

# WEST OSO INDEPENDENT SCHOOL DISTRICT



## COMPENSATION AND BENEFITS HANDBOOK 2023-2023

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## Purpose

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The purpose of this handbook is to provide information regarding the administration of salaries and wages for employees of West Oso Independent School District.

The West Oso ISD Compensation Plan is updated and adopted annually by the Board of Trustees. In accordance with School Board Policy DEA Local, the Superintendent shall recommend to the Board for approval compensation plans for all District employees. Compensation plans may include wage and salary structures, stipends, benefits, and incentives.

West Oso ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

# **Academic Calendar and Pay Dates**

**2023 - 2024**

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# WEST OSO INDEPENDENT SCHOOL DISTRICT 2023 – 2024 ACADEMIC CALENDAR

WOISD BOARD  
ADOPTED  
MARCH 27, 2023

August Activities		August 2023							February 2024							February Activities	
4	Teachers Report Back/Staff Dev.	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	9	No School
7-9	New Teacher Orientation			1	2	3	4	5					1	2	3	19	President's Day St. Holiday/Staff Dev.
4-25	District 8 Campus Staff Development	6	7	8	9	10	11	12	4	5	6	7	8	9	10		
10	Teacher Prep Day	13	14	15	16	17	18	19	11	12	13	14	15	16	17		
14	Convocation at WDJH	20	21	22	23	24	25	26	18	19	20	21	22	23	24		
23-24	Teacher Prep Day	27	*28	29	30	31			25	26	27	28	29				
25	Meet the Teacher Night																
28	1 <sup>st</sup> Day of School, Begin 1 <sup>st</sup> 9 weeks																
September Activities		September 2023							March 2024							March Activities	
4	Labor Day Holiday	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	8	End of 3 <sup>rd</sup> 9 weeks
20	Districtwide Open House: JFK & JH							1 2							1 2	11-15	Spring Break
21	Districtwide Open House: WOE & HS	3	4	5	6	7	8	9	3	4	5	6	7	*8	9	18	Begin 4 <sup>th</sup> 9 weeks
22	No School	10	11	12	13	14	15	16	10	11	12	13	14	15	16	29	Good Friday Holiday
		17	18	19	20	21	22	23	17	*18	19	20	21	22	23		
		24	25	26	27	28	29	30	24	25	26	27	28	29	30		
									31								
October Activities		October 2023							April 2024							April Activities	
9	Columbus Day	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	1	Easter Monday Holiday
	Student Holiday/Parent Conferences	1	2	3	4	5	6	7		1	2	3	4	5	6	9-30	STAAR 6 EOC Assessments
20	End of 1 <sup>st</sup> 9 weeks	8	9	10	11	12	13	14	7	8	9	10	11	12	13	12	Student Holiday/Parent Conferences
23	Begin 2 <sup>nd</sup> 9 weeks	15	16	17	18	19	*20	21	14	15	16	17	18	19	20	25	Celebration of Education Event
27	No School	22	*23	24	25	26	27	28	21	22	23	24	25	26	27	26	No School
		29	30	31					28	29	30						
November Activities		November 2023							May 2024							May Activities	
10	Veterans Day Campus Events	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	1-3	STAAR 6 EOC Assessments
20-24	Thanksgiving Holidays				1	2	3	4				1	2	3	4	27	Memorial Day Holiday
		5	6	7	8	9	10	11	5	6	7	8	9	10	11	30	Last Day of School / End 4 <sup>th</sup> 9 weeks
		12	13	14	15	16	17	18	12	13	14	15	16	17	18	31	Teacher Prep Day
		19	20	21	22	23	24	25	19	20	21	22	23	24	25	31	WOHS Graduation
		26	27	28	29	30			26	27	28	29	*30	31			
December Activities		December 2023							June 2024							June Activities	
5-15	EOC Re-testers (Algebra I, English I, English II, Biology, US History)	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	3-20	Summer School (Mon-Thurs)
21	Early Release Day							1 2							1	17-20	Summer EOC (HS)
21	End of 2 <sup>nd</sup> 9 weeks	3	4	5	6	7	8	9	2	3	4	5	6	7	8	20	Last Day of Summer School
22	Winter Break Begins	10	11	12	13	14	15	16	9	10	11	12	13	14	15	24-28	District Offices Closed
		17	18	19	20	*21	22	23	16	17	18	19	20	21	22		
		24	25	26	27	28	29	30	23	24	25	26	27	28	29		
		31							30								
January Activities		January 2024							JULY 2024							July Activities	
8	Teacher Prep Day/Student Holiday	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	1-5	District Offices Closed
9	Begin 3 <sup>rd</sup> 9 weeks		1	2	3	4	5	6		1	2	3	4	5	6	8	District Offices Open
15	MLK Holiday	7	8	*9	10	11	12	13	7	8	9	10	11	12	13		
		14	15	16	17	18	19	20	14	15	16	17	18	19	20		
		21	22	23	24	25	26	27	21	22	23	24	25	26	27		
		28	29	30	31				28	29	30	31					

GRADING PERIODS		
1 <sup>st</sup> Nine Weeks	August 28 - October 20	37 Days
2 <sup>nd</sup> Nine Weeks	October 23 - December 21	38 Days
3 <sup>rd</sup> Nine Weeks	January 9 - March 8	41 Days
4 <sup>th</sup> Nine Weeks	March 18 - May 30	49 Days
Total Student Days		165 Days
K-5 Instructional Time: 8:00 am - 3:40 pm = 460 minutes		
6-12 Instructional Time: 8:30 am - 4:10 pm = 460 minutes		

HOLIDAYS	
September 4	Labor Day
November 20-24	Thanksgiving
Dec 22 - Jan 5	Winter Break
January 15	MLK Day
March 11-15	Spring Break
March 29	Good Friday
April 1	Easter Monday
May 27	Memorial Day

LEGEND	
	Teacher Prep Days
	Staff Development
	Beginning & End of 9 Weeks
	Early Release Day
	WOHS Graduation

IMPORTANT DATES	
Aug 14	WOISD Convocation - WDJH
Aug 25	WOISD Meet the Teacher Night - All Campuses
Sept 20-21	Districtwide Open House - All Campuses
Nov 10	WOISD Veterans Day Campus Events
April 25	WOISD Celebration of Education Event
May 31	West Oso High School Graduation
June 3	WOISD Summer School Program (Mon-Thurs.) 12 Days

NOTE: TEA Staff Development Waiver allows for 2100 minutes towards 5 days of Staff Development during the school year.

**WEST OSO INDEPENDENT SCHOOL DISTRICT**

**2023-2024**

**PAYROLL SCHEDULE**

**PROFESSIONALS, TEACHERS, AIDES ,CLERKS & SUBSTITUTES  
MAINTENANCE, CUSTODIANS, BUS DRIVERS AND CAFETERIA STAFF**

<b><u>PAY PERIOD</u></b>		<b><u>PAY DATE</u></b>	
08/13/23	-	08/26/23	09/15/23
08/27/23	-	09/09/23	09/29/23
09/10/23	-	09/23/23	10/13/23
09/24/23	-	10/07/23	10/31/23
10/08/23	-	10/21/23	11/15/23
10/22/23	-	11/04/23	11/30/23
11/05/23	-	11/18/23	12/15/23
11/19/23	-	12/09/23	12/29/23
12/10/23	-	12/23/23	01/12/24
12/24/23	-	01/20/24	01/31/24
01/21/24	-	02/03/24	02/15/24
02/04/24	-	02/17/24	02/29/24
02/18/24	-	03/02/24	03/15/24
03/03/24	-	03/23/24	03/28/24
03/24/24	-	04/06/24	04/15/24
04/07/24	-	04/20/24	04/30/24
04/21/24	-	05/04/24	05/15/24
05/05/24	-	05/18/24	05/31/24
05/19/24		06/01/24	06/14/24
06/02/24	-	06/15/24	06/28/24
06/16/24	-	06/29/24	07/15/24
06/30/24	-	07/13/24	07/31/24
07/14/24	-	08/03/24	08/15/24
08/04/24	-	08/17/24	08/30/24

Subject to Change

07/2023

# **New Hire Guide for Teachers and Librarians**

**2023 - 2024**

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**West Oso ISD  
2023-2024  
Teachers and Librarians**

Model 1: \$50,300 starting 1.0% GPI

2023-2024	2023-2024
Years of Experience	New Hire Salary
0	\$50,300
1	\$50,550
2	\$50,750
3	\$50,950
4	\$51,150
5	\$51,350
6	\$51,550
7	\$51,850
8	\$52,250
9	\$52,650
10	\$53,300
11	\$53,800
12	\$54,300
13	\$54,800
14	\$55,300
15	\$55,800
16	\$56,300
17	\$56,800
18	\$57,300
19	\$57,800
20	\$58,300
21	\$58,800
22	\$59,475
23	\$60,250
24	\$60,925
25	\$61,600
26	\$62,275
27	\$62,950
28	\$63,625
29	\$64,300
30	\$64,975

The salaries listed above are based on 10-month employment for the 2023-2024 school year. Salary plans are determined on an annual basis and salary advancement is not guaranteed. Pay increases are based on the annual pay raise budget approved by the Board of Trustees.

**\$2,000 Master's Degree Stipend or  
\$2,500 Doctoral Stipend for Teachers, Librarians and Nurses**



# **Administrative and Professional Pay Plan**

**2023 - 2024**

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**2023-2024 Administrative/Professional Pay Plan**  
West Oso ISD

Pay Grade	Job Title	Calendars			Minimum	Midpoint	Maximum
<b>1</b>			<b>Daily</b>		<b>\$243.36</b>	<b>\$289.78</b>	<b>\$341.94</b>
	RN	187	<b>187</b>	<b>Days</b>	45,508	54,189	63,943
	Asst Speech Pathologist	192	<b>192</b>	<b>Days</b>	46,725	55,638	65,652
	Parent Coordinator	210	<b>210</b>	<b>Days</b>	51,106	60,854	71,807
	Payroll Specialist	224	<b>224</b>	<b>Days</b>	54,513	64,911	76,595
<b>2</b>			<b>Daily</b>		<b>\$271.78</b>	<b>\$327.45</b>	<b>\$383.12</b>
	Counselor, ES	204	<b>204</b>	<b>Days</b>	55,443	66,800	78,156
	Counselor, JH	210	<b>210</b>	<b>Days</b>	57,074	68,765	80,455
	Dyslexia Coach	210					
	Athletic Trainer	224	<b>224</b>	<b>Days</b>	60,879	73,349	85,819
	Director, Food Service	224					
	Sr Accountant	224					
<b>3</b>			<b>Daily</b>		<b>\$284.62</b>	<b>\$347.10</b>	<b>\$409.58</b>
	Diagnostician	197	<b>197</b>	<b>Days</b>	56,070	68,379	80,687
	Asst Principal ES	210	<b>210</b>	<b>Days</b>	59,770	72,891	86,012
	Asst Principal JH	210	<b>215</b>	<b>Days</b>	61,193	74,627	88,060
	Instructional Faciliator	210	<b>224</b>	<b>Days</b>	63,755	77,750	91,746
	Counselor, HS	215	<b>261</b>	<b>Days</b>	74,286	90,593	106,900
	Instructional Technology Coordinator/Webmaster	224					
	Director, Maintenance	261					
<b>4</b>			<b>Daily</b>		<b>\$301.70</b>	<b>\$367.93</b>	<b>\$434.16</b>
	LSSP	202	<b>202</b>	<b>Days</b>	60,943	74,322	87,700
	Asst Principal HS	210	<b>210</b>	<b>Days</b>	63,357	77,265	91,174
	Early College High School Coordinator	224	<b>224</b>	<b>Days</b>	67,581	82,416	97,252
<b>5</b>			<b>Daily</b>		<b>\$319.81</b>	<b>\$390.01</b>	<b>\$460.21</b>
	Principal ES	215	<b>215</b>	<b>Days</b>	68,759	83,852	98,945
	Occupational Therapist	220	<b>220</b>	<b>Days</b>	70,358	85,802	101,246
	Technology Director	224	<b>224</b>	<b>Days</b>	71,637	87,362	103,087
<b>6</b>			<b>Daily</b>		<b>\$343.13</b>	<b>\$413.41</b>	<b>\$483.69</b>
	Principal, JH	215	<b>215</b>	<b>Days</b>	73,773	88,883	103,993
	Director of Athletics	220	<b>220</b>	<b>Days</b>	75,489	90,950	106,412
	SPED Director	224	<b>224</b>	<b>Days</b>	76,861	92,604	108,347
	Personnel Director	224	<b>224</b>	<b>Days</b>	76,861	92,604	108,347
<b>7</b>			<b>Daily</b>		<b>\$363.71</b>	<b>\$438.21</b>	<b>\$512.71</b>
	Exec Director, Student Services and Safety	224	<b>224</b>	<b>Days</b>	81,471	98,159	114,847
<b>8</b>			<b>Daily</b>		<b>\$390.18</b>	<b>\$464.50</b>	<b>\$538.82</b>
	Principal, HS	224	<b>224</b>	<b>Days</b>	87,400	104,048	120,696
	Chief Financial Officer	224					

# **Clerical and Paraprofessional Pay Plan**

**2023 - 2024**

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## 2023-2024 Clerical/Paraprofessional Pay Plan

West Oso ISD

Pay Grade	Job Title	Calendars			Minimum	Midpoint	Maximum
<b>1</b>			<b>Hourly</b>		<b>\$13.50</b>	<b>\$16.00</b>	<b>\$18.50</b>
	Instructional Aide	176	<b>176</b>	<b>Days</b>	19,008	22,528	26,048
	Instructional Aide, ISS	176					
<b>2</b>			<b>Hourly</b>		<b>\$14.00</b>	<b>\$16.50</b>	<b>\$19.00</b>
	Instructional Aide, DAEP	176	<b>176</b>	<b>Days</b>	19,712	21,472	26,752
	Instructional Aide, Self Contained	176					
	Instructional Aide, SPED Resource	176					
	Instructional Aide, Behavior	176					
<b>3</b>			<b>Hourly</b>		<b>\$14.31</b>	<b>\$17.24</b>	<b>\$20.17</b>
	CNA/CMA	187	<b>187</b>	<b>Days</b>	21,408	25,791	30,174
	Clerk, Attendance ES	194	<b>194</b>	<b>Days</b>	22,209	26,756	31,304
	Clerk, Attendance HS	194	<b>198</b>	<b>Days</b>	22,667	27,308	31,949
	Clerk, Attendance JH	194	<b>224</b>	<b>Days</b>	25,644	30,894	36,145
	Secretary, Counselor JH	194					
	Secretary, Counselor HS	198					
	Registrar HS	198					
	Secretary, Food Service	224					
	Secretary, Security Director	224					
<b>4</b>			<b>Hourly</b>		<b>\$16.31</b>	<b>\$19.65</b>	<b>\$22.99</b>
	Secretary, Principal ES	215	<b>215</b>	<b>Days</b>	28,053	33,798	39,543
	Secretary, Principal JH	215	<b>224</b>	<b>Days</b>	29,228	35,213	41,198
	Secretary, Maintenance	224					
	Secretary, SPED	224					
<b>5</b>			<b>Hourly</b>		<b>\$17.94</b>	<b>\$21.62</b>	<b>\$25.30</b>
	LVN	187	<b>187</b>	<b>Days</b>	26,838	32,344	37,849
	Clerk Library Technology	194	<b>194</b>	<b>Days</b>	27,843	33,554	39,266
	Secretary, Principal HS	224	<b>224</b>	<b>Days</b>	32,148	38,743	45,338
	Accounts Payable	224					
	Computer Desktop Tech/Help Desk	224					
<b>6</b>			<b>Hourly</b>		<b>\$19.44</b>	<b>\$24.12</b>	<b>\$27.80</b>
	Secretary, Asst Superintendent-C&I/HI	224	<b>224</b>	<b>Days</b>	34,836	43,223	49,818
	Secretary, Business Manager	224					
<b>7</b>			<b>Hourly</b>		<b>\$23.18</b>	<b>\$27.60</b>	<b>\$32.02</b>
	Truant Officer	187	<b>187</b>	<b>Days</b>	34,677	41,290	47,902
	PEIMS Coordinator	224	<b>224</b>	<b>Days</b>	41,539	49,459	57,380
	Secretary, Superintendent	224					

# Auxiliary Pay Plan

2023 – 2024

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**2023-2024 Approved Auxiliary Pay Plan**  
West Oso ISD

Pay Grade	Job Title		Minimum	Midpoint	Maximum
<b>1</b>		<b>Hourly</b>	<b>\$13.35</b>	<b>\$15.85</b>	<b>\$18.35</b>
	Bus Aide (179)	<b>179 Days</b>	19,117	22,697	26,277
	Custodian (261)	<b>261 Days</b>	27,875	33,095	38,315
	Food Service Worker (179)				
	Snack Bar (179)				
<b>2</b>		<b>Hourly</b>	<b>\$14.00</b>	<b>\$16.09</b>	<b>\$18.18</b>
	Food Service Cashier (179)	<b>179 Days</b>	20,048	23,041	26,034
	Food Service Cook/Baker (179)	<b>202 Days</b>	22,624	26,001	29,379
	Food Service Snack Bar Manager (179)	<b>261 Days</b>	29,232	33,596	37,960
	Food Service Truck Driver (202)				
	Groundskeeper (261)				
	Lead Custodian (261)				
	Maintenance Helper (261)				
	Groundkeeper/Plumber (261)				
<b>3</b>		<b>Hourly</b>	<b>\$14.28</b>	<b>\$17.21</b>	<b>\$20.14</b>
	Manager, Cafeteria	<b>185 Days</b>	21,134	25,471	29,807
<b>4</b>		<b>Hourly</b>	<b>\$16.28</b>	<b>\$19.62</b>	<b>\$22.96</b>
	General Maintenance	<b>261 Days</b>	33,993	40,967	47,940
<b>5</b>		<b>Hourly</b>	<b>\$19.87</b>	<b>\$23.94</b>	<b>\$28.01</b>
	Carpenter	<b>261 Days</b>	41,489	49,987	58,485
	Certified Deisel Bus				
	HVAC Mechanic/Electrician				
	LOCKSMITH				
	VEHICLE MECHANIC				
<b>6</b>		<b>Hourly</b>	<b>\$21.31</b>	<b>\$25.37</b>	<b>\$29.43</b>
	Food Service- Supervisor	<b>261 Days</b>	44,495	52,973	61,450
	Maintenance/Transportation Supervisor				
<b>BD</b>		<b>Hourly</b>	<b>\$19.00</b>	<b>\$23.00</b>	<b>\$27.00</b>
	Bus Driver	<b>179 Days</b>	27,208	32,821	38,664

# **Substitute and Tutor Pay Plan**

**2023-2024**

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**2023-2024**  
**Substitute and Tutor Pay**

**Substitute Pay**

Assignment	Stipend Amount
Certified Substitute	\$125 per day
Degreed Substitute	\$100 per day
60 + College Hours Substitute	\$85 per day

**Tutor Pay**

Assignment	Stipend Amount
Certified Tutor	\$25.00 per hour
Degreed Tutor	\$19.00 per hour
60+ College Hours Tutor	\$14.00 per Hour



# **Stipends and Extracurricular Duty Pay Plan**

**2023 – 2024**

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**2023-2024  
STIPENDS**

**Athletic Stipends**

Assignment	Stipend Amount
Football, Head Varsity	\$ 12,000.00
Football OC, DC	\$ 7,500.00
HS Football	\$ 6,000.00
JH Football	\$ 2,500.00
Basketball, Head Varsity Boys	\$ 7,000.00
Basketball, Head Varsity Girls	\$ 7,000.00
Basketball, Asst Boys & Girls	\$ 3,500.00
Basketball, JH Boys	\$ 2,500.00
Basketball, JH Girls	\$ 2,500.00
Baseball, Head Varsity HS	\$ 5,000.00
Baseball, Asst HS & JH	\$ 2,500.00
JH Baseball	\$ 2,500.00
Cross Country, Head	\$ 4,500.00
Cross Country HS & JH Boys	\$ 4,500.00
Cross Country HS & JH Girls	\$ 4,500.00
Golf, Head Coach	\$ 2,500.00
Powerlifting, Head Boys/Girls	\$ 3,500.00
Powerlifting, Asst.	\$ 2,500.00
Softball, Head	\$ 4,000.00
Track, Head Varsity Boys	\$ 5,000.00
Track, Head Varsity Girls	\$ 5,000.00
Track, Asst Varsity Boys	\$ 2,500.00
Track, Asst Varsity Girls	\$ 2,500.00
Track, JH Boys	\$ 2,500.00
Track, JH Girls	\$ 2,500.00
Tennis, Head HS/JH Boys/Girls- Fall	\$ 4,000.00
Tennis, Head HS/JH Boys/Girls- Spring	\$ 4,000.00
Volleyball, HS Asst.	\$ 4,000.00
Volleyball, JH Asst.	\$ 2,500.00
HS Boy/Girls Coordinators	\$ 2,500.00
JH Coordinator Boys/Girls	\$ 2,000.00
Summer Track	\$ 2,000.00

**Athletics Extra Duty Stipends**

Assignment	Stipend Amount
<b>Coaches w/ CDL Stipend (per trip driven)</b>	
Less than 60 miles	\$ 75.00
More than 60 miles	\$ 150.00

**Extra Curricular Stipends &  
Academic Stipends**

Assignment	Stipend Amount
Music Director, HS	\$ 9,500.00
Band Director, JH	\$ 5,500.00
Band Asst, JH	\$ 5,000.00
Cheerleading, Head HS	\$ 3,000.00

**2023-2024  
STIPENDS**

Cheerleading, JH Sponsor	\$ 2,000.00
Choir- HS/JH	\$ 1,500.00
Flag Corp	\$ 1,250.00
BPA HS Bus of Prof Of America	\$ 500.00
Drill & Dance Coach	\$ 2,000.00
WOE Dance Sponsor	\$ 500.00
WOE Running Club	\$ 500.00
RN Nurse Stipend	\$ 1,500.00
SPED Chair HS, JH, WOE, JFK	\$ 1,500.00
Bilingual Stipend Grade Level, WOE, JFK	\$ 2,500.00
ESL Chair, WOHS, WOJH	\$ 1,000.00
Department Chair, HS	\$ 1,500.00
Department Chair, JH	\$ 1,500.00
Grade Chair, WOE	\$ 1,500.00
Grade Chair, JFK (Section Leaders)	\$ 1,500.00
Technology Facilitator HS/WOE/JFK/JH	\$ 1,500.00
Yearbook Sponsor- HS/JH	\$ 1,000.00
HS Interactive Club	\$ 500.00
Student Council, JH	\$ 500.00
Student Council, WOE	\$ 500.00
HS NHS	\$ 800.00
Grade Level Sponsor, HS	\$ 500.00
Reading Academy	\$ 1,500.00
Mentoring (Early Career Teachers)	\$ 1,500.00
Adaptive Ed	\$ 2,500.00

**STEM Stipends**

Assignment	Stipend Amount
<b>HS Math and Science Recruitment Stipend</b>	\$ 3,000.00
<b>JH Math and Science Retention Stipend</b>	\$ 3,000.00
Science Fair- JFK and WOE	\$ 500.00
District STEM Lead	\$ 2,000.00
Campus Robotics/STEM Lead WOJH and WOHS	\$ 2,000.00

**UIL Stipends**

Assignment	Stipend Amount
UIL, Campus Coord. WOHS, WOJH, WOE, JFK	\$ 500.00
UIL Events, All Campuses	\$ 500.00
UIL One Act Play	\$ 1,000.00