

**2022-2023 Clerical/Paraprofessional Pay Plan
Crowley ISD**

Pay Grade	Job Title	Calendars	Minimum Midpoint Maximum			
1	Campus Lunch Monitor	187	Hourly	\$12.19	\$14.86	\$17.53
	Campus Monitor Elementary	187	187 Days	18,236	22,231	26,225
	Instructional Aide I	187				
	Instructional Aide I Sped	187				
	Office Aide I	187				
2	Campus Monitor Secondary	187	Hourly	\$12.92	\$15.76	\$18.59
	Child Care Caregiver	191	187 Days	19,328	23,577	27,811
	Diagnostician Clerk	197	191 Days	19,742	24,081	28,406
	Evaluation Clerk	197	197 Days	20,362	24,838	29,298
	Instructional Aide II	187	217 Days	22,429	27,359	32,272
	Instructional Aide II Computer Lab	187				
	Instructional Aide II Library	187				
	Instructional Aide II Sped	187				
	Office Aide II	187, 217				
	Security Monitor	197				
3	Aide Health Clinic	187	Hourly	\$14.09	\$17.17	\$20.26
	Behavior Interventionist	187	187 Days	21,079	25,686	30,309
	Braille Transcriptionist	187	207 Days	23,333	28,434	33,551
	Family Assessment Advisor	193	217 Days	24,460	29,807	35,171
	Office Aide III	187, 207, 217				
4	Interpreter Sped Waivered	187	Hourly	\$15.49	\$18.89	\$22.29
	Child Care Lead Caregiver	193	187 Days	23,173	28,259	33,346
	Office Aide IV	217	193 Days	23,917	29,166	34,416
			217 Days	26,891	32,793	38,695
5	Communications Clerk	226	Hourly	\$17.19	\$20.98	\$24.76
	Data Processor HS	217	217 Days	29,842	36,421	42,983
	District Registrar	226	221 Days	30,392	37,093	43,776
	PEIMS Asst Coordinator	226	226 Days	31,080	37,932	44,766
	Registrar - HS	217				
	Secretary Alt Campus	221				
	Secretary ECHS	221				
	Secretary HS Accounts Activity	217				
	Secretary Principal 9th Campus	221				
	Secretary Principal Elementary	221				
	Secretary Principal Middle School	221				
	Special Education Department Clerk	226				

CAMPUS MONITOR ELEMENTARY
JOB DESCRIPTION

Job Title: Campus Monitor Elementary

Wage/Hour Status: Nonexempt

Reports to: Principal

Pay Grade: CP 1 187 Days

Dept. /School: Assigned Campus

Date Revised: 12/2022

Primary Purpose:

Supervise students in cafeteria, hallways, restrooms, school grounds, and parking lots to ensure proper student behavior and safety.

Qualifications:

Education/Certification:

High school diploma or equivalent, with one to two years of experience with youth preferred
Coursework in child development preferred

Special Knowledge/Skills:

Demonstrate ability to be equitable and fair
Demonstrate courtesy and respect in dealing with students, parents, visitors, etc.
Effective communication and interpersonal skills
Ability to show versatility in dealing with unique problems
Ability to work well with administrators

Experience:

None

Major Responsibilities and Duties:

- Monitor cafeteria, hallways, restrooms, grounds, and parking lots to ensure proper behavior from students.
- Monitor restrooms and report any inappropriate activities or unauthorized personnel.
- Supervise student parking and student loitering.
- Monitor detention hall/ISS when necessary.
- Assist principal and assistant principal in enforcing school and district rules, regulations, and policies regarding student discipline.
- Screen visitors, check hall passes and supervise buses loading and unloading.
- Escort students and visitors to designated location, as needed.
- Attend extra-curricular activities as assigned by the building administrators to provide student supervision.

CAMPUS MONITOR ELEMENTARY
JOB DESCRIPTION

- Maintain confidentiality.
- Maintain good working relationship and professional demeanor with staff, students, parents, community members, etc.
- Performs any and all duties as assigned.
- Successfully advances district initiatives.

Supervisory Responsibilities:

None.

Equipment Use:

Safety and security related equipment (e.g., 2 way radio)

Working Conditions: Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent and continual walking and standing along with other physical movement as necessary. Work inside and outside with exposure to hot and cold temperatures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Employee Signature _____ Date _____

CAMPUS MONITOR SECONDARY
JOB DESCRIPTION

Job Title: Campus Monitor – **Secondary**

Wage/Hour Status: Nonexempt

Reports to: Principal

Pay Grade: CP 2 187 Days

Dept./School: Assigned Campus

Date Revised: 12/2022

Primary Purpose:

Supervise students in cafeteria, hallways, restrooms, school grounds, and parking lots to ensure proper student behavior and safety.

Qualifications:

Education/Certification:

High school diploma or equivalent, with one to two years of experience with youth preferred
Coursework in child development preferred

Special Knowledge/Skills:

Ability to clearly and accurately record information

Ability to follow verbal and written instructions

Ability to work effectively with youths and adults

Ability to communicate effectively (verbally)

Ability to be equitable and fair

Demonstrate courtesy and respect in dealing with students, parents, visitors, etc.

Ability to show versatility in dealing with unique problems

Ability to work well with administrators

Experience:

None

Major Responsibilities and Duties:

- **Monitor assigned campus. Monitor student behavior and enforce school rules related to student conduct.**
- **Implement appropriate de-escalation tools and strategies as necessary.**
- Monitor cafeteria, hallways, restrooms, grounds, and parking lots to ensure proper behavior from students.
- Monitor restrooms and report any inappropriate activities or unauthorized personnel.
- Supervise student parking and student loitering.
- Monitor detention hall/ISS when necessary.

CAMPUS MONITOR SECONDARY
JOB DESCRIPTION

- Assist principal and assistant principal in enforcing school and district rules, regulations, and policies regarding student discipline.
- Screen visitors, check hall passes and supervise buses loading and unloading.
- Escort students and visitors to designated location, as needed.
- Attend extra-curricular activities as assigned by the building administrators to provide student supervision.
- Maintain confidentiality.
- Maintain good working relationship and professional demeanor with staff, students, parents, community members, etc.
- Performs any and all duties as assigned.
- Successfully advances district initiatives.

Supervisory Responsibilities:

None.

Equipment Use:

Safety and security related equipment (e.g., 2 way radio)

Working Conditions: Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent and continual walking and standing along with other physical movement as necessary. Work inside and outside with exposure to hot and cold temperatures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Employee Signature _____ Date _____