

**BLACKFOOT SCHOOL DISTRICT NO. 55
SECRETARY SALARY SCHEDULE
2025-26**

STEP	Hourly Rate	HIGH SCHOOL		
		OFFICE 177 DAYS	PRINCIPAL 185 DAYS	DISTRICT Year-round 217 DAYS
1	\$16.47	\$ 23,875	\$ 24,985	\$30,022
2	\$16.97	\$ 24,600	\$ 25,743	\$30,933
3	\$17.48	\$ 25,340	\$ 26,517	\$31,863
4	\$18.00	\$ 26,093	\$ 27,306	\$32,810
5	\$18.53	\$ 26,862	\$ 28,110	\$33,776
6	\$19.10	\$ 27,688	\$ 28,975	\$34,815
7	\$19.67	\$ 28,514	\$ 29,839	\$35,854
8	\$20.27	\$ 29,384	\$ 30,750	\$36,948
9	\$20.87	\$ 30,254	\$ 31,660	\$38,042
10	\$21.49	\$ 31,153	\$ 32,600	\$39,172
11	\$22.14	\$ 32,095	\$ 33,586	\$40,357
12	\$22.80	\$ 33,052	\$ 34,588	\$41,560
13	\$23.48	\$ 34,037	\$ 35,619	\$42,799
14	\$24.20	\$ 35,081	\$ 36,711	\$44,112
15	\$24.92	\$ 36,125	\$ 37,804	\$45,424
16	\$25.67	\$ 37,212	\$ 38,941	\$46,791
17	\$26.44	\$ 38,328	\$ 40,109	\$48,195
18	\$27.23	\$ 39,473	\$ 41,308	\$49,635

Longevity Benefit: Employees must have been employed in the district for at least 15 consecutive years or a combined 20 years and meet the Rule of 85 (age and years of service), or be age 62 in the year they will retire. Employees must notify the district administration by **March 1** of their plan to retire at the end of the following year. The longevity benefit for a full-time secretary is \$6,711 on the Office scale, \$7,022 on the Secondary scale, and \$8,438 on the Year-round scale.

Sick Leave:	Work Schedule:
177 Day Work Schedule: 13 days	177 Day (Office) - 8.25 hrs/day (Mon-Thurs); 7 hrs/day (8 Fri) Average Hrs 8.19
185 Day Work Schedule: 14 days	185 Day (Secondary) - 8.25 hrs/day (Mon-Thurs); 7 hrs/day (8 Fri) Average Hrs 8.20
217 Day Work Schedule: 16 days	217 Day (Year-round) - 8.5 hrs/day (Mon-Thurs); 6 hrs/day (9 Fri) Average Hours 8.40

Personal Leave: (217 days) - 5 days
All others: (177 and 185 days) - 6 days

Vacation:
217 Day Work Schedule: 15 days

Bereavement Leave: Bereavement leave is granted to employees in the event of the death of an immediate family member. Prior to receiving days from the bereavement leave bank, the employee who is a member of the bereavement leave bank must first use two (2) days of sick leave and may then be granted an additional five (5) days from the bereavement leave bank. Employees who are not members of the bereavement leave bank may use five (5) days sick leave in the event of the death of an immediate family member. These days are per occurrence.

Benefits: Employee Health Insurance
Life Insurance