

**Passaic County Community College
TEMPORARY EMPLOYEE WAGE GUIDE**

This wage guide provides pay ranges for College-side and grant-funded temporary employees. It is to be used to set the hourly pay rate of an appointee, along with their level of skill, work experience, academic training, and the requirements of the position to be filled. New hires are to be appointed at the minimum of the pay range. Exceptions must be requested in writing to the AVP for Human Resources. Positions with a range starting at \$20 or more must be posted on the PCCC website for a minimum of 10 days. All new appointees are subject to a criminal background check.

OFFICE/LIBRARY WORKER	HOURLY PAY RANGE
Clerk	\$ 15.00 – 18.00
Registration Aide	15.00 – 18.00
Secretary	15.00 – 22.00
Technical Assistant	15.00 – 20.00
Librarian	20.00 – 25.00
Administrator	20.00 – 50.00

CHILD DEVELOPMENT CENTER WORKER	HOURLY PAY RANGE
Program Coordinator	\$ 25.00 – 30.00
Family Worker	15.00 – 25.00
Teacher	15.00 – 25.00
Instructional Aide	15.00 – 18.00
Teacher Assistant	15.00 – 18.00

PLANT FACILITIES / SECURITY WORKER	HOURLY PAY RANGE
Custodial Worker	\$ 15.00 – 18.00
Trades/Mechanical Services	15.00 – 25.00
Security Officer	15.00 – 20.00
Police	20.00 – 40.00

FOOD SERVICE WORKER	HOURLY PAY RANGE
Food Service Worker	\$ 15.00 – 18.00

INSTRUCTIONAL / STUDENT SERVICES	HOURLY PAY RANGE
Monitor	\$ 15.00 – 18.00
Tutor	15.00 – 20.00
Lab/Technical Assistant	15.00 – 20.00
Assistant Coach	15.00 – 20.00
Teacher/Instructor	15.00 – 50.00
Administrator	20.00 – 50.00

The Office of Human Resources reserves the right to create new titles and set the compensation of all appointees based on institutional and operational needs.

OFFICE / LIBRARY WORKER

Clerk: Office or library work of a routine nature performed under the supervision of a full-time employee. Duties consist of filing, preparing documents for mail or distribution, delivering documents, responding to inquiries, operating office equipment, data entry.

Registration Aide: Duties assigned in direct support of the student registration process.

Secretary: Office or library work in direct support of a department manager or chairperson. Duties consist of all of those in the clerk title, but include scheduling appointments, producing correspondence, or other duties of a more complex nature.

Technical Assistant: Duties of a complex nature, performed under the supervision of a department administrator or chairperson. An Associate's degree or appropriate technical skill required.

Librarian: Professional library duties are performed. Bachelor's degree required.

Administrator: Professional duties performed in support of an administrative function. Bachelor's degree required.

CHILD DEVELOPMENT WORKERS

Program Coordinator: Responsible for the management of program operations, staff, and classroom activities. Bachelor's degree required.

Family Worker: Responsible for the implementation of the center's family outreach program, including conducting home visits, monthly workshops, and administrative work. Family Development Credentials or MSW required.

Teacher: Responsible for the daily operations and management of the classrooms, including lesson planning, assessment, and implementation of activities. P-3 Certification required.

Instructional Aide: Responsible for assisting the teacher in implementing classroom activities, lesson planning, assessment and other duties as assigned. A CDA or Associate's degree required.

Teacher Assistant: Responsible for assisting the teacher and assistant in implementing classroom activities. College credits in early childhood education required.

PLANT FACILITIES / SECURITY WORKER

Facilities Custodial Worker: General building cleaning, grounds maintenance and building repairs performed.

Facilities Trades/Mechanical Services: College equipment, machinery and facilities repaired and maintained.

Security Officer: Public safety and security duties performed in support of college operation.

Police: Public safety and security duties performed when police experience needed.

FOOD SERVICE WORKER

Food Service Worker: Food service duties performed as chef, cook, food preparer, cashier and utility worker.

INSTRUCTIONAL / STUDENT SERVICES

Monitor: Work performed to monitor College facilities, events or activities.

Tutor: Tutoring services provided to students, clients, or participants in a classroom, clinical, lab, workshop, online, or field setting.

Lab/Technical Assistant: Work performed under the supervision of an administrator or faculty member in support of a student learning lab and/or in the performance of duties of a complex nature. An Associate's degree or appropriate experience and/or technical skill is required.

Assistant Coach: Coaching duties performed in support of the athletic program.

Teacher/Instructor: Teaching duties performed for students, clients, or participants in a classroom, clinical, lab, workshop, online, or field setting. Bachelor's degree required.

Administrator: Professional duties performed in support of an administrative, instructional, or student services function. A Bachelor's degree is required.