

California Montessori Project Pay Scale

Classified Administrative Assistant (max. 250 day work schedule) eff. 7-1-2013

| Yrs experience | HS diploma | HS + 15 units | HS + 30 units | HS + 45 units | HS + 60 units | HS + 75 units | HS + 90 units | HS + 105 units | HS + 120 units |
|----------------|------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|
| 1 | \$11.00 | \$11.25 | \$11.50 | \$11.75 | \$12.00 | \$12.25 | \$12.50 | \$12.75 | \$13.00 |
| 2 | \$11.25 | \$11.50 | \$11.75 | \$12.00 | \$12.25 | \$12.50 | \$12.75 | \$13.00 | \$13.25 |
| 3 | \$11.50 | \$11.75 | \$12.00 | \$12.25 | \$12.50 | \$12.75 | \$13.00 | \$13.25 | \$13.50 |
| 4 | \$11.75 | \$12.00 | \$12.25 | \$12.50 | \$12.75 | \$13.00 | \$13.25 | \$13.50 | \$13.75 |
| 5 | \$12.00 | \$12.25 | \$12.50 | \$12.75 | \$13.00 | \$13.25 | \$13.50 | \$13.75 | \$14.00 |
| 6 | \$12.25 | \$12.50 | \$12.75 | \$13.00 | \$13.25 | \$13.50 | \$13.75 | \$14.00 | \$14.25 |
| 7 | \$12.50 | \$12.75 | \$13.00 | \$13.25 | \$13.50 | \$13.75 | \$14.00 | \$14.25 | \$14.50 |
| 8 | \$12.75 | \$13.00 | \$13.25 | \$13.50 | \$13.75 | \$14.00 | \$14.25 | \$14.50 | \$14.75 |
| 9 | \$13.00 | \$13.25 | \$13.50 | \$13.75 | \$14.00 | \$14.25 | \$14.50 | \$14.75 | \$15.00 |
| 10 | \$13.25 | \$13.50 | \$13.75 | \$14.00 | \$14.25 | \$14.50 | \$14.75 | \$15.00 | \$15.25 |
| 11 | \$13.50 | \$13.75 | \$14.00 | \$14.25 | \$14.50 | \$14.75 | \$15.00 | \$15.25 | \$15.50 |
| 12 | \$13.75 | \$14.00 | \$14.25 | \$14.50 | \$14.75 | \$15.00 | \$15.25 | \$15.50 | \$15.75 |
| 13 | \$14.00 | \$14.25 | \$14.50 | \$14.75 | \$15.00 | \$15.25 | \$15.50 | \$15.75 | \$16.00 |
| 14 | \$14.25 | \$14.50 | \$14.75 | \$15.00 | \$15.25 | \$15.50 | \$15.75 | \$16.00 | \$16.25 |
| 15 | \$14.50 | \$14.75 | \$15.00 | \$15.25 | \$15.50 | \$15.75 | \$16.00 | \$16.25 | \$16.50 |
| 16 | \$14.75 | \$15.00 | \$15.25 | \$15.50 | \$15.75 | \$16.00 | \$16.25 | \$16.50 | \$16.75 |

Maximum 4 years creditable service for previous clerical or CMP TA experience (1 yr credit for 2 yrs experience)

Maximum 8 yrs creditable service for previous administrative, or public/private school experience (classroom lead teacher or office)

Work Experience allows for:

*Maximum 8 years of combined creditable service prior to CMP

*Credit granted only for full-time, full years of previous service.

Units of Study

* Montessori Certificates must be from an accredited program.

* Units contributing toward a Montessori Certification are not counted toward scale placement.

* All units must be from an accredited college/university

*All units based on semester units (quarter units conversion: 1 Quarter Unit = .67 Semester Unit)

| | |
|-------------------|-------------------------|
| Initial Mont Cert | \$0.25 |
| Montessori-3-6 | \$0.50 |
| Montessori- 6-9 | \$0.50 |
| Montessori- 6-12 | \$1.25 |
| Montessori- MS | \$1.00 |
| AA Degree | \$0.50 |
| BA/BS Degree | \$1.00 (excl AA degree) |
| CM Coordinator | \$1.00 |

List all qualifying employment and attach documentation (full years of full-time office and full-time lead teaching experiences only).

| Dates | # of years | Employer Name | Clerical-Admin-Clrm | Duties: Secretary, clerk, teacher, TA, etc. |
|-------|------------|---------------|--|---|
| | | | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| | | | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| | | | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |

List units of study with copies of transcripts for salary credit. (Do not include units toward Montessori certificate)

| Dates | # of units | School Name | Major | Notes |
|-------|------------|-------------|-------|-------|
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This survey & supporting documentation must be returned with Employment Packet to the Human Resources Dept. prior to issuance of employment agreement to receive payroll credit for work experience and educational study.

Print Name

Signature

Date

HR Admin Initials