



## **NEW SCHOOL SECRETARY COMPENSATION 2025-2026**

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### **Congratulations and Welcome to the Cleveland Metropolitan School District!**

Per the Agreement between the Cleveland Municipal School District and the Service Employees International Union District 1199, you will be placed on the 2025-2026 salary schedule for School Secretaries. The minimum salary on this salary schedule for a full-time, ten (10)-month non-extended School Secretary is \$29,910.84. You will be paid on a biweekly basis. Therefore, your biweekly gross pay will be calculated by dividing your salary by 26 equal paychecks. Any ten-month salaried employee who is appointed into their position after the usual first day of work for the position is considered a late-start employee and will not receive paychecks throughout the entire summer. Late-start employees are audited by the Payroll Division staff during April and May. Affected employees will receive an audit which will identify the date and exact amount of their final paycheck.

The partial salary schedule below is used when determining new school secretary salaries. Please note that no salary credit is given for outside experience.

<b>School Year</b>	<b>Annual Salary for 220 Day * Non-Extended School Secretary</b>
2025-2026	\$29,910.84

\*Contract days are specified in a Memorandum of Understanding between the District and District 1199.

\*Contract days for secretaries at non-extended schools are 220, and contract days for secretaries at extended schools are 230. Contract days for 12-month employees are 260.

We wish you success as you begin a rewarding career in our District.