

**BOTETOURT COUNTY PUBLIC SCHOOLS**  
**Position & Grade Assignment**  
**2021 – 2022**

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	<u>Months, Hours, Days Worked</u>	<u>Munis Title</u>	<u>Grade</u>
<b><u>Bus Driver</u></b>			
Bus Driver, Full Time: 5 Hours - then \$10.00 hour	10 month, 5 hours, 181 days	BUS DR 181/5	715
<b><u>Bus Aide</u></b>			
Bus Aide, Full Time: 4 Hours - then \$10.00 hour	10 months, 4 hours, 181 days	BUS AD 181/4	720
<b><u>Custodian</u></b>			
Custodian, Head (Elementary Schools)	12 months, 8 hours, 260 days	CUST HD E 260/8	610
Custodian, Head (CTE and Middle Schools)	12 months, 8 hours, 260 days	CUST HD M 260/8	611
Custodian, Head (High Schools)	12 months, 8 hours, 260 days	CUST HD H 260/8	612
Custodian, (School Board Office)	12 months, 8 hours, 260 days	CUST SBO 260/8	613
Custodian, Full Time	12 months, 8 hours, 260 days	CUST FT 260/8	620
Custodian, Full Time	10 months, 8 hours, 180 days	CUST FT 180/8	621
Custodian, Permanent, Part Time	10 months, 4 hours, 180 days	CUST PT 180/4	622
Custodian, Permanent, Part Time	10 months, 3 hours, 180 days	CUST PT 180/3	623
Courier, Full Time	12 months, 8 hours, 260 days	COUR FT 260/8	630
<b><u>School Nutrition</u></b>			
School Nutrition, Assistant	12 months, 8 hours, 260 days	SN ASST 260/8	312
School Nutrition, Field Manager	10 months, 8 hours, 182 days	SN FD MGR 182/8	313
School Nutrition, Manager (Elementary Schools)	10 months, 8 hours, 182 days	SN MGR E 182/8	320
School Nutrition, Manager (Middle Schools)	10 months, 8 hours, 182 days	SN MGE M 182/8	321
School Nutrition, Manager (High Schools)	10 months, 8 hours, 182 days	SN MGR H 182/8	322
School Nutrition, Asst. Manager	10 months, 7 hours, 182 days	SN AMGR 182/7	330
School Nutrition, Asst. Manager	10 months, 6 hours, 182 days	SN AMGR 182/6	331
School Nutrition, Worker, Part Time	10 months, 4 hours, 182 days	SN WKR PT 182/4	342
School Nutrition, Worker, Part Time	10 months, 3 hours, 182 days	SN WKR PT 182/3	343
School Nutrition, Worker, Part Time	10 months, 5 hours, 182 days	SN WKR PT 182/5	344
<b><u>Instructional Assistant</u></b>			
Instructional Assistant, Full Time	10 months, 7 hours, 182 days	IA FT 182/7	510
IA Café Aide, Worker, Part Time	10 months, 3 hours, 180 days	IA CAFÉ 180/3	511
IA Behavior Specialist, Full Time	10 months, 7 hours, 185 days	IA B/S 185/7	512
IA Pre School, Part Time	10 months, 4 hours, 182 days	IA PSCH PT 182/4	520
IA Librarian & School Assistant, Part Time	10 months, 3 hours, 180 days	IA L&S PT 180/3	521
IA Librarian Assistant, Full Time	10 months, 7 hours, 194 days	IA LIB 194/7	522
<b><u>Maintenance</u></b>			
Maintenance, Carpenter	12 months, 8 hours, 260 days	MAIN CARP 260/8	810
Maintenance, Foreman	12 months, 8 hours, 260 days	MAIN FMAN 260/8	811
Maintenance, Journeyman Building Maintenance License	12 months, 8 hours, 260 days	MAIN JBML 260/8	812
Maintenance, Journeyman Electrical or Plumbing License	12 months, 8 hours, 260 days	MAIN JEPL 260/8	813
Maintenance, Master License Electrical and Plumbing	12 months, 8 hours, 260 days	MAIN MLEP 260/8	814
Maintenance, Worker	12 months, 8 hours, 260 days	MAIN WKR 260/8	815
Maintenance, Assistant Worker	12 months, 8 hours, 260 days	MAIN AWKR 260/8	816

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<b><u>Mechanic</u></b>			
Mechanic	12 months, 8 hours, 260 days	MECH 260/8	820
Mechanic, Assistant	12 months, 8 hours, 260 days	MECH ASST 260/8	821
Mechanic, Assistant Chief	12 months, 8 hours, 260 days	MECH ACHF 260/8	822
Mechanic, Chief	12 months, 8 hours, 260 days	MECH CHF 260/8	823
Mechanic, Diesel License	12 months, 8 hours, 260 days	MECH DL 260/8	824
<b><u>Nurse</u></b>			
Nurse Coordinator	10 months, 7 hours, 185 days	NURSE COR 185/7	410
School Nurse	10 months, 7 hours, 185 days	NURSE 185/7	411
<b><u>Administration</u></b>			
Exec. Asst. to Superintendent	12 months, 8 hours, 260 days	EXASTSUPT 260/8	110
SB Admin: Payroll/Benefits	12 months, 8 hours, 260 days	SBAD PABE 260/8	112
SB Admin Asst: Accounts Payable	12 months, 8 hours, 260 days	SBAA AP 260/8	120
SB Admin Asst: Human Resources/Licensure/Payroll	12 months, 8 hours, 260 days	SBAA HLP 260/8	121
SB Admin Asst: Instruction	12 months, 8 hours, 260 days	SBAA INST 260/8	131
SB Admin Asst: Special Ed	12 months, 8 hours, 260 days	SBAA SPED 260/8	133
SB Assistant: Receptionist	12 months, 8 hours, 260 days	SBAS RECP 260/8	132
Clerical, School Counselor (Elementary, Secondary)	11 months, 7 1/2 hrs, 220 days	CLER SC 220/7.5	140
Clerical, School Counselor (Elementary, Secondary)	12 months, 8 hours, 260 days	CLER SC 260/8	144
Clerical, School Counselor (Elementary, Secondary)	11 months, 7 1/2 hrs, 214 days	CLER SC 214/7.5	145
Clerical, School (Elementary, Secondary, CTE)	11 months, 7 1/2 hrs, 214 days	CLER SH 214/7.5	143
Clerical, School (Elementary, Secondary, CTE)	12 months, 8 hours, 260 days	CLER SCH 260/8	142
OP Admin Assistant: Transportation	12 months, 8 hours, 260 days	OPAA TRAN 260/8	160
OP Assistant: Clerical	12 months, 8 hours, 260 days	OPAS CLER 260/8	161
Operations Manager	12 months, 8 hours, 260 days	OP MGR 260/8	165
Administration & Directors	12 months, 8 hours, 260 days	ADMINISTRATION	100
<b><u>Technology</u></b>			
Technology, Technician Level 1	12 months, 8 hours, 260 days	TECH L1 260/8	150
Technology, Technician Level 2	12 months, 8 hours, 260 days	TECH L2 260/8	151
Technology, Lead Technician	12 months, 8 hours, 260 days	TECH LEAD 260/8	152
Technology, Database Manager	12 months, 8 hours, 260 days	TECH DATA 260/8	153
Technology, Network Manager	12 months, 8 hours, 260 days	TECH NETW 260/8	154
Technology, Systems Analyst	12 months, 8 hours, 260 days	TECH SYSA 260/8	155
<b><u>TEACHER, MEDIA SPECIALIST, GUIDANCE COUNSELOR</u></b>			
Teacher, Media Specialist, School Counselor - 200 days	10 months, 7 hours, 200 days	TCH MS SC 200/7	200
Teacher, Media Specialist, School Counselor - 210 days	10 months, 7 hours, 210 days	TCH MS SC 210/7	210
Teacher, Athletic Trainer - 215 days	11 months, 7 hours, 215 days	TCH AT 215/7	215
Teacher, Media Specialist, School Counselor - 220 days	11 months, 7 hours, 220 days	TCH MS SC 220/7	220
School Psychologist - 220 days	11 months, 7 hours, 220 days	SCH PSYCH 220/7	280