

Do not complete this PDF. It is only for reference. The online survey will show the necessary questions to your district.

Please Note: this document shows the entire District Personnel Survey, which includes questions that are dynamically shown on-screen based on a district's enrollment or answers to a previous question. You will not see every item shown here in the online survey.

TASB District Personnel Survey 2021-2022

To save and return later to complete the survey click "next" at the bottom of the page. Pages you are currently on will **NOT** be saved until you click "next". You may return to earlier pages using the "back" button.

If another person in [contact('organization')] should complete this survey, please forward the email to the correct person.

This survey covers benchmarks for teacher pay as well as a variety of other school job benchmarks common across Texas school districts. You may find it helpful to preview the included benchmarks and data fields **here** so that you can prepare summary reports from your system. To read FAQs about our survey, please **click here**.

Helpful information as you begin the survey:

- You may leave the survey after a completed page and resume using the link from your email.
- A red asterisk * appears on questions that are required.
- Some items may show a follow-up question asking you to review then either update or confirm a value. Our aim is to reduce follow-up questions during the survey checking process.
- Once the survey has been submitted, a copy of your survey responses will be sent to the e-mail address entered on the next page.

You are completing a survey for:

- **District Name:** [contact('organization')]
- **County-District Number:** [invite('custom 1')]
- **ESC Region:** [invite('custom 2')]

This information comes from our database of Texas districts. If you have a question about this information, please contact us at salary.survey@tasb.org.

District & Respondent Information

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Contact information for person completing survey

Information will be used to follow up on any data questions during the validation process.

Name *

Job title/Department

Email Address *

Phone number

Student enrollment as of September 1, 2021 *

Spring TEA value has been pre-filled. Update as needed.

Employee count as of September 1, 2021 *

Spring TEA value has been pre-filled. Update as needed.

Do not include temporary or student employees. Only include substitutes if they are regular employees (e.g., floating subs).

1. Which of the following **employee pay options** did the board approve for this current school year? (select all that apply) *

	Increase to base rate/salary	One-time payment	Neither
Teachers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrators/Professionals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clerical/Paraprofessionals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Auxiliary/Hourly Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. How was the **increase to salary** determined for each group? *

	Percentage of midpoint or of market value	Percentage of salary	Flat dollar value not from percentage (include step increases)
Teachers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Administrators/Professionals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clerical/Paraprofessionals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Auxiliary/Hourly Support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Pay Increases

Percentage Increase

3. Teachers *

4. Administrators/Professionals *

5. Clerical/Paraprofessionals *

6. Auxiliary/Hourly Support *

Flat Dollar Increase

7. Teachers *

8. Administrators/Professionals *

9. Clerical/Paraprofessionals *

10. Auxiliary/Hourly Support *

One-time Payment

11. Teachers *

12. Administrators/Professionals *

13. Clerical/Paraprofessionals *

14. Auxiliary/Hourly Support *

15. Pay Increase Comments

Pay Increase Percentages

HRS Note:

To update Pay Increases, edit **both** this page **and** the items on the prior "Pay Increase" page

Section Navigator

If sections below need to be completed by a different staff member in your district, please send them the following link with a request to complete their portion.

[question('value'), id=2134']

General guidelines:

- A red asterisk * indicates that field requires input.
- If your district has **no** benchmark jobs in a section, click "Next" on that page to move to the next section.
- If you have a comment, such as the level of position or job title used in your district, please use the comment box at the end of each section.
- Report full-time positions only, unless otherwise indicated. A few jobs allow reporting of part-time incumbents, and they will be noted in the survey where applicable (bus driver, bus monitor, cafeteria worker, and crossing guard).

About benchmarks:

- Your district may not have all benchmarks shown, and not every job in your district will have a benchmark match here.
- Benchmark job titles may be different than district titles, so please read the brief job description to determine appropriate job match.
- We may survey some positions as hourly that are paid as salaried in your district (or vice versa). If the job matches our description, please convert rates to report it.
- **Additional benchmark instructions and samples are included in the Introduction & Leadership section below.**

To save and return later to complete the survey click "next" at the bottom of the page. Pages you are currently on will **NOT** be saved until you click "next". You may return to earlier pages using the "back" button.

General guidelines:

- A red asterisk * indicates that field requires input.
- Your district may not have all teaching stipends or incentives shown.
- **Do not** include extra days or stipends in the teacher salaries on this page.

General

Number of full-time teachers *

Duty days in standard calendar (e.g., 187) *

Average Actual Base Salary
(for duty days above; no stipends) *

Highest Actual Base Salary
(for duty days above; no stipends) *

Comments

Teacher Hiring Schedule

Please report the base salaries from your new hire teacher schedule, for Bachelor's degree teachers working standard duty days.

If your district uses an open range for teachers, please enter the range minimum as '0 years' and the range maximum as 'highest salary on schedule'.

Average amounts by year may be entered for 5 through 20.

0 Years (\$) *

5 Years (\$)

10 Years (\$)

15 Years (\$)

20 Years (\$)

Highest Salary on Schedule *

(for new hire with Bachelor's, working standard days)

Highest year on schedule for placement of new hires (e.g., 20, 25, 30)

Submitting a copy of the district's teacher hiring schedule and stipend information can reduce the number of questions we need to ask.

Upload the file here if available. If your file is larger than 1 MB, please try submitting only the teacher schedule.

Browse...

Comments

Teachers

To save and return later to complete the survey click "next" at the bottom of the page. Pages you are currently on will **NOT** be saved until you click "next". You may return to earlier pages using the "back" button.

Teacher Stipends

- Include annual stipends paid to classroom teachers. Do not include stipends paid to classroom aides/instructional assistants, counselors, or other district staff.
- Leave **blank** for any stipends the district does not currently pay.
- If stipends vary for an assignment, please enter the most common value.

Teaching Fields

Leave **blank** for any stipends the district does not currently pay.

Amounts

Special Education - General

Special Education - Self-Contained
(describe)

Foreign Language

Bilingual Education

ESL - General

ESL - Dual Language Program

Secondary Mathematics

Secondary Science

Comments

SpEd- Gen

SpEd-SC
(desc)

Lang

Bil

ESL-Gen

ESL-Dual

Math

Sci

Teacher Incentives

Leave **blank** for any stipends the district does not currently pay.

Amounts

Master's Degree - General

Master's Degree - Subject-Area

Hard-to-Staff Campus Stipend

Teacher Signing Bonus
(describe)

National Board Certification

Teaching Performance
(describe)

Other
(describe)

Comments

Mast-Gen

Mast-Subj

Campus

Sign
(desc)

NatBrd

Perf
(desc)

Other
(desc)

Teacher Leadership Roles

Leave **blank** for any stipends the district does not currently pay.

Amounts

Comments

Dept Chair/Grade Leader - High School

DeptHS

Dept Chair/Grade Leader - Middle School

DeptMS

Dept Chair/Grade Leader - Elementary School

DeptES

Mentor Teacher

Mentor

Teacher Substitute Daily Rates

*If the same rate is paid for multiple types of substitute, enter amount on each line.
Include only **teacher** substitute rates.*

Non-Degreed

Short-term Degreed/Non-certified

Short-term Certified

Long-term Degreed/Non-certified

Long-term Certified

Comments

Other Teacher Questions

To save and return later to complete the survey click "next" at the bottom of the page. Pages you are currently on will **NOT** be saved until you click "next". You may return to earlier pages using the "back" button.

Reading Academies

We are gathering data on whether and how districts are paying teachers and principals for participating in HB 3 Reading Academies, which apply to teachers in kindergarten through third grade and elementary principals.

16. Does the district pay a stipend or other supplemental pay to K-3 teachers or principals for participation in Reading Academies? *

- No, we don't pay for Reading Academies
- Teachers and literacy specialists
- Principals
- Both teachers and principals

17. How is this paid to employees? *

- Annual stipend
- After-school hourly supplemental pay
- Summer hourly supplemental pay

18. What is the average annual amount paid to each employee? *

If paid as an hourly supplement, please annualize the value for reporting.

Teachers and literacy specialists

Principals

How are the following positions paid in your district?

	Teacher Hiring Schedule by Experience	Other Schedule by Experience	Pay Range with Minimum and Maximum	No Set Structure	N/A don't have position
Teachers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Librarians	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Registered Nurses (RN)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
School Counselors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructional Coaches	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Special Education Related Services (e.g., LSSP, Diagnostician, OT, PT, SLP)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Teacher Incentive Allotment (TIA)

Please answer these questions based on the district's 2021–2022 teachers and TIA compensation plan.

19. Does the district have teachers who are designated under TIA? *

- Yes
- No

20. How many teachers does the district have with the following TIA designations? *

Master	<input type="text"/>
Exemplary	<input type="text"/>
Local - Recognized	<input type="text"/>
National Board - Recognized	<input type="text"/>

21. How does the district plan to make TIA payments to employees? *

- Part of salary
- Lump-sum payment or stipend

22. How many times per year does the district plan to make TIA payments to employees? *

- 1
- 2
- 3
- 4
- 5 or more

23. Of the total TIA allotment, what percentage is planned to be **spent on compensation at the campus** with the designated teacher(s)? *

90%
91%
92%
93%
94%
95%
96%
97%
98%
99%
100%

24. Of the total TIA allotment, what percentage is planned to be **paid to the designated teacher(s)**? *

25. Which non-designated teachers or other staff would receive funds under the district's TIA spending plan? *

- Paid only to designated teachers
- Non-designated teachers
- Instructional aides
- Instructional support professionals

26. Please indicate the other job titles that the district plans to pay under TIA:

27. Does the district plan to pay locally designated teachers differently from National Board Certification designated teachers under TIA? *

- Yes
- No

28. Please describe how they differ:

29. Before you leave - are you finished with the **Teachers** section? *

- Finished
- Need to come back later

Other School Jobs - Introduction

For each benchmark job:

- **Do not** report jobs from different pay grades in the same benchmark (e.g., do **not** combine HVAC Mechanic I, II, and III into the HVAC Mechanic benchmark). Instead, review the brief job description and choose the level that is a closest match—this is often the middle level for larger districts or the level with the most incumbents.
- If someone has a hybrid job, such as superintendent secretary/payroll clerk, please report them in the position that requires the larger portion of their time (in this example, most likely superintendent secretary).

Sample benchmark:

- **Full-time Incumbents:**
 - Enter the number of full-time incumbents. **If the job does not exist or is vacant**, skip to the next job.
 - After you've entered an incumbent, additional data fields will appear to the right of it (may experience a slight pause).
- **Duty Days:** (required) The standard duty days for a full year in the position. If days vary, please report the most common schedule.
- **Hours per Day:** (required for nonexempt benchmarks) The standard daily hours for the position. If hours vary, please report the most common schedule.
- **Pay Range Minimum and Maximum:** If the district has a set pay range for a job, report the minimum or both minimum/maximum here (jobs will indicate whether annual or hourly values are needed).
 - Types of pay ranges include minimum/midpoint/maximum structures or placement scales.
 - **Do not** report actual minimum and maximum pay of incumbents. Only report a minimum and maximum if a pay range is used, otherwise leave blank.
- **Actual/Average Incumbent Pay:** (required) The actual, current incumbent pay for a benchmark job, averaged if there are multiple incumbents. Each benchmark will indicate whether annual or hourly values are needed.

For small districts:

We understand that in small districts positions may be a hybrid of two or more benchmarks from this survey. To make accurate comparisons, we need each person reported in a **single** benchmark (**not** half-time in each benchmark).

For hybrid jobs, please report them in the position that requires the larger portion of their time. If you are unsure how time is split, report it in the broader position. Examples:

- Director of curriculum & instruction/director of special education (curriculum & instruction is broader),
- Superintendent secretary/payroll clerk (superintendent secretary is broader),
- General maintenance/groundskeeper (general maintenance is broader),
- Principal secretary/PEIMS clerk (principal secretary is broader).

If you have questions about how to complete the survey, please contact our Data Services team at salary.survey@tasb.org or 800.580.7782.

Communications Officer

For districts of 1,000 students or more. Manages and directs the dissemination of public information regarding the district. Coordinates the exchange of information with media outlets and the general public. Develops public relations programs and materials to promote a favorable image of the district and its activities. May be called director or executive director.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

General Counsel

For districts of at least 10,000 students. Acts as the district's top legal officer. Advises the superintendent, staff, and board on legal matters, including personnel and student issues. A full-time employee of the school district and reports directly to the superintendent or board of trustees. (Report only one person in this position.)

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Some benchmarks above have more than one incumbent, which is less common for these benchmarks. Please review to ensure that these are all chief-level positions and match the benchmark descriptions. *

Directors will be surveyed on subsequent pages.

Yes, they are all chief officer level

District Leadership Comments

(e.g., notes about level of job or job title matched to a benchmark)

30.

Before you leave - are you finished with the **Leadership** section? *

- Finished
- Need to come back later

Payroll Clerk

For all districts. Compiles and prepares regular district payroll under supervision. Calculates employee wages, salaries, hours worked, and overtime pay. Determines withholdings, deductions, and net pay. Prepares paychecks, maintains employee payroll history, and provides reports to outside agencies.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Payroll Supervisor

For districts of 1,000 students or more. Supervises staff engaged in payroll and manages daily payroll activities for the district. Manages at least two employees engaged in payroll processing. May also perform routine payroll activities to ensure payroll deadlines are met. May be called coordinator, manager, or other title.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Purchasing Clerk

For districts of 1,000 students or more. Purchases supplies and equipment for the district. Prepares and maintains purchase orders and verifies funds and authorizations before purchasing.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Business/Finance Comments

(e.g., notes about level of job or job title matched to a benchmark)

Human Resources

To save and return later to complete the survey click "next" at the bottom of the page. Pages you are currently on will **NOT** be saved until you click "next". You may return to earlier pages using the "back" button.

For the following benchmark, please report:

- **full-time incumbents** for counts and averages, and
- **annual salaries** for pay range minimum, pay range maximum, and actual/average incumbent pay.

Director of Human Resources

For districts of 1,000 students or more. Directs and coordinates the activities, operations, and staff of a human resources function such as employee relations, staffing, compensation, position control, or records management.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For the following benchmarks, please report:

- **full-time incumbents** for counts and averages, and
- **hourly rates** for pay range minimum, pay range maximum, and actual/average incumbent pay.

Human Resources Specialist

For districts of 1,000 students or more. Provides support for daily human resources operations. Duties may include processing new hire paperwork, maintaining employee records, data entry of employee status changes, assisting in the hiring process, posting job vacancies, and explaining HR policies and practices to employees.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employee Benefits Specialist

For districts of 1,000 students or more. Coordinates the employee benefits program for the district. Duties may include administrating benefits, maintaining benefits-related records, handling employee benefit inquiries, and preparing insurance statements.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Certification Specialist

For districts of 1,000 students or more. Responsible for maintaining compliance with state and federal rules regarding educator certification and assignments for school staffing. Maintains records of certification status. Verifies credentials of new employees before hiring.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Human Resources Comments

(e.g., notes about level of job or job title matched to a benchmark)

31. Before you leave - are you finished with the **Central Office Operations** section? *

- Finished
- Need to come back later

Typically there is only one Secretary to Superintendent. Please check here to confirm there is more than one, or edit the full-time incumbent number above.

If the multiple incumbents are different levels (e.g., superintendent executive assistant and superintendent office clerk), please report only the higher-level position.

Yes, we have more than one person in this position.

Secretary to Executive/Chief

For districts of 1,000 students or more. Provides administrative support to a cabinet-level administrator such as executive director or assistant superintendent. Gathers data, compiles various reports, maintains the executive's calendar, and makes travel arrangements. Coordinates events and projects impacting multiple departments. Communicates with executive staff, community members, and district employees. Typically requires five years of progressive administrative support experience and proficiency with standard office software.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Secretary to Director

For districts of 1,000 students or more. Provides administrative support to a department or director. Gathers data, compiles reports, manages the department/director's calendar, arranges travel, communicates with district staff, and reports payroll and timesheet information. May monitor department budget, order supplies, or answer department phones. Typically requires three years of administrative experience and proficiency with standard office software.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Receptionist - Central Office

For districts of 1,000 students or more. Greets, receives, and directs visitors and routes inquiries to the appropriate information source. Duties may include distributing commonly used forms, responding to frequently asked questions, or operating a switchboard. May also do general office word processing.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Central Office Clerical Comments

(e.g., notes about level of job or job title matched to a benchmark)

Before you leave - are you finished with the **Central Office Clerical** section? *

- Finished
- Need to come back later

Assistant Principal - High School

For all districts. May have the title assistant principal, associate principal, vice principal, or dean. May address all or some of student discipline, facilities, parental concerns, and teacher appraisals.

If the district has both associate and assistant principals, please report the position with more incumbents.
Do not report department heads or subject-area supervisors/specialists in this position.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Assistant Principal - Middle School

For districts of 1,000 students or more. May have the title assistant principal, associate principal, vice principal, or dean. May address all or some of student discipline, facilities, parental concerns, and teacher appraisals.

If the district has both associate and assistant principals, please report the position with more incumbents.
Do not report department heads or subject-area supervisors/specialists in this position.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Assistant Principal - Elementary School

For districts of 1,000 students or more. May have the title assistant principal, associate principal, vice principal, or dean. May address all or some of student discipline, facilities, parental concerns, and teacher appraisals.

If the district has both associate and assistant principals, please report the position with more incumbents.
Do not report department heads or subject-area supervisors/specialists in this position.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Campus Administration Comments

(e.g., notes about level of job or job title matched to a benchmark)

Campus Attendance/PEIMS Data Clerk - Middle School

For districts of 1,000 students or more. Compiles, enters, and verifies middle school student and campus data for the Public Education Information Management System (PEIMS). Submits data reports to central office PEIMS coordinator. Researches and resolves data issues at the campus level. May also maintain student attendance records at the campus.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Campus Attendance/PEIMS Data Clerk - Elementary School

For districts of 1,000 students or more. Compiles, enters, and verifies elementary school student and campus data for the Public Education Information Management System (PEIMS). Submits data reports to central office PEIMS coordinator. Researches and resolves data issues at the campus level. May also maintain student attendance records at the campus.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Campus Attendance/PEIMS Data Clerk

For districts under 1,000 students. Compiles, enters, and verifies student and campus data for the Public Education Information Management System (PEIMS). Submits data reports to central office PEIMS coordinator. Researches and resolves data issues at the campus level. May also maintain student attendance records at the campus.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Bookkeeper - High School

For districts of 1,000 students or more. Maintains records of financial transactions for high school campus activity funds and other budget accounts. Verifies and enters details of transactions, balances books, makes deposits, may issue checks drawn on campus accounts, and compiles reports to show receipts and expenditures. Provides accounting reports and campus financial information to campus administrators and the district's business office.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Registrar - High School

For districts of 1,000 students or more. Stores, updates, and produces student academic records for a high school. Uses computerized and physical filing systems to safeguard and process student academic information. Also reviews transcripts from other districts and processes paperwork required for student graduation. Does not require a bachelor's degree or teaching certification.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Registrar - Middle School

For districts of 1,000 students or more. Stores, updates, and produces student academic records for a middle school. Uses computerized and physical filing systems to safeguard and process student academic information. Also reviews transcripts from other districts and processes paperwork required for student graduation. Does not require a bachelor's degree or teaching certification.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Campus Secretary

For districts of 1,000 students or more. (Do not report the secretary to the campus principal in this position.)

Facilitates the efficient operation of a school's administrative office and provides clerical support to the administrative and professional staff including assistant principals, counselors, and diagnosticians.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Campus Office Clerical Comments

(e.g., notes about level of job or job title matched to a benchmark)

34. Before you leave - are you finished with the **Campus Administration & Clerical** section? *

- Finished
- Need to come back later

Athletics and Specialty Teaching Assignments

To save and return later to complete the survey click "next" at the bottom of the page. Pages you are currently on will **NOT** be saved until you click "next". You may return to earlier pages using the "back" button.

For the following benchmarks, please report:

- **full-time incumbents** for counts and averages,
- **annual salaries** for pay range minimum, pay range maximum, and actual/average incumbent pay, and
- **total days and salary** including extra days and job-related stipends.

Is the Director of Athletics **also** a high school Head Football Coach? *

This information allows us to show relevant benchmark jobs.

- N/A - don't have a Director of Athletics
- No - they are separate positions
- Yes - that's the only high school Head Football Coach
- Yes - but we have more than one high school Head Football Coach

Director of Athletics (non-head football coach)

For all districts. Directs and manages the entire district athletic program. Does not coach any sports or teach classes. Is responsible for compliance with local, state, and UIL rules and regulations.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Validation items

Is the pay or pay range for this job based on the teacher hiring schedule?

- No
- Yes

Please confirm that all extra days and job-related stipends are **included** in the days, minimum, maximum, and average entered above. *

- N/A - district doesn't pay extra days or job stipends to this position
- Yes - they have been included above

Director of Athletics/Head Football Coach

For all districts. Directs and manages the entire district athletic program and serves as head high school football coach. Is responsible for compliance with local, state and UIL rules and regulations. This position typically does not teach any regular academic subjects but may lead athletic periods. (Report the total salary including any athletic stipends or extra days paid.)

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Validation items *

Is the pay or pay range for this job based on the teacher hiring schedule?

- No
- Yes

Please confirm that all extra days and job-related stipends are **included** in the days, minimum, maximum, and average entered above. *

- N/A - district doesn't pay extra days or job stipends to this position
- Yes - they are already included

Head Football Coach

For all districts. Serves as head football coach on a high school campus but is not the district athletic director. Determines practice schedules, games, and other events for the campus football program. Oversees coordinators and assistant coaches. May teach some academic or athletic periods. (Report the total salary including any football-related stipends or extra days paid.)

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Validation items *

Is the pay or pay range for this job based on the teacher hiring schedule?

- No
- Yes

Please confirm that all extra days and job-related stipends are **included** in the days, minimum, maximum, and average entered above. *

- N/A - district doesn't pay extra days or job stipends to this position
- Yes - they are already included

Assistant Director - Athletics

For districts of 1,000 students or more. Assists the athletic director with the management of athletic programs in the district. May be responsible for a category of programs such as girls or boys athletics, middle school athletics, or facilities. Does not coach or teach classes. This is an administrative position.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Validation items *

Is the pay or pay range for this job based on the teacher hiring schedule?

- No
 Yes

Please confirm that all extra days and job-related stipends are **included** in the days, minimum, maximum, and average entered above. *

- N/A - district doesn't pay extra days or job stipends to this position
 Yes - they are already included

Athletic Trainer

For districts of 1,000 students or more. Provides injury prevention, therapy, and rehabilitation for student athletes. Attends athletic events to prepare students with specialized equipment, tape, wrap, or ice. Works with student athletes and coaches to develop and implement physical conditioning programs. Serves as a full-time athletic trainer and may not teach academic subjects. Maintains a valid license from the Texas Advisory Board of Athletic Trainers. (Report total salary plus any stipends or extra days paid for athletic trainer duties.)

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Validation items *

Is the pay or pay range for this job based on the teacher hiring schedule?

- No
 Yes

Please confirm that all extra days and job-related stipends are **included** in the days, minimum, maximum, and average entered above. *

- N/A - district doesn't pay extra days or job stipends to this position
 Yes - they are already included

High School Band Director

For districts of 1,000 students or more. Directs the instrumental music and band program at a high school campus. Provides students with an opportunity to participate in extracurricular band activities which may include marching band, concert band, soloists, ensembles, and other instrumental music groups. Coordinates rehearsals, music selection, instruments, and performance opportunities. (Report the total salary including any band stipends or extra days paid.)

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Validation items *

Is the pay or pay range for this job based on the teacher hiring schedule?

- No
 Yes

Please confirm that all extra days and job-related stipends are **included** in the days, minimum, maximum, and average entered above. *

- N/A - district doesn't pay extra days or job stipends to this position
 Yes - they are already included

Agriculture Science Teacher

For districts of 1,000 students or more. Provides students with appropriate learning activities and experiences in the agricultural science and technology program for assigned campus. Typically oversees Supervised Agricultural Experience Program (SAEP) and acts as an advisor to local Future Farmers of America (FFA) chapter. May manage associated facilities and equipment including school farm, greenhouses, or other school project centers. (Report the total salary including any stipends or extra days paid.)

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Validation items *

Is the pay or pay range for this job based on the teacher hiring schedule?

- No
- Yes

Please confirm that all extra days and job-related stipends are **included** in the days, minimum, maximum, and average entered above. *

- N/A - district doesn't pay extra days or job stipends to this position
- Yes - they are already included

ROTC Instructor

For districts of 1,000 students or more. Oversees Junior ROTC activities such as military ceremonies, honor guard, rifle team, and other JROTC community service and leadership activities. Serves as liaison between the military and students. (Report the total salary including any stipends or extra days paid.)

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Validation items *

Is the pay or pay range for this job based on the teacher hiring schedule?

- No
- Yes

Please confirm that all extra days and job-related stipends are **included** in the days, minimum, maximum, and average entered above. *

- N/A - district doesn't pay extra days or job stipends to this position
- Yes - they are already included

Athletics and Specialty Teaching Assignment Comments

(e.g., notes about level of job or job title matched to a benchmark)

Before you leave - are you finished with the **Athletics & Specialty Teaching** section? *

- Finished
- Need to come back later

Warehouse Assistant

For districts of 1,000 students or more. Operates forklift; processes receipt and distribution of supplies, equipment, and materials; and secures inventory.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Pest Control Specialist

For districts of 1,000 students or more. Implements the district integrated pest control management program. Applies pesticides and herbicides at district buildings and facilities according to the district pest management policy. Requires valid license granted by the Texas Department of Agriculture (TDA).

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Maintenance Supervisor was reported without Maintenance Foreman. Benchmark titles may differ from titles used in your district. Please review the job descriptions above for both positions and make corrections above if needed. Check below if they are correct as-is. *

Yes, they are correct as-is.

Maintenance Comments

(e.g., notes about level of job or job title matched to a benchmark)

Custodial Comments

(e.g., notes about level of job or job title matched to a benchmark)

37. Before you leave - are you finished with the **Maintenance & Custodial** section? *

- Finished
- Need to come back later

Bus Hourly or Route Rates

To save and return later to complete the survey click "next" at the bottom of the page. Pages you are currently on will **NOT** be saved until you click "next". You may return to earlier pages using the "back" button.

Does the district pay by the hour or by the route for buses? *

	Hourly Pay	Route Pay	N/A
Bus Drivers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bus Monitors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Bus Driver: Route Rate

- This benchmark includes part-time employees.
- We use round-trip to refer to a single round trip in the morning or afternoon (i.e., two round trips per day). If you use daily rates, please divide by two.

Incumbents *	Duty Days *	Average Length of Round Trip (Hours) *	Average Round Trip Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Bus Monitor: Route Rate

- This benchmark includes part-time employees.
- We use round-trip to refer to a single round trip in the morning or afternoon (i.e., two round trips per day). If you use daily rates, please divide by two.

Incumbents *	Duty Days *	Average Length of Round Trip (Hours) *	Average Round Trip Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please ensure you have entered the round trip hours for a single route (e.g., morning route and afternoon route are separate).

Transportation Dispatcher

For districts of 1,000 students or more. Maintains communication with bus drivers regarding student issues, traffic hazards, route changes, and mechanical problems using radio, telephone, or other communication devices. May assign drivers, substitutes, or equipment to routes. Reports to the director of transportation or transportation supervisor.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For the following benchmarks, please report:

- **all incumbents (part- and full-time)** for counts and averages,
- **hourly rates** for pay range minimum, pay range maximum, and actual/average incumbent pay, and
- **if hours per day vary**, please use the average hours per day (across incumbents or over a pay period)

The following information has been completed based on the route rate information submitted on the previous page.

Bus Driver

For all districts. Drives a school bus transporting students every day. Requires a commercial driver's license with a student endorsement (CDL-S). Report district employees only.

Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Bus Monitor

For districts of 1,000 students or more. Rides a bus and helps bus drivers ensure safe and orderly transportation of students. Duties may include assisting with the transportation of special needs students.

Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Transportation Comments

(e.g., notes about level of job or job title matched to a benchmark)

For the following benchmarks, please report:

- **all incumbents (part- and full-time)** for counts and averages,
- **hourly rates** for pay range minimum, pay range maximum, and actual/average incumbent pay, and
- **if hours per day vary**, please use the average hours per day (across incumbents or over a pay period)

Cafeteria Worker

For all districts. Responsible for food preparation, food-line setup, and various sanitation tasks. Works under supervision. May act as a cashier.

Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Child Nutrition Comments

(e.g., notes about level of job or job title matched to a benchmark)

38. Before you leave - are you finished with the **Transportation & Child Nutrition** section? *

- Finished
- Need to come back later

Information/Technology Comments

(e.g., notes about level of job or job title matched to a benchmark)

39. Before you leave - are you finished with the **Information Technology & Security** section? *

- Finished
- Need to come back later

Comments

Are there specific **teacher or job benchmarks** not currently covered that you would like us to consider including in a future survey? Please list them below.

We're interested in adding benchmarks that will be common across school districts in Texas, and we sometimes add jobs targeted to a certain size district (e.g., under 1,000 students or at least 10,000 students).

Comments or suggestions for improving this survey

Review Responses

A PDF preview of your responses is included below. If you'd like to update any responses **or** review them within the survey format, use the button below to go Back.

When finished, click below to submit your survey.

Once you submit your survey, a PDF of the responses will be emailed to the address entered at the beginning of the survey. If you find that you need your responses in Excel format, please contact salary.survey@tasb.org and we can provide that within a few days.

Thank You!

Thank you. The survey has been completed. A copy of responses has been emailed to _____

We will review responses in batches and send you questions about any items where we need clarification.