$ 18.80	\$ 22.50	\$ 23.87	\$ 25.32
11	\$ 11.02	\$ 12.93	\$ 14.55	\$ 14.55	\$ 15.12	\$ 16.38	\$ 16.38	\$ 16.72	\$ 19.18	\$ 22.96	\$ 24.35	\$ 25.83
12	\$ 11.24	\$ 13.20	\$ 14.83	\$ 14.83	\$ 15.42	\$ 16.71	\$ 16.71	\$ 17.05	\$ 19.55	\$ 23.42	\$ 24.84	\$ 26.34
13	\$ 11.46	\$ 13.46	\$ 15.13	\$ 15.13	\$ 15.73	\$ 17.03	\$ 17.03	\$ 17.39	\$ 19.95	\$ 23.88	\$ 25.34	\$ 26.87
14	\$ 11.69	\$ 13.73	\$ 15.43	\$ 15.43	\$ 16.04	\$ 17.38	\$ 17.38	\$ 17.74	\$ 20.35	\$ 24.36	\$ 25.84	\$ 27.40
15	\$ 11.92	\$ 14.00	\$ 15.74	\$ 15.74	\$ 16.36	\$ 17.73	\$ 17.73	\$ 18.09	\$ 20.76	\$ 24.85	\$ 26.36	\$ 27.95
16	\$ 12.17	\$ 14.28	\$ 16.05	\$ 16.05	\$ 16.69	\$ 18.08	\$ 18.08	\$ 18.46	\$ 21.17	\$ 25.35	\$ 26.89	\$ 28.51
17	\$ 12.40	\$ 14.57	\$ 16.37	\$ 16.37	\$ 17.02	\$ 18.44	\$ 18.44	\$ 18.83	\$ 21.59	\$ 25.85	\$ 27.42	\$ 29.08
18	\$ 12.66	\$ 14.86	\$ 16.70	\$ 16.70	\$ 17.36	\$ 18.81	\$ 18.81	\$ 19.21	\$ 22.02	\$ 26.37	\$ 27.97	\$ 29.66
19	\$ 12.91	\$ 15.16	\$ 17.03	\$ 17.03	\$ 17.71	\$ 19.19	\$ 19.19	\$ 19.58	\$ 22.46	\$ 26.90	\$ 28.53	\$ 30.25
20	\$ 13.17	\$ 15.46	\$ 17.38	\$ 17.38	\$ 18.06	\$ 19.57	\$ 19.57	\$ 19.98	\$ 22.91	\$ 27.44	\$ 29.10	\$ 30.86
21	\$ 13.43	\$ 15.77	\$ 17.73	\$ 17.73	\$ 18.42	\$ 19.96	\$ 19.96	\$ 20.38	\$ 23.37	\$ 27.98	\$ 29.68	\$ 31.48
22	\$ 13.70	\$ 16.09	\$ 18.07	\$ 18.07	\$ 18.80	\$ 20.36	\$ 20.36	\$ 20.79	\$ 23.84	\$ 28.54	\$ 30.27	\$ 32.11
23	\$ 13.97	\$ 16.41	\$ 18.44	\$ 18.44	\$ 19.17	\$ 20.77	\$ 20.77	\$ 21.21	\$ 24.32	\$ 29.11	\$ 30.89	\$ 32.75
24	\$ 14.25	\$ 16.74	\$ 18.81	\$ 18.81	\$ 19.55	\$ 21.19	\$ 21.19	\$ 21.62	\$ 24.81	\$ 29.69	\$ 31.50	\$ 33.41

Hourly Scale - Position Key School Year 2017 - 2018

Support Worker I

Bus Monitor
Maintenance Worker 1

Support Worker II

Custodian
SFS Operator
Student Service Worker (No Degree)
Courier
Maintenance Worker 2; includes:
Custodian
Tractor Operator

Support Worker III

Warehouseworker/Driver
Stockroom Attendant
Maintenance Worker 3 (helpers)

Support Worker IV

Maintenance Worker 4; includes:
Glazier
Roofer
Stadium Maintenance Worker
Auto Mechanic
Building & Grounds Supervisor
Mason
Preventative Maintenance Mechanic
Painter
Educational Interpreter I (181 days/7.5 hours)
Foreign Language Interpreter/Translator (185 days/8 hours)
Sign Language Facilitator I (181 days/7.5 hours)

Support Worker V

SFS Field Supervisors
Home Visitor
Student Service Worker (with Degree)
Materials Expediter
Computer Technician
Maintenance Worker 5; includes:
Carpenter
HVAC Mechanic
Plumber
Zone Electrician

Hourly Scale - Position Key School Year 2017 - 2018

Support Worker V (continued)

Zone Electrician

Electrician

Refrigeration Mechanic

Electronics Technician

Refrigeration Technician

HVAC Technician

Locksmith

Transportation Supervisor

Support Worker VI

Network Technicians

Educational Interpreter II**

Sign Language Facilitator II**

Foreman & Maintenance Manager

Foreman

Building & Grounds Manager

Maintenance System Program Manager

Instructional Material Center Manager

Aide

Instructional Aide (181 days/7.5 hours); including Media
and Special Education

Clerical Aide (181 days/7.5 hours)

Synergistic Lab Aide (185 days/7.5 hours)

Attendance Aide (185 days/7.5 hours)

Certified Tutor

Learning Lab Proctor (181 days/7.5 hours)

In-School Suspension Aide (181 days/7.5 hours)

Safety Monitor (181 days/8 hours)

Applied Behavior Analysis (ABA) Service Lead (181 days/
8 hours)*

Behavior Support Lead (181 days/8 hours)*

Clerk & Office Staff

Data Entry Clerk

Accounting Clerk

Receptionist

Hourly Scale - Position Key School Year 2017 - 2018

Clerk & Office Staff (continued)

Secretary (School/District Office)
Instructional Materials Center Clerk
Bookkeeper
Guidance Clerk (181 days/7.5 hours)
Meals Benefits Clerk
Benefits Clerk
Registrar*
Secretary/Dispatcher*
Payroll Clerk*
Accounts Payable Clerk*
Human Resources Clerk*
Powerschool Clerk*
Inventory Control Clerk*
Commodity Clerk*
Risk Management Clerk*
Reimbursement Claims Clerk*
Administrative Secretary*
Lead Benefits Clerk*

**Beginning step for this position is step 2.*

***Beginning step for this position is step 3.*

Note: Placement based on service credit will be limited to four (4) steps.

Note: Employees paid from the bus driver, clerk/office staff, support IV, support V, administrative assistant, foreman/maintenance manager, and support VI will be eligible for service credit in 2017 - 2018.

Professional Scale School Year 2017 - 2018

Note: Unless otherwise noted (as with assistant principals and nurses), salaries for less-than-12 month positions are in proportion to the amounts shown below. Daily rates are based on a denominator of 260.

Step	Pro I	Nurse (185/7.5 hrs)	Supervisor	Pro II	Coordinator	Assistant Principal 210 Day	220 Day	Elementary Principal	Middle Principal	High Principal	Director I	Director II	Executive Director	Chief Officer
0	\$ 46,992	\$ 32,823	\$ 51,410	\$ 61,365	\$ 62,285	\$ 63,501	\$ 66,526	\$ 79,676	\$ 81,845	\$ 86,185	\$ 72,091	\$ 81,210	\$ 92,688	\$ 115,692
1	\$ 47,697	\$ 33,315	\$ 52,181	\$ 62,285	\$ 63,220	\$ 64,453	\$ 67,523	\$ 80,871	\$ 83,073	\$ 87,478	\$ 73,172	\$ 82,428	\$ 93,847	\$ 117,138
2	\$ 48,412	\$ 33,815	\$ 52,964	\$ 63,220	\$ 64,168	\$ 65,420	\$ 68,536	\$ 82,084	\$ 84,319	\$ 88,790	\$ 74,270	\$ 83,565	\$ 95,020	\$ 118,602
3	\$ 49,139	\$ 34,322	\$ 53,758	\$ 64,168	\$ 65,131	\$ 66,401	\$ 69,564	\$ 83,315	\$ 85,584	\$ 90,122	\$ 75,384	\$ 84,920	\$ 96,207	\$ 120,085
4	\$ 49,876	\$ 34,837	\$ 54,565	\$ 65,131	\$ 66,108	\$ 67,397	\$ 70,608	\$ 84,565	\$ 86,867	\$ 91,474	\$ 76,515	\$ 86,193	\$ 97,410	\$ 121,586
5	\$ 50,625	\$ 35,360	\$ 55,383	\$ 66,108	\$ 67,100	\$ 68,408	\$ 71,667	\$ 85,834	\$ 88,170	\$ 92,846	\$ 77,662	\$ 87,486	\$ 98,628	\$ 123,106
6	\$ 51,384	\$ 35,890	\$ 56,214	\$ 67,100	\$ 68,105	\$ 69,435	\$ 72,742	\$ 87,121	\$ 89,493	\$ 94,238	\$ 78,827	\$ 88,799	\$ 99,860	\$ 124,645
7	\$ 52,155	\$ 36,428	\$ 57,057	\$ 68,105	\$ 69,127	\$ 70,476	\$ 73,833	\$ 88,428	\$ 90,835	\$ 95,652	\$ 80,010	\$ 90,131	\$ 101,109	\$ 126,203
8	\$ 52,937	\$ 36,975	\$ 57,913	\$ 69,127	\$ 70,165	\$ 71,533	\$ 74,941	\$ 89,754	\$ 92,198	\$ 97,087	\$ 81,210	\$ 91,482	\$ 102,373	\$ 127,780
9	\$ 53,731	\$ 37,529	\$ 58,782	\$ 70,165	\$ 71,216	\$ 72,606	\$ 76,065	\$ 91,101	\$ 93,581	\$ 98,543	\$ 82,428	\$ 92,855	\$ 103,652	\$ 129,377
10	\$ 54,536	\$ 38,092	\$ 59,664	\$ 71,216	\$ 72,285	\$ 73,695	\$ 77,206	\$ 92,467	\$ 94,984	\$ 100,021	\$ 83,665	\$ 94,248	\$ 104,948	\$ 130,995
11	\$ 55,354	\$ 38,664	\$ 60,558	\$ 72,285	\$ 73,370	\$ 74,801	\$ 78,364	\$ 93,854	\$ 96,409	\$ 101,522	\$ 84,920	\$ 95,661	\$ 106,260	\$ 132,632
12	\$ 56,185	\$ 39,244	\$ 61,467	\$ 73,370	\$ 74,470	\$ 75,923	\$ 79,539	\$ 95,262	\$ 97,855	\$ 103,044	\$ 86,193	\$ 97,096	\$ 107,588	\$ 134,290
13	\$ 57,028	\$ 39,832	\$ 62,390	\$ 74,470	\$ 75,587	\$ 77,062	\$ 80,732	\$ 96,691	\$ 99,323	\$ 104,590	\$ 87,486	\$ 98,553	\$ 108,933	\$ 135,969
14	\$ 57,883	\$ 40,430	\$ 63,325	\$ 75,587	\$ 76,720	\$ 78,217	\$ 81,943	\$ 98,141	\$ 100,813	\$ 106,159	\$ 88,799	\$ 100,031	\$ 110,295	\$ 137,668
15	\$ 58,751	\$ 41,036	\$ 64,274	\$ 76,720	\$ 77,872	\$ 79,391	\$ 83,172	\$ 99,613	\$ 102,325	\$ 107,751	\$ 90,130	\$ 101,531	\$ 111,673	
16	\$ 59,632	\$ 41,652	\$ 65,238	\$ 77,872	\$ 79,040	\$ 80,582	\$ 84,420	\$ 101,108	\$ 103,860	\$ 109,368	\$ 91,482	\$ 103,054	\$ 113,069	
17	\$ 60,527	\$ 42,277	\$ 66,217	\$ 79,040	\$ 80,225	\$ 81,790	\$ 85,686	\$ 102,624	\$ 105,418	\$ 111,008	\$ 92,855	\$ 104,600	\$ 114,482	
18	\$ 61,435	\$ 42,911	\$ 67,211	\$ 80,225	\$ 81,429	\$ 83,017	\$ 86,972	\$ 104,164	\$ 106,999	\$ 112,673	\$ 94,247	\$ 106,169	\$ 115,914	
19	\$ 62,357	\$ 43,554	\$ 68,219	\$ 81,429	\$ 82,650	\$ 84,262	\$ 88,276	\$ 105,726	\$ 108,604	\$ 114,363	\$ 95,661	\$ 107,762	\$ 117,362	
20	\$ 63,292	\$ 44,208	\$ 69,242	\$ 82,650	\$ 83,890	\$ 85,526	\$ 89,600	\$ 107,312	\$ 110,233	\$ 116,079	\$ 97,096	\$ 109,378	\$ 118,829	
21	\$ 64,242	\$ 44,871	\$ 70,280	\$ 83,890	\$ 85,149	\$ 86,809	\$ 90,944	\$ 108,922	\$ 111,887	\$ 117,820	\$ 98,553	\$ 111,019	\$ 120,315	
22	\$ 65,205	\$ 45,544	\$ 71,335	\$ 85,149	\$ 86,426	\$ 88,111	\$ 92,308	\$ 110,556	\$ 113,565	\$ 119,587	\$ 100,031	\$ 112,684	\$ 121,819	
23	\$ 66,183	\$ 46,227	\$ 72,405	\$ 86,426	\$ 87,722	\$ 89,433	\$ 93,693	\$ 112,214	\$ 115,269	\$ 121,381	\$ 101,531	\$ 114,374	\$ 123,342	
24	\$ 67,176	\$ 46,920	\$ 73,491	\$ 87,722	\$ 89,037	\$ 90,775	\$ 95,098	\$ 113,897	\$ 116,998	\$ 123,202	\$ 103,054	\$ 116,090	\$ 124,883	

Professional Scale - Position Key

School Year 2017 - 2018

Professional I

Career Specialist/Career Development Facilitators (CDF)

Technology Specialist

Telecommunications Specialist

Lead Technology Specialist*

Internal Auditor

Special Revenue Accountant

Executive Manager for Transportation

**Starting pay for this position will be step 11 of the pay scale, or placement on the scale based on service credit from step 0, whichever is greater.*

Professional II

Occupation/Physical Therapist

School Psychologist

Special Programs Counselor

Behavior Specialist

Special Programs Program Specialist, RTI/PBIS with Psychology

Degree (no teacher certification)

Network Administrator (Ed Tech)

System Administrator (Ed Tech)

Supervisors

Purchasing Supervisor

Supervisor of Financial Operations

Supervisor of Accounting Systems

Attendance Supervisor

Supervisor of Nursing Services

Director I

Facilities Construction Director

Maintenance & Operations Director

Purchasing Director

School Food Service Director

Director of Communications

Director - Center for Innovative Learning at Pinecrest

Director II

Business Services Director

Adult Education Director

Federal Programs Director

Human Resources Director

Special Programs Director

Director of Educational Technology

Director of Accountability and Assessment

Service Credit

- The School Board adopted a new methodology for providing new hires with service credit, beginning with the 2016 – 2017 school year. Service credit had only been provided in past years for identified, critical needs situations.
- Service credit methodology initially applied to the following positions only: assistant principal, principal, director, and executive director. Use of service credit methodology for these positions took effect July 1, 2016. Phase II of the service credit implementation will expand service credit to the following scales, beginning in 2017 – 2018: bus driver, clerk/office staff, support IV, support V, administrative assistant to the Board/Superintendent, foreman/maintenance manager, support VI, professional I, nurse, supervisor, professional II and coordinator.
- Use of service credit methodology for remaining positions will be phased-in during subsequent budget years.
- A salary computation worksheet will be utilized to determine an employee's placement on the pay scale upon consideration of service credit and advanced degrees. [See salary computation worksheets in subsequent pages.] Salary computations and placements on pay scales will be approved by the Chief Financial Officer and Human Resources Director.
- Prior work experience will be considered as follow:
 - Years' experience in positions that are equal to or higher than the current position will be considered the "same" and will be calculated at a factor of 1.00.
 - Years' experience in positions that are not equal to or higher than the current position but are considered preparatory for the current position will be consider "similar." Those years will be calculated at a factor of less than 1.00.
 - Years' experience in positions that are not equal to or higher than the current position and are not deemed preparatory for the current positon will not be considered for service credit.

AIKEN COUNTY PUBLIC SCHOOLS SALARY COMPUTATION WORKSHEET

Note: This computation is used for Executive Directors and Principals only. Alternate worksheets will be used for other positions.

Date: _____ Scale: _____

Name: _____ Location: _____

Position: _____ Contract Days/Hours: _____

SERVICE CREDIT CALCULATION

	<u>Points</u>
Experience:	
Number of years "same" job experience (times 1.0 factor)	_____ x 1.0 = _____
Number of years "similar" job experience (times 0.5 factor)	_____ x 0.5 = _____
Education:	
Doctorate = 4 points /Masters + 30 = 3 points	= _____
Total points	= _____

SALARY CALCULATION

Minimum salary amount for position (i.e. starting step for scale)	\$ _____
Total points from above (move decimal two places to left)	x 1. _____
Calculated salary	\$ _____

Note: The calculated salary will be used to determine an employee's placement on the pay scale. The employee will be placed at the step closest (up or down) to the calculated salary amount.

Placement on salary scale: Step _____ /Annual salary \$ _____

APPROVAL/AUTHORIZATION

Human Resources Signature

Business Services Signature

AIKEN COUNTY PUBLIC SCHOOLS SALARY COMPUTATION WORKSHEET

Note: This computation is used for all positions excluding Executive Directors and Principals.

Date: _____ Scale: _____
 Name: _____ Location: _____
 Position: _____ Contract Days/Hours: _____

SERVICE CREDIT CALCULATION

	<u>Points</u>
Experience:	
Number of years "same" job experience (times 1.0 factor)	_____ x 1.00 = _____
Number of years "similar" job experience (times 0.25 factor)	_____ x 0.25 = _____
Education:	
Doctorate = 4 points /Masters + 30 = 3 points/NBC = 1 points	= _____
<i>Note: National Board Certified <u>only</u> counted if losing NBC supplement as result of this new position</i>	
Total points	= _____

SALARY CALCULATION

Minimum salary amount for position (i.e. starting step for scale)	\$ _____
Total points from above (move decimal two places to left)	x 1. _____
Calculated salary	\$ _____

Note: The calculated salary will be used to determine an employee's placement on the pay scale. The employee will be placed at the step closest (up or down) to the calculated salary amount.

Placement on salary scale: Step _____ /Annual salary \$ _____

APPROVAL/AUTHORIZATION

Human Resources Signature

Business Services Signature

Other Compensation

1. **Adult Education**

Adult Education instructors are paid \$25 per hour of instruction. Adult Education aides will be paid \$15 per hour.

2. **Homebound Instruction**

Teachers of homebound students are paid \$25 per hour.

3. **Substitute Teachers**

High School - No College Degree	\$60 per day
College Degree	\$65 per day
Certified Teacher	\$70 per day
For Unfilled Teacher Position	\$75 per day

4. **Substitute Aides, Substitute Secretaries, Substitute Custodians, Student Workers and Other Temporary Workers**

Substitute instructional aides, substitute secretaries, substitute custodians, substitute student workers and other temporary workers are paid \$7.25 per hour.

5. **Substitute School Food Service Personnel**

Substitute school food service personnel are paid \$7.25 per hour.

6. **Special Committees**

Employees who serve on special committees, authorized by the Board of Education or Superintendent and approved for compensation, will be paid \$20 per hour. Administrative personnel are not eligible for reimbursement for committee work.

7. **Summer School/After School**

Teachers are paid \$25 per hour for summer school instruction. Instructional aides will be paid \$15 per hour for summer school or after school work.

8. **Alternative Program**

Teachers not employed under regular contract are paid \$20 per hour of instruction.

9. **English as Second Language Interpreter**

English-As-Second-Language Interpreters are paid \$7.25 per hour.

Note: Any justifiable exceptions must be approved by Senior Staff.

Curriculum and Instruction Supplements School Year 2017 - 2018

Supplement	Slots	Amount
Attendance Supervisor Lead Position	1	\$ 1,179
Title I Student Services Lead Position	1	\$ 1,179
Curriculum/Instructional Associate	4	\$ 1,768
Lead Counselor (One each for Elementary, Middle, High)	3	\$ 1,768
Department Head (Secondary) Allocated 1 to 300 ADM, Max. 5, Min. 2	27	\$ 824
Team/Grade Level Chair or Special Instruction (Elementary/Middle) Allocated 2 Positions ADM 0 to 449 Allocated 4 Positions ADM 450 to 699 Allocated 6 Positions ADM 700+ and up <i>Model schools receive a minimum of 5 supplements, regardless of ADM</i>	127	\$ 824
Alternative Program Teaching Supervisor/Coordinator		\$ 1,389
Distance Education Teacher		\$ 884
School Level Technology Coach	38	\$ 525

Extracurricular Supplements School Year 2017 - 2018

Supplement	Slots	Amount
Student Council Sponsor		
Secondary	7	\$ 956
Middle	11	\$ 589
Academic Team Coach		
Secondary (Eight Contests [8] Minimum 6 + 1 + County Tournament)	7	\$ 943
Middle (Nine Contests [9] Minimum)	11	\$ 589
Mathematics Team Coach		
Secondary (Six [6] Contests Minimum)	7	\$ 589
Yearbook Sponsor (Hardcover with Layout)		
Secondary	7	\$ 1,179
Middle	11	\$ 589
Class Sponsor (Secondary):		
Junior/Senior	14	\$ 755
Freshman/Sophomore	14	\$ 253
Drama (Secondary):		
Three Acts (3) Minimum	7	\$ 943
Debate Team (Secondary/Generic):		
Six Contests (6) Minimum	7	\$ 1,415
School Newspaper Sponsor (Secondary/Middle):		
Seven (7) Issues Minimum		
Secondary without Class Period	7	\$ 1,002
Middle School without Class Period Only	11	\$ 353
Band Director		
Secondary (12 After-school Performances)	7	\$ 7,311
Middle (10 After-school Performances)	11	\$ 2,918
Assistant Band Director		
Secondary	7	\$ 2,947
Glee Club/Chorus		
Secondary	7	\$ 1,326
Middle	11	\$ 235
JROTC		
Secondary	6	\$ 1,284
Robotics	4	\$ 824

Athletic Supplements School Year 2017 - 2018

Athletics	** Years' Experience			Slots
	0 to 4	5 to 9	10 or more	
Athletic Director (*release time)				
Class A Schools - 2 Periods*	\$ 5,536	\$ 6,767	\$ 7,997	2
Class AA Schools - 2 Periods*	\$ 5,536	\$ 6,767	\$ 7,997	1
Class AAA Schools - 2 Periods*	\$ 6,767	\$ 7,997	\$ 9,227	0
Class AAAA Schools - 2 Periods*	\$ 6,767	\$ 7,997	\$ 9,227	4
Middle Schools - 0 Period*	\$ 2,769	\$ 3,383	\$ 3,998	11
Assistant Athletic Director				
Secondary				
Class A and AA	\$ 2,769	\$ 3,383	\$ 3,998	3
Class AAA and AAAA	\$ 3,383	\$ 3,998	\$ 4,614	4
Football				
AAAA/AAA Varsity Head Coach (Min. 8 games)	\$ 6,767	\$ 7,997	\$ 9,227	4
AA/A Varsity Head Coach (Min. 8 games)	\$ 5,536	\$ 6,767	\$ 7,997	3
*** Assistant Football Coach	\$ 3,691	\$ 4,306	\$ 4,921	49
Middle Head Coach (Min. 6 games)	\$ 2,769	\$ 3,383	\$ 3,998	11
Middle Assistant Coach (Min. 6 games)	\$ 1,846	\$ 2,154	\$ 2,460	11
Basketball				
Varsity Head Coach (Min. 16 games)	\$ 3,691	\$ 4,306	\$ 4,921	14
Junior Varsity Coach (Min. 12 games)	\$ 1,846	\$ 2,153	\$ 2,460	14
Middle Head Coach (Min. 12 games)	\$ 1,846	\$ 2,153	\$ 2,460	22
Baseball				
Varsity Head Coach (Min. 12 games)	\$ 2,460	\$ 2,769	\$ 3,075	7
Junior Varsity Coach (Min. 9 games)	\$ 1,230	\$ 1,476	\$ 1,722	7
Softball				
Varsity Head Coach (Min. 8 games)	\$ 2,460	\$ 2,769	\$ 3,075	7
Junior Varsity Coach (Min. 6 games)	\$ 1,230	\$ 1,476	\$ 1,722	7
Wrestling				
Varsity Head Coach (Min. 16 meets)	\$ 2,460	\$ 2,769	\$ 3,075	7
Volleyball				
Varsity Head Coach (Min. 8 games)	\$ 2,092	\$ 2,214	\$ 2,337	7
Junior Varsity Coach (Min. 6 games)	\$ 1,230	\$ 1,476	\$ 1,722	7
Middle Head Coach (Min. 6 games)	\$ 1,169	\$ 1,230	\$ 1,293	11
Track				
4A/3A Varsity Head Coach (Min. 6 meets)	\$ 2,092	\$ 2,214	\$ 2,337	8
2A/1A Varsity Head Coach (Min. 6 meets)	\$ 1,722	\$ 1,846	\$ 1,969	6
Tennis				
Varsity Head Coach (Min. 6 matches)	\$ 1,355	\$ 1,476	\$ 1,600	14
Golf				
Varsity Head Coach (Min. 6 matches)	\$ 1,355	\$ 1,476	\$ 1,600	14
Middle Head Coach (Min. 5)	\$ 677	\$ 738	\$ 800	11

Athletic Supplements 2017 - 2018

Athletics	**Years' Experience			Slots
	0 to 4	5 to 9	10 or more	
Cross Country				
Varsity Head Coach (Min. 6 meets)	\$ 1,355	\$ 1,476	\$ 1,600	7
Soccer				
Varsity Head Coach (Min. 8 games)	\$ 2,460	\$ 2,769	\$ 3,075	10
Junior Varsity Coach (Min. 6 games)	\$ 1,230	\$ 1,476	\$ 1,722	10
Swimming				
Varsity Head Coach (Min. 6 meets)	\$ 1,355	\$ 1,476	\$ 1,600	7
Weight Program				
Class A Schools	\$ 2,460	\$ 2,460	\$ 2,460	2
Class AA Schools	\$ 2,460	\$ 2,460	\$ 2,460	1
Class AAA Schools	\$ 2,952	\$ 2,952	\$ 2,952	0
Class AAAA Schools	\$ 2,952	\$ 2,952	\$ 2,952	4
Cheerleading				
Varsity Head Coach	\$ 2,092	\$ 2,214	\$ 2,337	7
Junior Varsity Coach	\$ 984	\$ 1,107	\$ 1,230	7
Middle Schools	\$ 1,046	\$ 1,108	\$ 1,169	11

*Each high school is allocated two periods for release time for athletics.

** (1) Years Experience: counted as years in that position in or out of the district.

(a) Principals may use every two years of assistant football coaching experience to count as one of head coaching experience when hiring new head football coaches.

Football is the only sport where this ratio principle may be used.

(b) It is the responsibility of all coaches to have their years experience validated with letters from every school system they were employed as coaches.

(2) Supplements are for positions for these teams only. They cannot be used for additional coaches in other sports, nor to increase any current supplement.

***ASSISTANT FOOTBALL SLOTS:

AAAA	8	AA	6
AAA	7	A	6

Note: Assistant Coach responsibilities to be declared by Head Coach.

If a school has a "B" football team, an additional assistant coach is added.

Supplements for "B" team head coaches are paid at assistant coach amounts.

Playoffs:

Playoff supplements will be paid at a rate equaling one-tenth of a coach's regular supplement for each week in the playoffs.

If junior varsity or lower level coaches are "called up" for the playoffs, schools must compensate those coaches using local funds; call-ups' playoff compensation will be determined in the same manner as described above.

Supplement Guidelines and Procedures

No person may be paid more than three supplements without approval of the Executive Director for that respective level and the District Superintendent.

No person may receive more than one supplement identified with a given program except for athletic directors who also serve as head coaches. No person may be paid for head and assistant supplements for the same sport or receive dual supplements when programs are combined, such as boys and girls tennis.

Supplements are for a set number of positions for each school. Unused coaching supplements from one sport **CANNOT** be used for additional coaches in other sports. Unused coaching supplements **CANNOT** be used to increase any other current supplement. Supplements cannot be transferred to any feeder school program or position.

Assistant principals and above are not eligible for curriculum and instruction, extracurricular or athletic supplements.

Head football coaches for middle schools are encouraged to serve as assistants to the high school program prior to their respective program start-up dates.

Head coaches and athletic directors must meet the requirements for these positions as set forth by the High School League.

Supplements may be divided 50-50 between two individuals when both agree to share responsibilities and upon the Executive Director's approval. A statement signed by each person is required to be on file.

Non-employees (employees with no other position in the District) may be hired for supplemental positions, preferably assistant coaching positions. Their hours will be limited such that they make at least hourly minimum wage over the course of the season as defined by the U.S. Department of Labor. The maximum number of hours will be determined by dividing the respective supplement by the minimum wage rate. In addition, no non-employee may work more than 40 hours during a seven day period.

An hours limit will be established and provided to schools for any classified (hourly) employee who coaches, utilizing a blended hourly rate. Schools must submit monthly timesheet to the Human Resources Department as documentation of coaching hours worked by a classified employee. Any hours in excess of the establish limit and thus in excess of the supplement amount will be covered by schools from local school funds.

NO PERSON MAY BE AWARDED ANY SUPPLEMENT IF HE/SHE DOES NOT HOLD A SUPPLEMENTAL CONTRACT WITH THE SCHOOL DISTRICT OF AIKEN COUNTY.

Standard Contract Lengths by Position School Year 2017 – 2018

Elementary Schools

Assistant Principal	210 days
Guidance Counselor	190 days
Media Specialist	195 days
Media Aide	181 days/7.5 hours
Secretary/Bookkeeper	220 days for first 200 days for second 181 days for each additional
Attendance Aide (half only)	185 days/3.75 hours
Guidance Clerk (half only, if qualify)	181 days/3.75 hours

Middle Schools

Assistant Principal	220 days for first – schools with ADM > 400 210 days for first – schools with ADM < 400 210 days for second
Guidance Counselor	195 days for first 190 days for second
Media Specialist	195 days
Media Aide	181 days/7.5 hours
Secretary/Bookkeeper	12 months for first 200 days for second 181 days for each additional
Attendance Aide	185 days/7.5 hours
Guidance Clerk	181 days/7.5 hours

High Schools

Assistant Principals	220 days for first 210 days for second and each additional
Director of Counseling Services	225 days
Guidance Counselors	200 days for first 190 days for each additional
Media Specialist	195 days
Media Aide	181 days/7.5 hours
Secretary/Bookkeeper with ADM > 1000	12 months for first 12 months for second 200 days for third
Secretary/Bookkeeper with ADM < 1000	12 months for first 200 days for second 181 days for each additional
Attendance Aide	185 days/7.5 hours
Registrar	12 months
Guidance Clerk	181 days/7.5 hours