



San Elizario ISD
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MEMORANDUM

To: Members of the Board of Trustees
From: Gina Ramirez, Executive Director-Human Resources
Subject: Compensation Plan Position Title Revisions
Date: September 8, 2026

HISTORY: The District's Administrative Technical Compensation Plan has historically identified certain clerical and secretarial positions by campus level designation, including Elementary School (ES), Middle School (MS), and Primary School (PS). Over time, it has been determined that job responsibilities, qualifications, and compensation associated with these positions remain substantially the same regardless of campus assignment.

The selected position titles are recommended to be updated to the following:

2	
Caseworker-Special Education	168
Clerk-Attendance- ES	163
Clerk-Attendance-MS	163
Clerk-Attendance HS	167
Clerk-Campus Clerk	190
Clerk-Special Education Campus	190
3	
Clerk II-Attendance/PEIMS ES	184
Registrar- MS	184
Registrar-PS	184
4	
Clerk-Student Services	190
Registrar HS	190
Secretary-Campus- ES	184
Secretary-Campus-MS	184
Secretary-Campus-PS	184

RATIONALE: These revisions to titles are administrative in nature and are intended to standardize position titles across campuses while maintaining the same job duties, pay grade assignments, and compensation structure.

BUDGET IMPACT:

No salary adjustments or changes to employee responsibilities are associated with these title revisions.

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

A Proud Community of Champions – Soaring to Excellence!



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ADMINISTRATIVE RECOMMENDATION:

Administration recommends approval of the proposed title revisions to the Administrative Technical Pay Scale as reflected in the Districts 2026-2027 Compensation Plan.

For Approval? ☒ Yes ☐ No

If not, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☒ Attachment Included

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