

Secretaries and Clerks 2025-2026

Step	Lane I	Lane II	Lane III	Lane IV	Lane V	Lane VI
1	\$19.04	\$21.38	\$23.13	\$25.21	\$27.29	\$29.37
2	\$19.91	\$22.13	\$24.01	\$25.73	\$27.81	\$29.89
3	\$20.75	\$22.99	\$24.86	\$26.25	\$28.33	\$30.41
4	\$21.65	\$23.82	\$25.79	\$26.77	\$28.85	\$30.93
5	\$22.82	\$24.75	\$26.83	\$27.51	\$29.59	\$31.67
6	\$23.28	\$25.53	\$27.58	\$28.34	\$30.42	\$32.51
7	\$23.28	\$25.70	\$28.16	\$29.12	\$31.20	\$33.28
8	\$23.38	\$25.92	\$28.74	\$29.89	\$31.97	\$34.05
9	\$23.79	\$26.39	\$29.34	\$30.62	\$32.70	\$34.78
10	\$24.00	\$26.56	\$29.34	\$30.83	\$32.91	\$34.99
11	\$24.08	\$26.65	\$29.51	\$31.03	\$33.11	\$35.19
12	\$24.08	\$26.65	\$29.51	\$31.14	\$33.22	\$35.30
13	\$24.08	\$26.65	\$29.51	\$31.24	\$33.32	\$35.40
14	\$24.08	\$26.65	\$29.51	\$31.45	\$33.53	\$35.61
15	\$24.18	\$26.73	\$29.70	\$31.66	\$33.74	\$35.82
16	\$24.53	\$27.10	\$29.87	\$31.87	\$33.95	\$36.03
17	\$24.53	\$27.10	\$29.87	\$32.07	\$34.15	\$36.23
18	\$24.53	\$27.10	\$29.87	\$32.18	\$34.26	\$36.34
19	\$24.53	\$27.10	\$29.87	\$32.28	\$34.36	\$36.44
20	\$24.85	\$27.43	\$30.05	\$32.44	\$34.52	\$36.60
21	\$24.85	\$27.43	\$30.05	\$32.54	\$34.62	\$36.70
22	\$24.85	\$27.43	\$30.05	\$32.65	\$34.73	\$36.81
23	\$24.85	\$27.43	\$30.05	\$32.75	\$34.83	\$36.91
24	\$24.85	\$27.43	\$30.05	\$33.89	\$35.97	\$38.05
25	\$26.09	\$28.61	\$31.24	\$34.00	\$36.08	\$38.16
26	\$26.09	\$28.61	\$31.24	\$34.10	\$36.18	\$38.26
27	\$26.09	\$28.61	\$31.24	\$34.31	\$36.39	\$38.47
28	\$27.33	\$29.79	\$32.41	\$34.41	\$36.49	\$38.57
29	\$27.33	\$29.79	\$32.42	\$34.52	\$36.60	\$38.68
30	\$28.38	\$30.84	\$33.47	\$35.97	\$38.05	\$40.13

Job Title		Job Title	
Lane I	Athletic Director Secretary Attendance Secretary Asst. Principal Secretary Comprehensive Guidance Clerk		Elementary Office Aide Receptionist Registration Clerk-- Middle/Interm. Schools School Nurse Secretary (187 days)
Lane II	Middle School Principal Secretary District Receptionist DYCH Prin Sec/YIC/Registrar/Financial Intermediate Principal Secretary Elementary Secretary (213 days)		Middle School Financial Secretary Preschool/ Psych/Medicaid Secretary Registration Clerk-- High School Sunrise Adult Ed Sec/Receptionist/Financial Benefits Secretary
Lane III	ESP/Substitutes Secretary High School Principal Secretary		High School Financial Secretary
Lane IV	Director Secretary Asst. Payroll/Fixed Assets Secretary		Purchasing Secretary Personnel Secretary
Lane V	*Assistant Superintendent Secretary Payroll Secretary		Executive Director Secretary Accounts Payable Secretary
Lane VI	Superintendent Secretary		

Contract hours and days for School Secretarial Staffing		
Athletic Director Secretary	7.5 hours	192 days
Adult Ed Secretary - DYCH	7.5 hours	220 days
Attendance Secretary	7.5 hours	192 days
Comp. Guidance Clerk	7 Hours	190 Days
Middle/Interm	6 Hours	190 Days
Financial Secretary - High School	7.5 hours	220 days
Financial Secretary - Middle School/Interm. School	7.5 hours	220 days
Principal Secretary - Elementary	7.5 hours	213 days
Office Aide (See Below)	2-7 hours	180 days
Principal Secretary - High School & Middle School	7.5 hours	260 days
Principal Secretary/Financial - Intermediate School	7.5 hours	260 days
Receptionist	7.5 hours	192 days
Registration Clerk	7.5 hours	205 days
VP Secretary - BEHS ONLY	6.0 hours	205 days
900 plus students -- Add Registration Secretary		
900 plus students -- Add Attendance Secretary		
1200 plus students -- Add 6 hour Vice Principal Secretary		Jul-03
Benefits: 192 day employees: 10 days sick leave, 3 days personal leave		
200 day employees: 10 days sick leave, 3 days personal leave		
205 day employees: 10 days sick leave, 3 days personal leave		
220 day employees: 5 days vacation, 11 days sick leave, 1 day personal leave		
260 day employees: 12 days vacation, 12 days sick leave, 1 day personal leave		
Annual \$3000 stipend for BS or BA degree for lanes II, III, IV, V, and VI		May - 19
Annual \$3000 stipend for the BESD Foundation Secretary		May - 19
*In the event that the Assistant Superintendent Secretary is assigned to two Assistant Superintendents, the Secretary will be paid a stipend of \$4,000.		
Contract hours and days for Disrict Secretarial Staffing		
Benefits Secretary	7.5 hours	205 days
School Nurse Secretary	7.5 hours	187 days
Preschool /Medicaid/Psych Secretary	7.5 hours	192 days
Accounts Payable Clerk	7.5 hours	260 days
Assistant Payroll/Fixed Asset Secretary	7.5 hours	260 days
ESP Personnel/Substitutes Secretary	7.5 hours	260 days
District Receptionist	7.5 hours	260 days
Facilities Secretary	7.5 hours	260 days
Payroll Clerk	7.5 hours	260 days
Purchasing Clerk	7.5 hours	260 days
Director Secretary	7.5 hours	260 days
Executive Director Secretary	7.5 hours	260 days
Assistant Superintendent Secretary	7.5 hours	260 days
Superintendent Secretary	7.5 hours	260 days
Technology Secretary	7.5 hours	260 days