

# WEST OSO INDEPENDENT SCHOOL DISTRICT



## COMPENSATION AND BENEFITS HANDBOOK 2024-2025

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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**

**2024 - 2025**





WEST OSO INDEPENDENT SCHOOL DISTRICT  
2024 – 2025  
ACADEMIC CALENDAR

WOISD BOARD  
ADOPTED  
03/25/2024

July/August Activities			July/August 2024							February 2025							February Activities	
7/28-7/31	New Teacher Orientation		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	14	Student Holiday/Professional Development
1	Teachers Report Back/Staff Dev.			29	30	31	1	2	3	2	3	4	5	6	7	8	17	Presidents' Day Student Holiday/Teacher Workday/Parent Conferences
1-12	District & Campus Staff Development		4	5	6	7	8	9	10	9	10	11	12	13	14	15		
5	Convocation at WDJH		11	12	13	14	15	16	17	16	17	18	19	20	21	22		
9 & 12	Teacher Workday		18	19	20	21	22	23	24	23	24	25	26	27	28			
9	Meet the Teacher Night		25	26	27	28	29	30	31									
13	1 <sup>st</sup> Day of School Begin 1 <sup>st</sup> 9 weeks																	
September Activities			September 2024							March 2025							March Activities	
2	Labor Day Holiday		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	7	End of 3 <sup>rd</sup> 9 weeks
18	Districtwide Open House: JFK & JH		1	2	3	4	5	6	7	2	3	4	5	6	7	8	10-14	Spring Break
19	Districtwide Open House: WDE & HS		8	9	10	11	12	13	14	9	10	11	12	13	14	15	17	Begin 4 <sup>th</sup> 9 weeks
27	Student Holiday/Professional Development		15	16	17	18	19	20	21	16	17	18	19	20	21	22		
			22	23	24	25	26	27	28	23	24	25	26	27	28	29		
			29	30						30	31							
October Activities			October 2024							April 2025							April Activities	
10	End of 1 <sup>st</sup> 9 weeks		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	11	Student Holiday/Professional Development
11	Columbus Day Student Holiday/Professional Development/Teacher Workday				1	2	3	4	5			1	2	3	4	5	14-30	STAAR & EOC Assessments
14-18	Intercession		6	7	8	9	10	11	12	6	7	8	9	10	11	12	19	Good Friday Holiday
21	Begin 2 <sup>nd</sup> 9 weeks		13	14	15	16	17	18	19	13	14	15	16	17	18	19	21	Easter Monday Holiday
			20	21	22	23	24	25	26	20	21	22	23	24	25	26	24	Celebration of Education Event
			27	28	29	30	31			27	28	29	30					
November Activities			November 2024							May 2025							May Activities	
1	Student Holiday/Professional Development/Parent Conferences		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	1-9	STAAR & EOC Assessments
11	Veterans Day Campus Events							1	2	4	5	6	7	8	9	10	26	Memorial Day Holiday
25-29	Thanksgiving Holidays		3	4	5	6	7	8	9	11	12	13	14	15	16	17	29	Last Day of School / End 4 <sup>th</sup> 9 weeks
			10	11	12	13	14	15	16	18	19	20	21	22	23	24	30	Teacher Workday
			17	18	19	20	21	22	23	25	26	27	28	29	30	31	30	WOHS Graduation
			24	25	26	27	28	29	30									
December Activities			December 2024							June 2025							June Activities	
3-13	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	2	Summer School Teacher Workday
19	End of 7 <sup>th</sup> 9 weeks		1	2	3	4	5	6	7	1	2	3	4	5	6	7	3-26	Summer School (Mon-Thurs)
20	Student Holiday/Teacher Workday		8	9	10	11	12	13	14	8	9	10	11	12	13	14	23-26	Summer EOC (HS)
23-31	Winter Break		15	16	17	18	19	20	21	15	16	17	18	19	20	21	26	Last Day of Summer School
			22	23	24	25	26	27	28	22	23	24	25	26	27	28	30	District Offices Closed
			29	30	31					29	30							
January Activities			January 2025							JULY 2025							July Activities	
1-3	Winter Break		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	1-11	District Offices Closed
6	Student Holiday/Professional Development				1	2	3	4		6	7	8	9	10	11	12	14	District Offices Open
7	Begin 3 <sup>rd</sup> 9 weeks		5	6	7	8	9	10	11	13	14	15	16	17	18	19		
20	MLK Holiday		12	13	14	15	16	17	18	20	21	22	23	24	25	26		
			19	20	21	22	23	24	25	27	28	29	30	31				
			26	27	28	29	30	31										
GRADING PERIODS			HOLIDAYS							LEGEND							IMPORTANT DATES	
1 <sup>st</sup> Nine Weeks	August 13 - October 10	41 Days	September 2	Labor Day						Teacher Workday							Aug 5	WOISD Convocation - WDJH
2 <sup>nd</sup> Nine Weeks	October 21 - December 19	38 Days	October 14-18	Intercession						Staff Development							Aug 9	WOISD Meet the Teacher Night - All Campuses
3 <sup>rd</sup> Nine Weeks	January 7 - March 7	41 Days	November 25-29	Thanksgiving						Beginning & End of 9 Weeks							Sept 18 & 19	Districtwide Open House - All Campuses
4 <sup>th</sup> Nine Weeks	March 17 - May 29	50 Days	Dec 23 - Jan 3	Winter Break						WOHS Graduation							Nov 11	WOISD Veterans Day Campus Events
Total Student Days		170 Days	January 20	MLK Day													April 24	WOISD Celebration of Education Event
K-5 Instructional Time: 8:00 am - 3:30 pm	450 minutes		March 10-14	Spring Break													May 30	West Oso High School Graduation
6-12 Instructional Time: 8:30 am - 4:00 pm	450 minutes		April 18	Good Friday													June 3-26	WOISD Summer School Program (Mon-Thurs)
			April 21	Easter Monday														
			May 26	Memorial Day														

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

**WEST OSO INDEPENDENT SCHOOL DISTRICT**

**2024-2025**

**PAYROLL SCHEDULE**

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

<b>PAY PERIOD</b>		<b>PAY DATE</b>	
08/11/24	-	08/24/24	09/13/24
08/25/24	-	09/07/24	09/30/24
09/08/24	-	09/21/24	10/15/24
09/22/24	-	10/05/24	10/31/24
10/06/24	-	10/26/24	11/15/24
10/27/24	-	11/09/24	11/29/24
11/10/24	-	11/30/24	12/13/24
12/01/24	-	12/14/24	12/31/24
12/15/24	-	01/11/25	01/15/25
01/12/25	-	01/25/25	01/31/25
01/26/25	-	02/08/25	02/14/25
02/09/25	-	02/22/25	02/28/25
02/23/25	-	03/08/25	03/14/25
03/09/25	-	03/22/25	03/31/25
03/23/25	-	04/05/25	04/15/25
04/06/25	-	04/19/25	04/30/25
04/20/25	-	05/03/25	05/15/25
05/04/25	-	05/17/25	05/30/25
05/18/25		05/31/25	06/13/25
06/01/25	-	06/14/25	06/30/25
06/15/25	-	07/05/25	07/15/25
07/06/25	-	07/19/25	07/31/25
07/20/25	-	07/26/25	08/15/25
07/27/25	-	08/09/25	08/29/25

SUBJECT TO CHANGE

08/07/24

Subject to Change

07/2024`



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

**2024 - 2025**

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**West Oso ISD**  
**2024-2025 New Hire Guide for**  
**Teachers and Librarians**

Years of Experience	New Hire Salary
0	\$51,500
1	\$51,900
2	\$52,300
3	\$52,700
4	\$53,100
5	\$53,500
6	\$53,900
7	\$54,300
8	\$54,700
9	\$55,100
10	\$55,500
11	\$56,000
12	\$56,400
13	\$56,800
14	\$57,200
15	\$57,600
16	\$58,000
17	\$58,400
18	\$58,800
19	\$59,200
20	\$59,600
21	\$60,000
22	\$59,475
23	\$61,154
24	\$61,838
25	\$62,524
26	\$63,209
27	\$63,894
28	\$64,579
29	\$65,264
30	\$65,949

The salaries listed above are based on 10-month employment for the 2024-2025 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-Subject-Area Stipend**



# **Administrative and Professional Pay Plan**

**2024 - 2025**

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# Administrative/Professional Pay Plan 2024-2025

West Oso ISD

Pay Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
<b>101</b>			<b>Daily</b>	<b>\$243.36</b>	<b>\$289.78</b>	<b>\$341.94</b>
	RN	187	187 Days	45,508	54,189	63,943
	Parent Coordinator	210	210 Days	51,106	60,854	71,807
	Payroll Specialist	225	225 Days	54,756	65,201	76,937
	Technology Coordinator	225	225 Days	54,756	65,201	76,937
<b>102</b>			<b>Daily</b>	<b>\$271.78</b>	<b>\$327.45</b>	<b>\$383.12</b>
	Speech Language Pathologist Assistant - SLPA	197	197 Days	53,541	64,508	75,475
	Counselor, ES	210	210 Days	57,074	68,765	80,455
	Counselor, JH	210	210 Days	57,074	68,765	80,455
	Athletic Trainer	225	225 Days	61,151	73,676	86,202
	Director, Food Service	225	225 Days	61,151	73,676	86,202
	Sr Accountant	225	225 Days	61,151	73,676	86,202
<b>103</b>			<b>Daily</b>	<b>\$284.62</b>	<b>\$347.10</b>	<b>\$409.58</b>
	Diagnostician	197	197 Days	56,070	68,379	80,687
	Administrator of Homeless , Attendance, Dropout Prevention & Intervention	197	197 Days	56,070	68,379	80,687
	Asst Principal ES	210	210 Days	59,770	72,891	86,012
	Asst Principal JH	210	210 Days	59,770	72,891	86,012
	Instructional Faciliator	210	210 Days	59,770	72,891	86,012
	Counselor, HS	215	215 Days	61,193	74,627	88,060
	Instructional Technology Coordinator/Webmaster	225	225 Days	64,040	78,098	92,156
	Director Maintenance, Transportation and Facilities	261	261 Days	74,286	90,593	106,900
<b>104</b>			<b>Daily</b>	<b>\$301.70</b>	<b>\$367.93</b>	<b>\$434.16</b>
	License Specialist in School Psychology	202	202 Days	60,943	74,322	87,700
	Asst Principal HS	210	210 Days	63,357	77,265	91,174
<b>105</b>			<b>Daily</b>	<b>\$319.81</b>	<b>\$390.01</b>	<b>\$460.21</b>
	Principal ES	215	215 Days	68,759	83,852	98,945
	Occupational Therapist	205	205 Days	65,561	79,952	94,343
	ACE Director	210	210 Days	67,160	81,902	96,644

# Administrative/Professional Pay Plan 2024-2025

West Oso ISD

Pay Grade	Job Title	Calendars			Minimum	Midpoint	Maximum
<b>106</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	225	<b>225</b>	<b>Days</b>	77,204	93,017	108,830
	Personnel Director	225	<b>225</b>	<b>Days</b>	77,204	93,017	108,830
	Director of Curriculum and Assessment	225	<b>225</b>	<b>Days</b>	77,204	93,017	108,830
<b>107</b>			<b>Daily</b>		<b>\$363.71</b>	<b>\$438.21</b>	<b>\$512.71</b>
	Exec Director, Student Services and Safety	225	<b>225</b>	<b>Days</b>	81,835	98,597	115,360
<b>108</b>			<b>Daily</b>		<b>\$390.18</b>	<b>\$464.50</b>	<b>\$538.82</b>
	Principal, HS	225	<b>225</b>	<b>Days</b>	87,791	104,513	121,235
	Chief Financial Officer	225	<b>225</b>	<b>Days</b>			
<b>119</b>			<b>Daily</b>		<b>\$257.14</b>	<b>\$464.50</b>	<b>\$357.14</b>
	ACE Program Specialist	210	<b>210</b>	<b>Days</b>	53,999	97,545	74,999
<b>120</b>			<b>Daily</b>		<b>\$200.00</b>	<b>\$464.50</b>	<b>\$300.00</b>
	ACE Site	210	<b>210</b>	<b>Days</b>	42,000	97,545	63,000

9/18/2024

# Clerical and Paraprofessional Pay Plan

2024 - 2025

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**Clerical/Paraprofessional Pay Plan 2024-2025**  
West Oso ISD

Pay Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
<b>110</b>			<b>Hourly</b>	<b>\$13.75</b>	<b>\$16.25</b>	<b>\$18.75</b>
	Instructional Aide	177	<b>177 Days</b>	19,470	23,010	26,550
	Instructional Aide, ISS	177				
<b>111</b>			<b>Hourly</b>	<b>\$14.25</b>	<b>\$16.75</b>	<b>\$19.25</b>
	Instructional Aide, DAEP	177	<b>177 Days</b>	20,178	23,718	27,258
	Instructional Aide, Self Contained	177				
	Instructional Aide, SPED Resource	177				
	Instructional Aide, Behavior	177				
<b>112</b>			<b>Hourly</b>	<b>\$14.56</b>	<b>\$17.49</b>	<b>\$20.42</b>
	Instructional Aide, Self Contained	177	<b>177 Days</b>	20,617	24,766	28,915
	CNA/CMA	187	<b>187 Days</b>	21,782	26,165	30,548
	Clerk, Attendance ES	194	<b>194 Days</b>	22,597	27,144	31,692
	Clerk, Attendance HS	194	<b>198 Days</b>	23,063	27,704	32,345
	Clerk, Attendance JH	194	<b>225 Days</b>	26,208	31,482	36,756
	Secretary, Counselor JH	194				
	Secretary, Counselor HS	198				
	Registrar HS	198				
	Secretary, Food Service	225				
	Secretary, Security Director	225				
<b>113</b>			<b>Hourly</b>	<b>\$16.56</b>	<b>\$19.90</b>	<b>\$23.24</b>
	Secretary, Principal ES	215	<b>215 Days</b>	28,483	34,228	39,973
	Secretary, Principal JH	215	<b>225 Days</b>	29,808	35,820	41,832
	Secretary, Maintenance	225				
<b>114</b>			<b>Hourly</b>	<b>\$18.19</b>	<b>\$21.87</b>	<b>\$25.55</b>
	LVN	187	<b>187 Days</b>	27,212	32,718	38,223
	Clerk Library Technology	197	<b>197 Days</b>	28,667	34,467	40,267
	Secretary, Principal HS	225	<b>225 Days</b>	32,742	39,366	45,990
	Accounts Payable	225	<b>225 Days</b>	32,742	39,366	45,990
	Computer Desktop Tech/Help Desk	225	<b>225 Days</b>	32,742	39,366	45,990
	Secretary, SPED	225	<b>225 Days</b>	32,742	39,366	45,990
<b>115</b>			<b>Hourly</b>	<b>\$19.69</b>	<b>\$24.37</b>	<b>\$28.05</b>
	Secretary, Asst Superintendent-C&I/HI	225	<b>225 Days</b>	35,442	43,866	50,490
	Secretary, Chief Financial Officer	225				
<b>116</b>			<b>Hourly</b>	<b>\$23.43</b>	<b>\$27.85</b>	<b>\$32.27</b>
	Truant Officer	187	<b>187 Days</b>	35,051	41,664	48,276
	PEIMS Coordinator	225	<b>225 Days</b>	42,174	50,130	58,086
<b>117</b>			<b>Hourly</b>	<b>\$26.25</b>	<b>\$31.25</b>	<b>\$36.25</b>
	Executive Administrative Assistant to the Superintendent and Board of Trustees	225	<b>225 Days</b>	47,250	56,250	65,250

# Auxiliary Pay Plan

2024 – 2025

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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 Diesel 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**

**2024-2025**

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**2024-2025**  
**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**

**2024-2025**

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### Athletic Stipends

Assignment	Stipend Amount
Football, Head Varsity	\$ 12,000.00
Football OC, DC, Asst H	\$ 7,500.00
HS Football	\$ 6,000.00
JH Football	\$ 3,500.00
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	\$ 3,000.00
Baseball, JH	\$ 3,000.00
Cross Country HS & JH Boys	\$ 4,500.00
Cross Country HS & JH Girls	\$ 4,500.00
Golf, Head Coach	\$ 3,500.00
Powerlifting, Head Boys/Girls	\$ 3,500.00
Powerlifting, Asst.	\$ 2,500.00
Softball, Head	\$ 5,000.00
Softball, Asst.	\$ 3,000.00
Track, Head Varsity Boys	\$ 5,000.00
Track, Head Varsity Girls	\$ 5,000.00
Track, Assistant	\$ 3,000.00
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	\$ 1,000.00

### 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, HS	\$ 4,000.00
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
FCCLA	\$ 500.00
Drill & Dance Coach	\$ 2,000.00
WOE Dance Sponsor	\$ 1,000.00
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
Adaptive Ed	\$ 2,500.00

### UIL Stipends

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

### Academic Stipends- Grant Funded

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
Mentoring (Early Career Teachers)	\$ 1,500.00