

2009 COSA Salary Survey
Quick Analysis

Participants	66	
Salaried	39	59%
Hourly	27	41%
Average Years	8	

Breakdown of Length of Contract

260 days	19	29%
261 days	6	9%
253 days	1	2%
250 days	3	5%
245 days	1	2%
241 days	2	3%
240 days	2	3%
235 days	1	2%
230 days	2	3%
220 days	1	2%
208 days	1	2%
12 months	21	32%
School year	1	2%
June-July	1	2%
July 1 - July 1	1	2%
11 mo Aug - Jun	1	2%
N/A	2	3%

Average Salary \$42,090.60
(61 participants)

Overtime	16 yes
Comp time	11 yes
Both OT & comp	2 yes
Stipend	6 yes

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Executive Secretary (to the Supt. And BOE)		x		11	260	\$16.50 - 22.50	Performance steps: \$1.25 (hourly) included in current annual salary). Also receive time and a half (overtime) for board meetings if I have worked over 40 hours that week. If I take a vacation day or personal day, board meeting pay is extra but at straight hourly rate (\$23.75). Approx. 22 meetings a year - not include Board meeting pay in the current salary below but it is approx. \$2,500 - 3,000 a year before taxes.	\$49,500.00	20 days per year (10+ years)	12	14	Employee paid premium. Have \$25.00 copays and 80/20 coverage	Employee paid premium	x				All employees can claim mileage if they have to attend a meeting or do something work related. We follow the IRS guidelines			
Administrative Assistant	x			14	240			\$50,000.00	17 days (20 days for 16+ year)	9		District pays 91% of premium (single plan) and 67% for families	x						4 paid personal days per year		
Executive Assistant to the Superintendent and BOE	x			9	260	\$56,365 - \$78,929	None	\$76,662.00	20 days with the option of selling up to 15 days per fiscal year	15	12	x	x	x	COSA Dues and summer retreat, BoardDocs users conference, NSBA, CASB		stipend of \$80.00 per month for mileage				
Administrative Assistant to Supt and Associate Supt		x		15	260	\$25.74	Trade time if I work over	\$53,544.00	20 days per year	16	14	Paid	Paid	Paid	None	None	30 cents per mile	None	None		
Director of Business Services/Business Manager	x			26	12 months	\$23,391	none	\$52,837.00	20 days	10 per year	5	Dependent coverage	Dependent coverage	x	ASBO, CASE					We will be experiencing a salary freeze this year with no raise for years.	
Executive Secretary		x		8	245	\$13.09		\$28,683.00	5 - 15 days per year (new employee receives 5, then with 6th year, 5 more and 11th year, 5 more)	any days left over 45 (out of 10 received at beginning of year)	8	x	x	x	\$500 in professional account for conferences, out of town meetings, etc.						
Executive Administrative Assistant		x		2.5	260	placement on salary schedule puts me at \$20.77 per hour	paid overtime for board meetings and executive sessions. Any work session that are scheduled outside of 40 hours per week are also paid out at time and a half. Mileage and per diem's paid out per policy when necessary	\$43,201.60	10	10	6	District paid	District paid		paid conferences (CASB and CASE)		40 per mile for conferences				
Business Manager	x			2	12 months	no base set no schedule for classifieds	receive an \$1,800.00 stipend to the be school board recording secretary.	\$34,367.00	10	12	7	full time employee only	full time employee only	full time employee only							
District Administrative Secretary	x			17		\$22,874 - 29,764		\$32,214.00	10	16	7	x	x	x				x		12 month employees receive \$345 per month to pay for medical, dental and vision insurances and annuities. 12 month employees also get the same days off as the students (Thansgiving Break - 2 days, Christmas Break - 8 days, and Spring Break - 4 days)	
Executive Secretary	x			5	241	\$28,035.00		\$40,035.00	20	12	8	full coverage	full coverage	x							
Administrative Assistant to the Superintendent	x			10	253	\$3,749.00 per month		\$44,988.00	2 weeks/year	12	12	x	x	x							
Executive Assistant to the Superintendent and Board Clerk		x		10	12 month employee	\$21.24	All board meetings are paid at an overtime rate (time and 1/2) This overtime rate is paid for typing up the formal minutes and updating BoardDocs, in addition to running the actual board meetin.	\$49,000 + varies	15 per year	12	9	paid in full for employee	paid in full for employee	1 1/2 times gross annual salary	Membership in COSA paid by district. Have been allowed to attend two conferences each year						

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Secretary to the Superintendent		x		previous 13 years, currently 3 years	260	\$22.73 per hour	Approximately \$3,000 per year in overtime	\$47,273.00	2 weeks per year	14 days per year	14 days per year	\$11,000 per year	x	x	COSA, NABSE - National Alliance of Black School Educators, NAACP					
Superintendent's Secretary and Secretary to the Board of Education	x			7	261	\$30,000 per year	No extra pay for owrking over the 7 1/2 hours per day that I'm scheduled to work	supplemental contract	20 per year	12 per year to 120	10	single premium					Mileage to deliver Board packets and to to workshops.			
Business Manager	x			7	12 months	\$35,822.00	time and half for extra duties that are over 40 hours/week	\$35,822.00	10 per year	10 days per year	6 days per year	\$495.57 paid, I pay \$481.45		100% paid for a \$20,000 policy			reimbursed dollar for dollar			
Business Manager	x			18	260			\$45,910.00	15 days per year	10/year, max of 90 days	10	employee only cost \$400 max per month, includes dental and life	x	\$20,000	CASE dues					Am not scheduled to work spring break, or Christmas break, in exchange for working all board meetings and work sessions. No overtime. Always work about 5 days over Christmas break anyway to do W-2's, etc.
Administrative Assistant	x			10	260	\$33,468.00	None	\$43,662.37	10 days/year	11 days/year	17 days/year									
Board of Education Secretary		x		2	261	\$22.42 - \$34.95	None	\$52,200.00	15	7 accrual (every 21.6 hours worked = 1 day)	10	100%	100%	x	COSA dues				vision	
Executive Secretary	x			2	12 months	\$13.75/hour	overtime must be approved by supervisor, which would be the superintendent for my position. Up to 4 hours allowed each month for comp time. Comp is time and a half.	\$28,600.00	5 days first year, then 10 days - 10+ years 15 days	5 days per year - 2 personal	12	good portion paid by district for employee	paid by employee	paid by employee	none		access to district vehicles, or 52 cents/mile reimbursement	available at employees expense		
District Secretary		x		3	12 months	\$10.23	none	\$25,470.22	10 per year	12 per year	10	x		x						
Administrative Assistant/Bookkeeper		x		2	260	\$15.65 per hour		\$32,552.00	10 days, after 3 years, 15 days	12 per year	4	x	x	x				\$105.18 per month		comp time for board meetings at time and a half
Executive Secretary to the Supt and BOE		x		0.75	12 months	\$2,407.00 - \$3,548.00/month	Normal work week is 37.00 hours; paid time and one-half for over 40.00. Summer ahours are 35.00 hours/week	\$37,884.00	10	13	15	single coverage provided	Optional	\$20,000 provided	COSA paid by district	not required	District vehicle used, if available, otherwise mileage paid			The District also provided single vision coverage.
Executive Assistant to Supt./BOE	x			14	241	\$32,487	Admin stipend \$3,249, longevity \$500	\$36,236.00	10	9	we only get paid for contract dyas, holidays aren't included	single health coverage	single coverage	\$20,000 policy	Membership into COSA		mileage is reimbursed for busienss travel at 25 mile	2 personal days per year		Since I am on a 241 day contract, I only work 2 days during Christmas and Spring break
Administration Office Support Secretary		x		less than one year		\$11.38	If I work over 40 hours in the week it is time and a half	\$23,676.00	6	accumulate s at the rate of 1.25 days per month	12 sick days per year, unused days accumulate	11	x	x	x	Paid membership fees and home activity pass	mileage to school board meetings.			
Secretary to the Supt and School Board	x			3	12 month	\$27,408 - \$40,143	Comp time for overtime	\$36,747.00	10	1 per month	10	single		\$10,000						
Business Manager/Superintendent Secretary	x			24	12 month	\$36,388		\$36,388.00	two weeks	7 up to 40	8 per school calendar	\$351.92 paid	\$31.57	\$3.40						
Executive Administrative Secretary to the Superintendent and Board of Education	x			3	12 month	\$43,219		\$43,219.00	20 days per year*	12 days per year	9	fully paid employee only	fully paid employee only	\$25,000	COSA		mileage reimbursement			*In addition to twentyn vacation days, receive one week for Thanksgiving, two weeks for Winter break, and one week for Spring break. Also, two personal necessity days in addition to twelve sick leave days

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Superintendent's Secretary		x			4 261 days	Entry on classified salary schedules at level 15 - extra salary for AA Degree and/or bilingual proficiency	time and a half comp time for performing Secretarial duties and attending meetings of Board of Education and Foundation	\$29,983.68	10 days/year; 15 days after 10 years	10 discretionary days/year	10	x	x	x			mileage reimbursement of .28 cents/mile for delivering BOE packets, attending meetings, other assigned errands			
Business Manager		x		8	12 months	\$15.00 per hour	none	\$31,200.00	10 days	8 days per year	7	first \$350 per month		\$15,000 policy						
Administrative Assistant to the Superintendent		x		13	260 day	Range is \$17.97 - 32.99 (max) hourly	time and one-half hourly for hours worked over 40 hours per week	\$61,797.00	15 days per year; granted 1.25 days p/m; can accumulate for payout at retirement	12 leave days a yr (sick & emer) can accumulate to 60 days	14	yes, district pays majority	employee pays	\$25,000 while working - not taken with you if you leave	pays annual COSA dues and workshop registration as needed	No	mileage for business meetings and/or district business errands	No	No	This position was changed from administrative to hourly employee following a Department of Labor audit in 2005
Business Manager	x			3	12 month	\$30,000	Translation services \$1,000 annual Secretary to board \$100 montly for board meeting	\$35,770.00	10 per year	1 per month	9	\$403.45/month	\$33.59/month	\$3.40/month			mileage paid for professional travel at IRS rate			
Secretary to the Superintendent and BOE		x		11	260 days	15.97 - 22.62 hour	comp time	\$43,405.00	15 per year	12 per year	14	65% paid for family	decline	\$20,000 paid by district		includes wellness check up - insurance	53 per mile paid when using my own vehicle on school business - otherwise I use a school vehicle when available			
Executive Administrative Assistant to the Superintendent	x			4	260 - 12 month		\$80.00 per board meeting - 12 meetings a year \$960	\$38,390.00	10 per year	12 per year	22	x		x	COSA membership - every other year CASB conf in Colo Springs					
Business Manager	x			5	12 months	\$30,000		\$50,000.00	10 per year	14	21	100%	100%	100%	CASE dues					
Administrative Assistant to the Superintendent and Board Secretary	x			8 months	12 month	\$27,800 to \$39,800	I am given Winter Break and Spring Break off for attending board meetings and any other overtime I do during the year	\$37,300.00	3 weeks after 5 years	10	6	stipend which covers me	stipend which covers me and part of family	1 year's annual salary			reimburse only when attending school-related conferences			
Bookkeeper	x			29 years	12 months	n/a	none	\$41,095.00	15 days	13 per year		single rate	single rate	\$2.09/month						
Administrative Assistant to the Superintendent	x		Part time, only supposed to be 2 days a week, but usually turns into 3. From now until end of year, is full-time (we are on a 4-day week)	1	school year	\$13.00 per hour									paid for professional classes (usually \$100 for a class)	mileage if I use my personal vehicle for work busienss				since a part time position, does not carry normal benefits
Business Manager/Board Secretary		x		1.5	260 days	\$16.50	overtime paid at time and half		10 days	6 days/year up to 30 cululative	13	\$403.45	N/A	\$4.35	CASBO \$315.00	N/A	N/A	N/A	None	
Business Manager	x			5	12 months	\$27,400	exempt of any overtime	\$33,400.00	15 days per year	12 per yr/cumm up to 60	N/A	dist contribut es 443.00 toward family plan	x	x					\$1,200 per year for board secretary duties	

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Administrative Assistant		x			3 260 days	\$26.44	Overtime was allowed but discontinued due to budget concerns	\$55,200.00	10 days	10 days and they can accumulate	10 days	employee portion paid - monthly contribution for family coverage	x	x	yes - COSA		yes, however all mileage reimbursements are no longer due to budget			
Administrative Assistant II		x		1.5	1 year	\$14.08	Double time		10 per year	14 per year	11 per year	x	x	x						
Administrative Assistant		x		22	260 days	\$20.26		\$42,140.00	10 hours per month accumulates	12	10	x		x						
Business Manager		x		9	260 days	\$20.86		\$42,140.00	10 hours per month accumulates	7	10			30,000						
Administrative Assistant to the Superintendent		x		1	June - July	\$12.50	Knowledge Bowl Coach and Overtime as needed		2 weeks plus 1 day a month			4 x					mileage		Christmas Bonus	
Administrative Assistant	x			10	260 days	\$47,500 - \$49,761	Additional \$5,000 as Secretary to the Board	\$54,025.00	15 days/yr	8 days/yr	13	100% of premium	100% of premium	\$40,000 term life	paid professional development & conferences, i.e. CASB annual convention		mileage reimbursement			
Bookkeeper	x			less than one year	12 months	\$22,000 - \$32,308	None	\$25,504.00	5 per year	10 per year	25 (includes Christmas & Spring Break)	x		x			Mileage reimbursed at .32 per mile			I would like to receive the results of this survey please. I'm not sure if Thanksgiving, Christmas, and Spring Break are considered paid holidays or not.
Business Manager	x			9	261 days	\$56,400		\$56,400.00	10 days plus school breaks	12	8	100% of employee	100% of employee	1X annual salary	CASE				Flex 125 plan 401(k) plan	
Administrative Assistant	x			25	260	\$25.85 - 35.76	I am paid overtime for Board of Education meetings unless I can comp out the time before the time period.	\$74,380.00	15 per year	10 hours per month	12	District pays all for employee	District pays all for employee	District pays all for employee	COSA dues and for retreat Pay to attend CASB Key People		mileage		vision insurance	
School Secretary		x	I am paid salary manner	3	hire date to hire date 7-1 to 7-1	\$17,000		\$18,500.00		6 per year		\$300 through school choice company					mileage			
Secretary to the Superintendent	x			4.75	261	\$28,500 - 42,500	Compensation time for hours worked over 40/hk	\$36,001.00	15 days after five years	Unlimited	10	Single coverage paid	Single coverage paid	District paid	COSA Dues		48/mile			
Secretary to the Superintendent and Board of Education		x	I am paid an hourly wage for a 40 hour week, with OT paid/accumulated at time and a half	1.5	261	\$22.16 per hour	I submit up to 10 hours per month for overtime pay (time and a half) as extra compensation for preparation and attendance at the monthly school board meeting. Other OT hours accumulate as comp time (again the equivalent of time and a half) and I have great flexibility to take this time off as convenient.	\$46,093 + approx. \$4,000 in OT	10 days per year	6 sick days per year + 4 personal days per year	13 days per year (entire week of Thanksgiving)	100% of premium paid for employee	100% of premium paid for employee	\$10,000 policy provided for employee	COSA membership dues; COSA retreat expenses; other registration fees for CASB events		Though I don't typically submit mileage reimbursement, if I were to attend at an event out of town, I would do so and would receive reimbursement at the standard rate.			
Administrative Assistant	x			5 1/2	12 months but only 230 days	as determined by superintendent I started at \$32,000	\$50 per board meeting	\$37,068.00	10 days yrs 1 - 9, then 15 days after 10 years	nine per year	10	x	x	x						

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Executive Assistant to the Superintendent and School Board		x	I am paid at an hourly rate (40 hrs. week) that was calculated for the year based upon the number of days we work a year (250) that is calculated annually and divided by 12, so we receive monthly paychecks that are the same	11	250 days	\$18.22/hr. Mid \$22.49, Max \$26.76	Overtime paid for Board meetings at one and a half times hourly wage	\$52,800.00 plus overtime for meetings	2 weeks, after 5 years, 3 weeks	1 per month	10 per year	yes, option to pay percentage for it	yes, option to pay for		COSA		mileage for actual miles travel to board meetings at schools			Professional growth plan, available every two years - need 80 hours of class time (or 8 quarter hours, 5 semester hours) use of your own time and money to pay for classes, will receive .50 increase in hourly wage
Administrative Assistant to the Superintendent		x		2	235	\$18.04 per hour	overtime for board meetings - 2 a month. This will be changing at the end of this school year.	\$33,915.00	10 days per year	12 days per year		employee only	employee only	double annual salary			mileage as required - reimbursement according to Federal rate			
HR Director/Exec Admin Assit/Board Secretary	x			2 years (15 total in education)	240	\$37,400	N/A	\$38,050.00	10 days per year											
Administrative Specialist (Secretary to the Supt. & to BOE)	x		My position is salaried, but I am paid hourly for overtime, not time and a half, just straight time figured on what my hourly rate would be if I were paid by the hour (i.e. 40 hour per week)	24th year, but 6th year with this district	12 month	\$41,500	No overtime, just straight time for Board meetings, etc.	\$41,500.00	15 per year	7 per year	all holidays that fall on work days	full coverage for employee only	coverage for employee only	no	Only COSA membership	covered by insurance	52 per mile			
Administrative Assistant to the Superintendent and School Board		x		6	260 days	\$26.39/hr	overtime is used as comp time - traded out	\$54,899.67	15/yr	12/yr up to 60 days	9/yr	get through husband	my on me		COSA/CASB		district car or mileage reimbursed. \$30 meal per diem per day, when applicable			
Administrative Secretary	x			four	eleven month (Aug - June)	\$28,500	comp time for over 40 hrs a week	\$30,280.35		11 per year	10 per year	employee only - paid	employee only - paid	\$25,000						

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Executive Secretary	x			14	250	\$27,825 - \$41,050	I am scheduled to work 37.5 hours per week and if I go over 40 hours then I am either paid overtime or get 1.5 comp time	\$38,175.00	18 days per year	12 per year	get major holidays but are not counted into the 250 work days	x	x	x	COSA	\$400 per year wellness coverage				5 days bereavement, sick leave bank, early retirement lump sum
District/Superintendent Secretary		x		8	250 days	\$12 - 17.50/hour	I receive comp time for overtime	\$35,102.00	10	14	2	100%	100%	\$25,000						
Executive Assistant to the Superintendent/Secretary to the Board of Education	x			5 years in the position, 24 years in the district	260 day	\$46,034 - 64,016	no overtime or stipends	\$55,798.00	20 days, after 10 years or service	7	10	a negotiated amount, covers employee only	Dental & vision available for employee to purchase	a district plan covers 1 1/2 times yearly salary	district covers my costs to attend the CASB convention, CASB elections workshop, and COSA Summer Retreat	No	I can, but have not submitted mileage reimbursement forms	no		Mesa County Valley School District has over 22,000 students. Many districts over 18,000 students have hired two people, one for the superintendent and one for the Board. My position incorporates the duties of both positions and I average approximately 45 - 50 hours per week. I supervise a full-time department secretary who assists me with a variety of clerical jobs; the work she does for me is part time - approximately .35 of an FTE.
Administrative Assistant of Superintendent and Board of Education	x		Salary exempt	7 years	230 days	\$43,798	exempt	\$48,604.00	no paid vacation	8 days per year	no paid holidays	District pays \$91.00								A new salary schedule was developed last year. This year we expect a freeze on steps and percentage increases across the district.
Business Manager	x			13	12 month	\$27,300	no	\$27,300.00		11		\$410		\$3.50						
Business Manager	x			13	220 days		comp time...but I also teach 4 hours and am the Technology coordinator for the district	\$41,000.00		60		x								but I also teach 4 hours and am the Technology coordinator for the district. My salary is based on a BA teaching degree with the number of years experience I have had teaching divided by 8 hours a day. I teach 4 hours and business manager for the other 4 extra hour stipend for technology (network support/coordinator)
Administrative Assistant	x			1 year 19 years for the district and 3.5 years as a school board member	12 months	\$29,303	none	\$42,803.00	4 weeks	14 general leave days	we do not work holidays, it is included in my salary	Anthem	Anthem	Anthem	None	no	mileage, meals	no	none	
Director of Business Services	x			26+	208	\$23,391		0 \$52,837.00	20 per year	10 per year	5	Emp + dep	Emp + dep	Emp	ASBO, CASE	n/a	yes		0	