

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

CAREER & TECHNICAL, ADULT & COMMUNITY EDUCATION PART-TIME CLASSIFIED SALARY SCHEDULES 2009-2010 SCHOOL YEAR

SECRETARIES

STEP	PT-S1 PER HOUR	PT-S2 PER HOUR	PT-S3 PER HOUR
1	10.39	11.17	12.55
2	10.98	11.59	13.60
3	11.57	12.18	14.33
4	12.18	12.80	14.78
5	12.79	13.54	15.38
6	13.52	14.30	16.13
7	13.97	14.59	16.58
8	14.27	14.75	16.89
9	14.43	15.04	17.17
10	14.70	15.32	17.49
11	15.02	15.60	17.60

REQUIRED QUALIFICATIONS:

Group PT-S1 School clerk; those performing functions as registrar, attendance, receptionist, data processing, guidance, switchboard operator, office manager, production clerk, secretary/bookkeeper assistant.

Group PT-S2 School Secretary, Bookkeeper, Secretary, Secretary/Bookkeeper

Group PT-S3 Executive Secretary, Principal's Secretary, Accountant

IMPLEMENTATION:

1. No more than one experience step shall be granted per fiscal year. Adjustments for step increases are made at the beginning of each fiscal year or as authorized by the School Board. Employees must complete over 450 clock hours in this position for a step increase. An accumulation of hours during two or more fiscal years may be added to achieve a full year of service. A year of service shall be defined as working in excess of 450 clock hours during a fiscal year.
2. Mandatory inservice shall be paid at a rate equal to 85% of Step 1 for each respective group (\$ 8.83 per hour for Group PT-S1, \$ 9.49 per hour for Group PT-S2, and \$ 10.66 per hour for Group PT-S3).