



Unified Experience-Based Step Pay Scale - Grade Assignments
SY 2019 2020

GRADE 28

Chief of Staff

GRADE 27

Chief Academic Officer	Chief Information Officer
Chief Communications and Community Engagement Officer	Chief Operations Officer for Division Services
Chief Financial Officer	Chief Schools Officer
Chief Human Resources Officer	

GRADE 26

Senior Executive Director Elementary Schools	Senior Executive Director Middle Schools
Senior Executive Director High Schools	

GRADE 25

Director Alternative Education	Executive Director Planning, Innovation and Accountability
Director Elementary Schools	Executive Director Secondary Teaching and Learning
Executive Director Elementary Teaching and Learning	Executive Director Student Support Services
Executive Director Facilities Services	Executive Director Transportation and Fleet Management Services
Executive Director Office of Programs for Exceptional Children	Principal HS

GRADE 24

Director Adult Learning Center	Director Professional Growth and Innovation
Director Benefits	Director Purchasing Services
Director Business Services	Director Student Leadership
Director Compliance and Special Education Service	Director Student Services
Director Employee Relations	Director Technical & Career Education
Director Employment Services	Director Technical & Career Education Center
Director Food Services	Director Technology
Director Instructional Technology	Director Title I Programs
Director K-12 and Gifted Programs	Head of School (Green Run Collegiate)
Director Maintenance Services	Principal MS

GRADE 23

Coordinator Information Services	Director Opportunity and Achievement
Coordinator Technical Services	Director Research, Evaluation and Assessment
Director Advanced Technology Center	Director Safe Schools
Director Custodial Services	Director Strategic Communications
Director Distribution Services	Director Testing
Director Family and Community Engagement	Director Transportation
Director Internal Audit	Principal ES

GRADE 22

Academic Dean	Coordinator Engineering/Technology
Administrative Coordinator	Coordinator English
Assistant Director Advanced Technology Center	Coordinator English Language Learners
Assistant Principal HS	Coordinator Entrepreneurship & Business Academy
Coordinator Academic Support Programs K-12	Coordinator Family and Consumer Sciences
Coordinator Accounting	Coordinator Fine Arts
Coordinator Adult Academic Programs	Coordinator Food Services
Coordinator Alternative Education	Coordinator Gifted Education
Coordinator Athletics	Coordinator Global Studies Academy
Coordinator Benefits	Coordinator Guidance
Coordinator Budget Development	Coordinator Health Academy
Coordinator Business & Information Technology	Coordinator Health Services
Coordinator Customer Support & Quality Assurance	Coordinator Health/Physical Educatio
Coordinator Distance Learning	Coordinator Instructional Media Service
Coordinator Educational Foundation	Coordinator Instructional Technology
Coordinator Elementary Curriculum	



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GRADE 22 (continue)

Coordinator International Baccalaureate	Coordinator Student Activities
Coordinator K-12 Programs and Grants	Coordinator Student Leadership
Coordinator Language Arts	Coordinator Social Work Services
Coordinator Legal Academy	Coordinator Student Conduct/Services
Coordinator Library Services	Coordinator TCE Administration and Marketing Program
Coordinator Math/Science Academy	Coordinator Technical and Career Education
Coordinator Mathematics	Coordinator Technical Applications
Coordinator Middle Years Program	Coordinator Technology Academy
Coordinator Military Connected & Academic Support Program	Coordinator Telecommunications
Coordinator Parent and Stakeholder Services	Coordinator Title I Programs
Coordinator Planetarium	Coordinator Visual and Performing Arts
Coordinator Policy and Constituent Services	Coordinator World Languages
Coordinator Professional Learning	Database Administrator
Coordinator Psychological Services	Dean of Students (HS)
Coordinator Public Relations	Educational Measurement and Assessment Specialist
Coordinator Recruitment and Retention	Neuropsychologist
Coordinator School/Community Partnerships	Specialist Employee Relations
Coordinator Science	Specialist Human Resources
Coordinator Social Studies	Specialist Program Evaluation
Coordinator Social Work Services	Specialist Research
Coordinator Special Education	Specialist Testing

GRADE 21

Assistant Director Environmental Resources	Information Security Manager
Assistant Director Maintenance Services	Mechanical Systems Engineer
Assistant Principal MS	Payroll Supervisor
Coordinator Purchasing	Project Manager - Information Services
Coordinator Security & Safe Schools	Risk Manager
Coordinator Transportation	Staff Architect
Dean of Students (MS)	Systems Engineer - Supervisor
Demographer/GIS Manager	

GRADE 20

Assistant Principal ES	Programmer Analyst - Senior
Contract Specialist	Project Manager - Construction
Educational Data Specialist	Project Manager - Safe Schools
Financial Management Specialist	Student Information Systems Specialist
Food Services Operations Supervisor	Sustainability Officer
Grants Manager	Systems Analyst
HR Information Systems Specialist	Transportation Systems Specialist

GRADE 19

Accountant - Principal	Occupational Therapist
Assistant Payroll Supervisor	Physical Therapist
Benefits Program Specialist	Positive Behavioral Interventions and Supports (PBIS) Specialist
Behavior Intervention Specialist	Procurement Specialist II
Coordinator Distribution Services	Psychologist
Coordinator Maintenance	School Social Worker
Coordinator Mechanical Systems	School-to-Work Transition Supervisor
Coordinator Special Projects	Specialist, Professional Learning
Energy Manager	Student Activities Coordinator (HS)
Fleet Manager	Supervisor Construction
Instructional Specialist	Systems Administrator
Internal Auditor	Systems Engineer



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GRADE 18

Audiologist	Programmer Analyst
Family Engagement Specialist	School Improvement Specialist (HS)
Foundation Transition Planner	School Counselor Department Chair
Human Resources Marketing Specialist	School Nurse
Occupational Safety and Health Specialist	Student Activities Coordinator (MS)
Hampton Roads Workforce Council Specialist	Transportation Area Supervisor
Positive Behavioral Interventions and Supports (PBIS) Coach	Webmaster

GRADE 17

Accountant - Sr. (<i>Title Only</i>)	Supervisor Carpentry
Budget Analyst	Supervisor Electrical
Construction Inspector, Senior	Supervisor Electronics
Geographic Information Systems (GIS) Analyst	Supervisor HVAC
Interpreter Specialist	Supervisor Maintenance
Network Administrator	Supervisor Night Crew
Procurement Specialist I	Supervisor Plumbing
School Improvement Specialist (MS)	Technical Services Support Supervisor
Student Support Specialist	

GRADE 16

Accounts Payable Systems Specialist	HVAC Specialist
Benefits Specialist II	Interpreter III (EIPA 3.5 - 3.9)
Boiler Specialist	Network Technician II
Construction Inspector	Nutritional/Training Coordinator
Data Operations Supervisor	Occupational Safety Specialist
District Chef	Procurement Systems Specialist
Educational Data Analyst	Supervising Cafeteria Manager
Executive Office Associate III	Technical Contract Manager
Fleet Supervisor	
Food Services Program Analyst	

GRADE 15

Assistant Accounts Payable Supervisor	HVAC Craftsman III
Boiler Craftsman III	Machinist Craftsman III
Building Manager	Occupational Health and Safety Technician
Custodial Supervisor	Occupational Therapy Assistant (COTA)
Distribution Center Supervisor	Physical Therapy Assistant (LPTA)
Electrical Craftsman III	Plumbing Craftsman III
Electronics Craftsman III	Secretary & Clerk to Board
Fleet Foreman	Special Project Support
Food Services Craftsman III	

GRADE 14

Accountant (<i>Title Only</i>)	Graphic Designer
Assistant Distribution Center Supervisor	Interpreter II (EIPA 3.0 - 3.4)
Benefits Specialist I	Network Technician I
Carpentry Craftsman III	Painter Craftsman III
Executive Office Associate II	School Business Assistant
General Maintenance Craftsman III	



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GRADE 13

Accounting Technician	HVAC Craftsman II
Boiler Craftsman II	Insurance Claims Analyst
Culinary Development Chef Assistant	Interpreter I (EIPA 2.5 - 2.9)
Customer Support Technician II	Machinist Craftsman II
Data Management Analyst	Plumbing Craftsman II
Electrical Craftsman II	Procurement Assistant III
Electronics Craftsman II	Testing Assistant
Executive Office Associate I	Warehouse Manager - School Plant
Fleet Technician III	Warehouse and Distribution Technician
Food Services Craftsman II	Workers Compensation Claims Analyst

GRADE 12

Accounts Payable Technician	Interpreter
Administrative Office Associate II	Inventory Technician
Benefits Assistant	Licensure Analyst
Bookkeeper - HS	Painter Craftsman II
Building Operations Supervisor	Payroll Assistant
Cafeteria Manager III	Research, Evaluation & Assessment (REA) Assistant
Carpentry Craftsman II	School Administrative Associate II (HS)
Fleet Technician II	Substitute Office Associate
General Maintenance Craftsman II	Technology Support Technician

GRADE 11

Administrative Office Associate I	Food Services Craftsman I
Assistant Warehouse Manager - School Plant	Human Resources Associate
Bookkeeper - MS	HVAC Craftsman I
Bus Driver Trainer	Library Cataloger
Cafeteria Manager II	Machinist Craftsman I
Communications Program Associate	Pest Control Technician
Customer Support Technician I	Plumbing Craftsman I
Data Processing Specialist	Procurement Assistant II
Electrical Craftsman I	School Administrative Associate I
Electronics Craftsman I	Teacher Production Center Technician
Employee Relations Associate	Web Page Design Technician
Financial Assistant	

GRADE 10

Cafeteria Manager I	General Maintenance Craftsman I
Carpentry Craftsman I	Painter Craftsman I
Clinic Assistant - LPN	School Rental Assistant
Fleet Technician I	Special Education Assistant - BD

GRADE 09

ALC General Assistant - BD	Library / Media Assistant - BD
Bus Driver	PE Assistant - BD
Bus Driver - Plan Bee	Pre-Kindergarten Assistant - BD
Clinic Assistant - EMT	Procurement Assistant I (<i>Title only</i>)
Custodian IV	Security Assistant - BD
Distance Learning Assistant - BD	Security Officer
Distribution Driver	Special Education Assistant - AD
Duplication Technician	Student Residency Verifier
General Assistant - BD	Title I Assistant - BD
ISS Coordinator	Transportation Dispatcher
Kindergarten Assistant - BD	



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GRADE 08

ALC General Assistant - AD	Kindergarten Assistant - AD
Assistant Cafeteria Manager	Library / Media Assistant - AD
Auxilliary Driver	Office Associate II
Auxilliary Driver - Plan Bee	PE Assistant - AD
Circulation Clerk	Pre-Kindergarten Assistant - AD
Clinic Assistant - CNA	School Office Associate II
Distance Learning Assistant - AD	School Office Associated II - Data Technician
Drivers Education Instructor	Security Assistant - AD
Fiscal Technician (<i>Title Only</i>)	Special Education Assistant - Parapro/48 hrs
General Assistant - AD	Title I Assistant - AD

GRADE 07

ALC General Assistant - Parapro/48 hrs	Library / Media Assistant - HD/Parapro/48 hrs
Cafeteria Manager in Training	PE Assistant - Parapro or 48 hrs
Baker/Cook	Pre-Kindergarten Assistant - Parapro or 48 hrs
Custodian III	Security Assistant - HQ
Distance Learning Assistant - Parapro/48 hrs	Special Education Assistant - HD
General Assistant - Parapro/48 hrs	Title I Assistant - HQ
Kindergarten Assistant - Parapro/48 hrs	Warehouse Technician

GRADE 06

ALC General Assistant - HD	PE Assistant - HD
Distance Learning Assistant - HD	Pre-Kindergarten Assistant - HD
General Assistant - HD	Security Assistant - HD
Kindergarten Assistant - HD	

GRADE 05

Bus Assistant	Cafeteria Assistant
Bus Assistant - Plan Bee	Custodian II

GRADE 04

Custodian I	Fleet Shop Helper
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