

TASB Salary Survey Position Descriptions

District Leadership	
Deputy Superintendent	Scope and authority encompass several or all major districtwide divisions. Reports directly to the superintendent of schools. The administrator stands in place of the superintendent in his or her absence. May supervise assistant superintendents, executive directors or principals. May be called chief of staff or other title. (Report only one person in this position.)
Chief Financial Officer	Acts as the district's top financial executive. Responsible for the district's overall financial planning and strategy. Scope of authority includes the general oversight of all financial and business affairs of the district. May also have oversight responsibilities for other areas such as transportation or child nutrition. Serves as the chief financial and budget advisor to the superintendent and board of trustees. May be called assistant superintendent, executive director or other title. Reports directly to the superintendent. (Report only one person in this position.)
Chief Academic Officer	Acts as the district's top instruction and curriculum executive. Evaluates and provides leadership for the overall instructional program of the district. Supervises other administrators responsible for portions of the district's instructional program. May supervise campus principals. May be called assistant superintendent, executive director or other title. Reports directly to the superintendent. (Report only one person in this position.)
Chief Technology Officer	Acts as the district's top information technology administrator. Responsible for strategic planning of technology systems districtwide. Provides expertise and direction in the development, deployment, and use of information technology in the district. May be called executive director, director, assistant superintendent or other title. (Report only one person in this position.)
Chief Facilities and Operations Officer	Acts as the district's top facilities and operations executive. Responsible for strategic planning, budget, and facility maintenance and development program. Scope of authority includes the oversight of all plant maintenance, operations, and construction. May also have oversight responsibilities for other areas such as transportation, police department or food service. Reports to the superintendent. May be called assistant superintendent, executive director or other title. (Report only one person in this position.)
Chief Human Resources Officer	Acts as the district's top human resources executive. Responsible for planning, strategy, implementation and administration of all human resource activities in the district. May have responsibility for another minor administrative area. May be called assistant superintendent, executive director or other title. Typically reports to the superintendent or deputy superintendent. (Report only one person in this position.)
Communications Officer	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.

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Business/Finance	
Director of Finance/Business Manager	Directs and manages the district's business functions which may include accounting, payroll, accounts payable, purchasing, and/or tax collection. Manages staff engaged in these activities. May be called controller or other title. If position reports directly to the superintendent, report under chief financial officer.
Director of Purchasing	Directs all purchasing activities in the district including bid/RFP processes. Oversees subordinate staff engaged in purchasing transactions. Reports to business director or chief financial officer. Requires a bachelor's degree in business, accounting or related field.
Accountant (Degreed)	Performs professional accounting work involving compilation, consolidation, analysis, and reporting of financial data. Computes and prepares data for journal entry. May perform cost accounting activities, bank reconciliation, or accounting for grant expenditures. Requires a bachelor's degree in accounting.
Accounts Payable Clerk	Pays vendor invoices and records transactions in a general ledger. Maintains accounts payable records and vendor invoices. Uses standard accounting procedures and forms.
Payroll Clerk	Compiles and prepares regular district payroll under supervision. Calculates employee wages, salaries, hours worked, overtime pay and determines withholdings, deductions, and net pay. Prepares paychecks, maintains employee payroll history and provides reports to outside agencies.
Payroll Supervisor	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.
Accounting Clerk	Maintains records of financial transactions for the district. Verifies and enters details of transactions, summarizes details in separate ledgers, balances bank statements, and compiles reports showing revenues and expenditures. Reports to the business manager or accountant.
Purchasing Clerk	Purchases supplies and equipment for the district. Prepares and maintains purchase orders and verifies funds and authorizations before purchasing.
Human Resources	
Director of Human Resources	Directs and coordinates the activities, operations, and staff of a human resources function such as employee relations, staffing, compensation, position control, or records management.
Certification Specialist	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.
Human Resources Specialist	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.

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Employee Benefits Specialist	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.
Curriculum/Instruction	
Director of Curriculum/Instruction	Directs the development and implementation of districtwide academic instruction, such as elementary, secondary, or bilingual curriculum. Reports to the chief academic officer or superintendent.
Instructional Coordinator	Provides districtwide curriculum leadership and supports classroom teaching in a subject area (math, science, social studies, etc.) or a sub-program of a major instructional area (language arts, primary grades, special education, etc.). Has no classroom teaching responsibility.
Director of Special Education	Directs and administers the district’s special education program to ensure the delivery of needed services for special needs students. Coordinates delivery of special education program components to identified students. Oversees staff engaged in the coordination and delivery of special education services. May be called coordinator, executive director or other title.
Director of Instructional Technology	Directs the development and implementation of short- and long-range plans for the integration of technology into the instructional program. Works with instruction/curriculum and information technology to ensure district investments in technology systems and software support the goals of the district's instructional program. Ensures classroom teachers are prepared to integrate technology-based instructional tools into their classroom. May be called coordinator, executive director or other title.
Director of Career & Technical Education	Directs and coordinates all career and technical programs in the district. Develops and improves career and technology instructional programs and works to develop community partnerships to provide program enhancements and training opportunities for career and technology students. May be called coordinator, executive director or other title.
Director of Fine Arts	Directs and administers the district fine arts program which includes all music programs, theater, visual arts, and dance. Manages the fine arts program budget and oversees staff engaged in the delivery of fine arts programs to students. May be called coordinator, executive director or other title.
Director of Bilingual Education	Directs, administers, and evaluates the district's bilingual education program which may include English as a Second Language (ESL) for students with limited English proficiency. Develops, supports, and improves curriculum standards and monitors state and federal guidelines and regulations affecting the program for the district. Supervises bilingual program staff which may include instructional coordinators.
Director of Library & Media Services	Oversees the administration of school library media centers. Coordinates all library and related media/software purchasing. Works with instruction/curriculum to ensure campus libraries have the facilities, resources and materials needed to support campus instruction. May be called coordinator, executive director or other title.
Director of Research, Evaluation, & Accountability	Plans and oversees research, evaluation, and testing services for the district. Implements districtwide student assessments and analyzes and interprets results to identify student performance trends.

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Federal Programs Administrator	Guides and coordinates federally funded program activities and ensures implementation of programs districtwide. Ensure district meets rules and regulations governing federal program requirements. Monitors use and expenditure of federal funding.
Instructional Technology Specialist	Provides professional development, support and teacher training focused on the integration of technology and curriculum. Assists teachers implementing technology into lesson plans and instructional strategies through training, demonstration, and resources. Assists campuses with the development, implementation and evaluation of campus technology plans. Serves as liaison for instructional technology initiatives between assigned campuses and central administration. Not a supervisory position. Requires three to five years of classroom teaching experience.
District Testing Coordinator	Coordinates the federal and state student assessment programs for the district. Ensures security and integrity of data as related to accountability systems. Provides staff development and support to ensure testing procedures are followed. Assists with the interpretation and distribution of assessment results.
Director of Nursing & Health Services	Supervises district nurses and health clinics. Coordinates medical supply and equipment purchasing. Coordinates district health and wellness programs for students and staff. May be called coordinator, executive director or other title.
Director of Guidance & Counseling	Directs the planning, implementation, and evaluation of the districtwide counseling, and developmental guidance program. Collaborates with parents, teachers, and administrators to address the academic, career, and personal development of students. Coordinates crisis intervention support services to schools and families. May be called coordinator, executive director or other title.
Central Office/Clerical	
Secretary to Superintendent	Provides primary administrative support to the superintendent. Maintains the superintendent and board calendars. Prepares information and materials for the public including posting meeting announcements and preparing board packets. Resolves routine issues and directs calls and other correspondence for the superintendent. May lead other administrative support personnel in the central office. (Report only one person in this position even if more than one individual works in the superintendent's office.)
Secretary to Executive/Chief	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.
Secretary to Director	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.
Receptionist - Central Office	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.

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Campus Administration	
Principal - High School	Serves as chief campus administrator of a high school campus. A principal who is responsible for both a middle school and high school should be reported at the high school level.
Principal - Middle School	Serves as chief campus administrator of a middle school campus. Middle schools may include grades 6 through 8. Campuses with grades 4–5 or 5–6 should be reported at the elementary school level.
Principal - Elementary School	Serves as chief campus administrator of an elementary or intermediate school campus. Report principals at campuses with grades 4–5 or 5–6 at the elementary level.
Assistant Principal - High School	Functions as an assistant to the high school principal with the title assistant principal, associate principal, vice principal, or dean. May address all or some of student discipline, facilities, parental concerns and teacher appraisals. (Do not report department heads or subject-area supervisors/specialists in this position.)
Assistant Principal - Middle School	Functions as an assistant to a middle school principal with the title assistant or vice principal. May address all or some of student discipline, facilities, parental concerns and teacher appraisals. (Do not report department heads or subject-area supervisors/specialists in this position.)
Assistant Principal - Elementary School	Functions as an assistant to an elementary or intermediate school principal. May address all or some of student discipline, facilities, parental concerns and teacher appraisals. (Do not report grade-level leaders or subject-area supervisors/specialists in this position.)
Principal - DAEP/JJAEP	Serves as chief campus administrator in a disciplinary alternative education program setting at the secondary level.
Campus Office/Clerical	
Campus Attendance/PEIMS Data Clerk - High School	Compiles, enters, and verifies high 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.
Campus Attendance/PEIMS Data Clerk - Middle School	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.
Campus Attendance/PEIMS Data Clerk - Elementary School	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.
Campus Attendance/PEIMS Data Clerk	Compiles, enters, and verifies data and records at the campus level. Performs data entry and maintains data, which may include attendance, Public Education Information Management System (PEIMS), and grades. Researches and resolves data issues at the campus level. Prepares and prints reports.
Campus Secretary	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. (Do not report the secretary to the campus principal in this position.)

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Principal Secretary - High School	Provides primary administrative and clerical support to a high school principal. Maintains principal's calendar and resolves routine inquiries from campus staff, parents, and the public. (Report only one person per campus in this position.)
Principal Secretary - Middle School	Provides primary administrative and clerical support to a middle school principal. Maintains principal's calendar and resolves routine inquiries from campus staff, parents, and the public. (Report only one person per campus in this position.)
Principal Secretary - Elementary School	Provides primary administrative and clerical support to an elementary school principal. Maintains principal's calendar and resolves routine inquiries from campus staff, parents, and the public. (Report only one person per campus in this position.)
Bookkeeper - High School	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 administrative and the district's business office.
Registrar - High School	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.
Registrar - Middle School	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.
Athletics, Band, and Other assignments	
Director of Athletics (Non-Coaching)	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.
Director of Athletics/Head Football Coach	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.)
Head Football Coach	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.)
Assistant Director - Athletics	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.

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Athletic Trainer	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.)
High School Band Director	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.)
Agriculture Science Teacher	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.)
ROTC Instructor	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.)
Paraprofessional Support	
Classroom Teacher Aide	Provides instructional assistance to students under the direct supervision of a certified teacher. Assists the teacher in the preparation and management of classroom activities.
Computer Lab Aide	Schedules and coordinates the use of school computer lab(s). Assists users in an instructional setting by providing user support to students during computer-based instruction.
Library Aide	Assists the campus librarian with the operation of a campus library. Maintains and records the availability and use of library materials. Performs routine clerical tasks as directed.
Special Education Aide - Self-Contained	Assists with the physical and instructional needs of students in a self-contained setting including physical needs, personal care, life skills, behavior management, and instructional programs. Intervenes in crisis situations using a variety of behavior modification techniques up to and including physical restraint. Works under immediate direction of a certified teacher.
Special Education Aide - General/Resource	Assists with the physical and instructional needs of individual students with disabilities inside the classroom. Conducts instructional exercises and provides support to students in various areas assigned by the teacher. Works under immediate direction of a certified teacher.
Licensed Vocational Nurse (LVN)	Holds a valid Texas license and delivers health care services. May function under the direction of or in place of a registered nurse. License is granted by the State Board of Vocational Nurse Examiners.
Deaf-Education Interpreter (Basic Certification)	Provides interpretation and other support services for hearing-impaired students, their peers, teachers, and other personnel. Requires Basic level certification (Level I).

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Parent Liaison (Paraprofessional)	Provides assistance to parents and family members of students. Schedules and coordinates informational and educational meetings for the community. Assists parents in understanding district policies and procedures. May perform home visits as needed.
Professional Support	
School Counselor - High School	Works as a certified school counselor on a high school campus. Administers a comprehensive guidance counseling program addressing students' academic, career, personal and social needs and abilities. Requires a master's degree and valid Texas counseling certificate.
School Counselor - Middle School	Works as a certified school counselor on a middle school campus. Administers a comprehensive guidance counseling program addressing students' academic, career, personal and social needs and abilities. Requires a master's degree and valid Texas counseling certificate.
School Counselor - Elementary School	Works as a certified school counselor on an elementary or intermediate campus. Administers a comprehensive guidance counseling program addressing students' academic, career, personal and social needs and abilities. Requires a master's degree and valid Texas counseling certificate.
Diagnostician	Works as a certified diagnostician. Assesses the educational and program needs of students referred to special education services. Works with instructional staff to develop, provide and monitor appropriate programs for special education students.
Librarian	Works as a librarian on a district campus or campuses. Maintains a valid school librarian certificate granted by the State Board for Educator Certification. May supervise library aides or media clerks at the assigned campus(es). Requires a master's degree.
Nurse (RN)	Works as a registered nurse on a district campus or campuses. May supervise licensed vocational nurses or nurse aides. Maintains a valid registered nurse license by the Texas Board of Nursing or other recognized licensing body.
Speech-Language Pathologist	Plans and provides direct therapy to students with speech, voice, or language disorders. Assesses students and provides therapeutic intervention to eliminate or reduce speech/language problems or impairments. May oversee speech-language pathology assistants. Licensed by the State Board of Examiners for Speech–Language Pathology and Audiology (SBESLPA).
Speech-Language Pathology Assistant	Under the direction of a licensed speech-language pathologist, assists in planning and providing therapy to students with speech, voice, or language disorders. Participates in determining student progress and collaborates with speech-language pathologists and classroom teachers to plan and implement classroom-based activities to improve oral and written language skills of students. Licensed as a speech-language pathologist assistant by the State Board of Examiners for Speech–Language Pathology and Audiology (SBESLPA).
Licensed Specialist in School Psychology	Staff members who are a licensed specialist in school psychology and providing psychological and assessment services to students. License is granted by the Texas State Board of Examiners of Psychologists. (Do not report LSSP Interns.)
Occupational Therapist (Licensed)	Provides occupational therapy services to students with disabilities. Assesses students and provides direct and indirect therapeutic intervention to maximize physical or mental functioning. Requires a valid occupational therapist license granted by the Texas Board of Occupational Therapy Examiners.

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Physical Therapist (Licensed)	Licensed therapist who plans and provides direct therapy to students with physical disabilities. Assesses students and provides therapeutic intervention to eliminate or reduce gross motor skill problems or impairments.
Social Worker	Provides casework services to help students resolve personal, emotional, and social problems that interfere with their adjustment to school. Requires a valid license from the Texas State Board of Social Worker Examiners.
Behavior Specialist	Provides support and training for teachers, staff, and parents to develop and implement behavior intervention techniques for students with behavioral challenges. Works with special education staff to develop and implement an Individual Education Program (IEP). May require Board Certified Behavior Analyst (BCBA) or other certification.
Instructional Coach (Campus Level)	Supports classroom teachers through development of curricular or behavioral support materials, instructional coaching, and collaboration to optimize student performance. Assists with providing professional development for teachers and other district staff. Works directly with teachers and rarely provides direct instruction to students, except as needed to model instructional methods.
Maintenance	
Director of Maintenance	Oversees the district's maintenance operations including custodial services, preventive maintenance, and/or facility repair. Ensures the efficient operation of the district's physical plant. Supervises skilled trades workers and foremen. Develops or provides input into district maintenance budget. May report to the superintendent or other chief administrator.
Energy Manager	Monitors and analyzes energy use across the district. Develops plan to reduce energy and utility consumption. Promotes, implements, and coordinates the energy conservation program in the district. May be responsible for the district's recycling and hazardous waste programs.
Maintenance Foreman	Supervises employees who maintain, repair, and service district facilities. May be responsible for general areas of maintenance or a specific trades area such as plumbing, HVAC, or electrical. Estimates time and material costs for repair and maintenance projects and assigns appropriate personnel.
General Maintenance Worker	Unlicensed employee who performs general maintenance and repair of building structures and their mechanical, electrical, or sanitary systems. Work requires basic knowledge of several maintenance trades to perform all or some of the following tasks: repair building woodwork; replace electrical switches and fixtures; painting; repair or replace plumbing fixtures; and replace broken glass. May work under the direction of a licensed trades worker or maintenance foreman.
Groundskeeper	Duties include lawn mowing, athletic field maintenance, and landscape maintenance using a variety of hand-operated or self-propelled equipment.
Painter	Spends more than 50 percent of work time preparing and painting surfaces and has primary responsibility for related tasks. Applies, removes, mixes and matches paint. Removes old finishes and prepares surfaces for painting on district grounds.
Carpenter	Spends more than 50 percent of work time doing carpentry work and has primary responsibility for related tasks. Performs carpentry duties necessary to construct and maintain building woodwork and equipment.

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Electrician (Journeyman License)	Spends more than 50 percent of work time doing electrical work and has primary responsibility for related tasks. Installs, maintains, or repairs electrical equipment and systems. Locates, diagnoses, and repairs malfunctioning electrical systems or equipment. Maintains journey-level electrician licensure.
HVAC Mechanic (Licensed)	Spends more than 50 percent of work time in HVAC maintenance, installation and repair. Troubleshoots and repairs problems with heating and cooling systems. Conducts routine maintenance checks of HVAC systems. Maintains required licenses and certifications for heating, air conditioning and ventilation systems.
Plumber (Journeyman License)	Spends more than 50 percent of work time doing plumbing work and has primary responsibility for related tasks. Installs, maintains, and repairs water, wastewater, and sanitary systems in district facilities. Maintains journey-level plumber license.
Warehouse Supervisor	Coordinates receipt and distribution of materials purchased. Assists with or supervises the moving and distribution of supplies, equipment and materials. Ensures the security of materials and equipment stored in district warehouses. Supervises warehouse assistants.
Warehouse Assistant	Operates forklift; processes receipt and distribution of supplies, equipment and materials; and secures inventory.
Pest Control Specialist	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).
Custodial	
Custodian	Cleans a school or district building. Does not supervise other custodians.
High School Lead Custodian	Supervises custodians at a high school campus. Ensures facilities are cleaned to appropriate standards, necessary tools and supplies are available, and safe environment is maintained for students and staff. Oversees preparation of facilities for campus events. May perform routine custodial duties.
Elementary School Lead Custodian	Supervises custodians at an elementary school campus. Ensures facilities are cleaned to appropriate standards, necessary tools and supplies are available, and safe environment is maintained for students and staff. Oversees preparation of facilities for campus events. May perform routine custodial duties.
Custodial Supervisor	Directly supervises district custodial staff, including lead custodians. Inspects buildings for cleanliness, quality and safety. Responsible for custodial training, setting staff work assignments and maintaining supply inventory. May have hiring and disciplinary responsibilities. Reports to a director of maintenance or other administrator.
Transportation	
Director of Transportation	Manages and coordinates the operational activities of the district's student transportation service.
Transportation Supervisor	Oversees and coordinates the management of daily transportation operations, including field supervision of bus drivers, bus monitors, and other transportation staff. Administers the development and assignment of all bus routes, including special education, local bus routes, and extracurricular trips.

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Vehicle Mechanic	Repairs and maintains district vehicles including school buses, maintenance trucks and other vehicles. Diagnoses mechanical problems and performs repairs that may include disassembly or rebuilding engines. Reports to a foreman, supervisor, or transportation director. May work on other district motorized equipment.
Bus Driver	Drives a school bus transporting students every day. Requires a commercial driver's license with a student endorsement (CDL-S). Report district employees only.
Bus Monitor	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.
Transportation Dispatcher	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.
Child Nutrition	
Director of Child Nutrition	Manages and coordinates the entire child nutrition operation of the district. Plans and implements programs that meet regulatory and nutritional requirements for students. Supervises campus-level food service managers and supervisors. May be called director of food service.
District Child Nutrition Supervisor	Oversees and coordinates the management of daily child nutrition operations over multiple district campuses, including the daily supervision of campus cafeteria managers. Ensures and monitors the implementation of district nutritional programs, verifies accuracy of inventory, purchasing, and accounting records.
High School Cafeteria Manager	Operates a high school campus cafeteria. Supervises staff engaged in preparing and serving food. Ensures nutrition, health and safety guidelines are enforced. May maintain inventory records and place orders for food and supplies. Ensures cash and other forms of payment are collected and recorded. May oversee a satellite snack bar operating on the same campus.
Elementary School Cafeteria Manager	Operates an elementary campus cafeteria. Supervises staff engaged in preparing and serving food. Ensures nutrition, health and safety guidelines are enforced. May maintain inventory records and place orders for food and supplies. Ensures cash and other forms of payment are collected and recorded.
Cafeteria Worker	Responsible for food preparation, food-line setup, and various sanitation tasks. Works under supervision. May act as a cashier.
Safety/Security	
Chief of Police	Establishes and administers adequate security regulations and procedures to protect students, staff, and property. Supervises and oversees an adequately staffed, trained, and equipped force of certified police officers. Coordinates contacts with outside law enforcement agencies.
Police Officer/Certified Peace Officer	Enforces laws and district regulations established for the protection of people and property. To maintain order, the officer may be required to patrol district facilities or sites in a vehicle or on foot at any time of the day. Related duties, such as surveillance and investigation, may also be assigned. Requires TCOLE peace officer licensure.

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Security Guard	Enforces district regulations established for the protection of people and property. May be required to secure or patrol district facilities (schools, buildings, warehouse, etc.) or sites (fields, parking lots, etc.) in a vehicle or on foot at any time of day.
Information Technology	
Network Administrator	Installs, maintains, and monitors the operations of the information network consisting of multiple data and file servers and associated work stations with a large number of users. Manages performance of network systems to ensure availability and security of network resources. Requires an understanding of operational and applications software and network operations gained through job training and experience. May require specialized network certification.
Database Administrator	Manages, monitors, and maintains district databases. Makes requested changes, updates and modifications to database structure and data. Ensures database integrity, stability, security, and system availability. Maintain database backup and recovery infrastructure. May require an associate's degree, professional database certification (such as Microsoft or Oracle), and 3 or more years of experience.
IT Coordinator/Manager	Responsible for all information systems and computer services of the district. Maintains and monitors servers, firewalls, voice and data networks and Web technologies. Orders equipment and manages the technology budget. May install hardware or software and perform help desk support and basic computer training. Utilizes vendor support or outside contractors to address complex technology issues or custom development. May require a bachelor's or associate's degree.
Systems Programmer/Analyst - Entry	Maintains and prepares detailed specifications of automated and manual programs and systems. Designs, specifies, codes, tests, maintains, and documents computer programs. Projects are limited in scope or guided by a senior programmer/analyst. Analyzes new systems functions. May require an associate's degree and 1–2 years of information technology experience.
Systems Programmer/Analyst - Senior	Interfaces with users to apply systems solutions to business problems through the design and programming of automated systems. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents programs. Able to work in all phases of system analysis and programming activities. May serve in a lead role on software development or modification projects. May require a bachelor's degree and 5–7 years of experience.
Web Administrator	Responsible for the district's Internet and/or intranet functions. Supervises development efforts including firewall, intranets, domain name services, content, design and production, site maintenance, and updating. Acts as a liaison between the site and users. Position requires specialized knowledge of Web technologies, HTML, graphic design and layout, and computer file management.
PEIMS Manager	Manages and directs all PEIMS data collection and input in the district. Responsible for training and supervision of district and campus personnel involved in PEIMS and attendance data services. Plans for future development and enhancements regarding student data.
District PEIMS Specialist	Specializes in the data collection and input for districtwide PEIMS. Researches and corrects data reported by PEIMS edits. Serves as resource and point of contact for campus-based PEIMS data clerks. Ensures PEIMS data is correct and submitted to TEA according to prescribed state deadlines.

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Computer Technician	Responsible for providing on-site preventive maintenance, testing, and repair of computer hardware and equipment using manuals or directions from a technical supervisor or specialist. Troubleshoots routine problems and installs and configures personal computers, printers and other peripherals. Not a supervisory position. Typically requires 1–2 years of related experience.
Telecommunications Technician	Performs tasks and activities related to the operation, installation, and/or maintenance of telecommunications voice and data networks. Handles routine to moderately complex network problems. May require an associate's degree in electronics or related field and 1–2 years of related experience.
Help Desk Technician	Provides remote assistance to users in resolving problems through diagnosis and discussion of the particular problem. Will isolate, problem solve and follow up with users to resolve information technology problems of moderate complexity, typically by phone. Refers complex problems to technical support. Not a supervisory position.
Network Technician	Monitors, troubleshoots, and repairs the district's information network system under general supervision. Monitors network performance and assesses performance within defined parameters. May serve as technical resource for network users. May require entry-level network certification and 1–2 years of related experience.

TASB Salary Survey Position Descriptions (enrollment of 10,000 students or more)

Area Superintendent	Provides leadership, development, coaching and supervision for campus principals. Responsible for district schools at the elementary, middle, or high school level. May be called assistant or associate superintendent, executive principal, executive director, or other title.
General Counsel	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.)
Director of Risk Management	Plans, directs, and coordinates safety and insurance programs of the district to control risks and losses. Analyzes and classifies risks and measures the financial effect of risks on the district. Requires a bachelor's degree in business or related field. May be called risk manager.
Director of Payroll	Directs all payroll activities in the district. Oversees subordinate staff engaged in daily payroll activities. Ensures that payroll is delivered in compliance with applicable state and federal laws and regulations. Reports to business director or chief financial officer. Requires a bachelor's degree in business, accounting or related field.
Director of Internal Audit	Oversees the district’s system of internal controls to ensure compliance with accounting standards, laws, regulations, and policies. Supervises staff that conduct audits of district standards and procedures and reports on findings following generally accepted auditing principles. Requires a bachelor's degree in accounting or business. Reports directly to the board of trustees or superintendent.
Director of Professional Development	Directs, plans, and evaluates the professional development program. Supervises all training and professional development opportunities available to staff, ensures staff development activities support district goals, and oversees tracking of professional development accrued by staff. May be called coordinator, executive director or other title.
Director of Student Services	Directs the operations of the student services department. Works with school personnel, students and parents to resolve attendance, transfer, discipline, residency, and other concerns. Analyzes student discipline data and develops campus discipline improvement plans. May be called coordinator, executive director or other title.
Construction Project Specialist	Coordinates and oversees all new construction and renovation projects in the district. Serves as liaison to architects and engineers to develop, review, and finalize project plans, drawings, schematics, and specifications. Ensures compliance with all planning and zoning requirements. Conducts project development and construction progress meetings.
Maintenance Supervisor	Supervises maintenance foremen to maintain, repair, and service district facilities. Directs, coordinates, and monitors maintenance activities for all district facilities. Inspects buildings, materials, and equipment to determine district needs with regard to emergencies, daily needs, and long-range planning. Reports to the director of maintenance.

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Police Lieutenant	Coordinates daily operations of department to provide adequate security regulations and procedures to protect students, staff, and property. Supervises and oversees district sergeants and other first line supervisors as assigned. May assist the police chief in the development and implementation of department procedures. Reports to chief of police. Requires TCOLE peace officer licensure.
Police Sergeant	Directly supervises certified police officers. Responsible for advising, training, and disciplinary action. Under supervision conducts and coordinates investigations. Prepares reports and performs other tasks as assigned. Reports to chief of police or lieutenant. Requires TCOLE peace officer licensure.
Crossing Guard	Assists children and other community members to safely cross the street at assigned intersections during designated hours. Ensures a smooth and expedient flow of both vehicular and foot traffic. Works under minimal supervision.