

ANACORTES SCHOOL DISTRICT #103

ANACORTES ADMINISTRATIVE ASSISTANCE

Hourly Rate of Pay

Salary Schedule

September 1, 2019- August 31, 2020

Years	Level -S1	Level -S2	Level -S3
1	\$22.31	\$22.76	\$23.21
2 - 3	\$23.00	\$23.45	\$23.92
4 - 5	\$23.68	\$24.15	\$24.63
6 - 7	\$24.40	\$24.89	\$25.38
8 - 9	\$25.11	\$25.61	\$26.12
10 - 11	\$25.87	\$26.39	\$26.91
12 - 13	\$26.64	\$27.17	\$27.72

The minimum days worked for Administrative Assistants will be as follows, inclusive of sick, bereavement, personal and emergency leave:

184 days – S1-Elementary/Secondary General Admin Assistants

200 days – S1-Elementary Office Manager Admin Assistants/ Secondary Other Department Admin (Food Services, Attendance, General admin assistant CSHS)

200 days – S2-Secondary Testing Coordinator /Counseling Admin Assistant

206 days – S2-Athletics/ASB Department Admin Assistant

210 days – S3-Secondary Registrars

210 days – S2-Middle School office manager administrative assistants

Additional paid days for holidays and longevity will be included in the employee's contract based on Article VIII and Article X.

260 days -S2-High School Office manager – inclusive of the items above and inclusive of vacation time (all benefits of a 12-month employee).