

The annual salary tables below are based on 7.5 hours per day inclusive of 1/2 hour lunch, 261 days per year. Employees who work less than this will have their annual salary reduced accordingly.

CHRISTINA SCHOOL DISTRICT  
Secretarial/Clerical Salary Schedule

FY 2023-2024

Secretary			
Step	State	Local	Total
1	20,395	11,947	32,342
2	20,999	12,402	33,401
3	21,598	12,855	34,453
4	22,203	13,308	35,511
5	22,766	13,763	36,529
6	23,301	14,212	37,513
7	23,832	14,671	38,503
8	24,364	15,120	39,484
9	24,898	15,574	40,472
10	25,431	16,029	41,460
11	25,963	16,483	42,446
12	26,560	16,939	43,499
13	27,160	17,389	44,549
14	27,763	17,845	45,608
15	28,363	18,300	46,663
16	28,965	18,755	47,720
17	29,567	19,204	48,771
18	30,170	20,014	50,184
19	30,770	20,014	50,784
20	31,372	20,014	51,386
21	31,971	21,014	52,985
22	32,586	21,014	53,600
23	33,218	21,014	54,232
24	33,864	21,014	54,878
25	34,524	21,014	55,538

Secretary II			
Step	State	Local	Total
1	22,045	12,289	34,334
2	22,647	13,417	36,064
3	23,202	13,927	37,129
4	23,756	14,436	38,192
5	24,310	14,951	39,261
6	24,865	15,461	40,326
7	25,419	15,969	41,388
8	25,971	16,483	42,454
9	26,593	16,995	43,588
10	27,219	17,508	44,727
11	27,844	18,021	45,865
12	28,469	18,532	47,001
13	29,094	19,038	48,132
14	29,721	19,553	49,274
15	30,347	20,063	50,410
16	30,974	20,576	51,550
17	31,597	21,086	52,683
18	32,224	21,998	54,222
19	32,848	21,998	54,846
20	33,475	21,998	55,473
21	34,099	22,998	57,097
22	34,739	22,998	57,737
23	35,394	22,998	58,392
24	36,063	22,998	59,061
25	36,743	22,998	59,741

Senior Secretary			
Step	State	Local	Total
1	22,940	12,975	35,915
2	23,495	14,177	37,672
3	24,055	14,729	38,784
4	24,611	15,289	39,900
5	25,167	15,839	41,006
6	25,725	16,393	42,118
7	26,314	16,945	43,259
8	26,945	17,502	44,447
9	27,573	18,057	45,630
10	28,201	18,610	46,811
11	28,829	19,160	47,989
12	29,456	19,717	49,173
13	30,085	20,270	50,355
14	30,715	20,823	51,538
15	31,341	21,375	52,716
16	31,970	21,933	53,903
17	32,600	22,491	55,091
18	33,229	23,473	56,702
19	33,857	23,473	57,330
20	34,483	23,473	57,956
21	35,112	24,473	59,585
22	35,754	24,473	60,227
23	36,411	24,473	60,884
24	37,081	24,473	61,554
25	37,767	24,473	62,240

Financial Secretary			
Step	State	Local	Total
1	23,435	13,614	37,049
2	23,995	14,887	38,882
3	24,554	15,478	40,032
4	25,113	16,071	41,184
5	25,674	16,666	42,340
6	26,260	17,258	43,518
7	26,892	17,852	44,744
8	27,524	18,444	45,968
9	28,155	19,035	47,190
10	28,786	19,629	48,415
11	29,421	20,217	49,638
12	30,052	20,813	50,865
13	30,682	21,407	52,089
14	31,315	22,000	53,315
15	31,949	22,587	54,536
16	32,577	23,187	55,764
17	33,208	23,775	56,983
18	33,842	24,832	58,674
19	34,471	24,832	59,303
20	35,107	24,832	59,939
21	35,738	25,832	61,570
22	36,384	25,832	62,216
23	37,042	25,832	62,874
24	37,714	25,832	63,546
25	38,401	25,832	64,233

Administrative Secretary			
Step	State	Local	Total
1	24,255	14,387	38,642
2	24,823	15,750	40,573
3	25,390	16,393	41,783
4	25,956	17,037	42,993
5	26,589	17,678	44,267
6	27,228	18,322	45,550
7	27,872	18,964	46,836
8	28,510	19,608	48,118
9	29,152	20,249	49,401
10	29,791	20,892	50,683
11	30,431	21,535	51,966
12	31,070	22,178	53,248
13	31,712	22,822	54,534
14	32,351	23,462	55,813
15	32,990	24,105	57,095
16	33,634	24,751	58,385
17	34,273	25,393	59,666
18	34,912	26,536	61,448
19	35,553	26,536	62,089
20	36,193	26,536	62,729
21	36,832	27,536	64,368
22	37,487	27,536	65,023
23	38,154	27,536	65,690
24	38,838	27,536	66,374
25	39,537	27,536	67,073

Executive Secretary			
Step	State	Local	Total
1	24,255	15,162	39,417
2	24,823	16,618	41,441
3	25,390	17,307	42,697
4	25,956	18,001	43,957
5	26,589	18,686	45,275
6	27,228	19,386	46,614
7	27,872	20,078	47,950
8	28,510	20,768	49,278
9	29,152	21,463	50,615
10	29,791	22,158	51,949
11	30,431	22,850	53,281
12	31,070	23,547	54,617
13	31,712	24,237	55,949
14	32,351	24,926	57,277
15	32,990	25,622	58,612
16	33,634	26,312	59,946
17	34,273	27,006	61,279
18	34,912	28,240	63,152
19	35,553	28,240	63,793
20	36,193	28,240	64,433
21	36,832	29,240	66,072
22	37,487	29,240	66,727
23	38,154	29,240	67,394
24	38,838	29,240	68,078
25	39,537	29,240	68,777

Bachelor's Degree: \$ 1,320  
 Certified Secretary: \$ 991  
 Senior Secretary Certification: \$ 662

**Longevity Pay:**  
 Beginning on Step 21 or the 21st year of credited experience \$1000 is included in the local pay rates above

# 2023-2024

## 12-Month Employee Calendar

July '23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Contracted Days 21

August '23						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Contracted Days 23

September '23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Contracted Days 21

October '23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Contracted Days 22

November '23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Contracted Days 22

December '23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Contracted Days 21

January '24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Contracted Days 23

February '24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Contracted Days 21

March '24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Contracted Days 21

April '24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Contracted Days 22

May '24						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Contracted Days 23

June '24						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Contracted Days 20

Holidays

Total Contracted Days 260