



**SALARY SCHEDULE
 SCHOOL SECRETARY
 2023-2024**

<u>STEPS</u>	<u>HOURLY RATE</u>
1	\$16.00
2	16.56
3	17.14
4	17.74
5	18.36
6	19.00
7	19.67
8	20.36
9	21.07
10	21.81
11	22.57
12	23.36
13	24.18
14	25.02
15/16	25.90
17/18	26.81
19/20	27.74

3-1/2% increase between steps.

Salary based on 216 work days, 10 paid vacation days, and 10 paid holidays. 10 sick days per year and unused days carried forward from year to year. 7 days of sick leave may be used for personal necessity each year. 3 of the 7 days may be used for confidential days.

Medical/Dental/Vision/Life insurance package paid by district up to the cap of \$800.00 per month.

Starting step on the salary schedule to be determined by the Kirkwood School Board of Trustees based on qualifications and experience.

**APPROVED BY THE KIRKWOOD SCHOOL BOARD OF TRUSTEES ON: 4/24/23,
 Effective 7/1/23**

Signature of Clerk

(The USDA and the Kirkwood Elementary School District are equal opportunity providers and employers)