# Valid Job Code, Salary Grade and Steps for Teaching Service

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| **Teacher**  The following Job Codes are the only codes that apply for Teacher class employment on/after 6/10/2013 irrespective of the reason for the vacancy e.g.: Teacher Graduate Recruitment Program (in ROL as GRAD), General classroom position (in ROL as CLASS) or Teaching Scholarship (in ROL as SCH). ***Check and amend any data that defaults from ROL to reflect the correct job code if necessary***.  In most instances an employee will commence at Step 1 unless a commencement salary calculation for classroom teachers determines a higher commencing level or the equivalent level if previously employed in the same classification. | | |
| ***Job Information Tab, Job Code field*** | ***Salary Plan Tab, Grade field*** | ***Salary Plan Tab, Step field*** |
| CLASS1 – Classroom Teacher Range 1 | 008 (normal) or  808 (sabbatical) | Step 1 or as determined by commencement salary calculation |
| CLASS2 – Classroom Teacher Range 2 | 008 (normal or  808 (sabbatical) | Step as determined by commencement salary calculation |
| LEAD – Leading Teacher Range 3 | 008 (normal) or  808 (sabbatical) | Step 1 unless previous Higher Duties result in a higher commencement level. |
| PAR1-1 – Paraprofessional Lvl 1 Rge 1 | 081 (normal) | Step 1 or with qualification Step 2 |
| PAR1-2 – Paraprofessional Lvl 1 Rge 2 | 082 (normal) | Step 1 |
| PAR2-3 – Paraprofessional Lvl 2 Rge 3 | 083 (normal) | Step 1 |
| PAR2-4 – Paraprofessional Lvl 2 Rge 4 | 084 (normal) | Minimum of Range |
| **Education Support Employees**  The following Job Codes are the only codes that apply to ESC employees employed on/after 6/10/2013. ***Check and amend any data that defaults from ROL to reflect the correct classification if necessary***.  In most cases an employee will commence at step 1 unless a higher salary level applied when previously employed is to be matched. | | |
| ES1-1 – Ed Support Level 1-Range 1 | 501 (normal) or  581 (sabbatical) | Step 1 |
| ES1-2 – Ed Support Level 1-Range 2 | 502 (normal) or  582 (sabbatical) | Step 1 |
| ES1-3 – Ed Support Level 1-Range 3 | 503 (normal) or  583 (sabbatical) | Step 1 |
| ES1-4 –Ed Support Level 1-Range 4 | 504 (normal) or  584 (sabbatical) | Step 1 |
| ES1-5 – Ed Support Level 1-Range 5 | 505 (normal) or  585 (sabbatical) | Step 1 |
| ES2-6 – Ed Support Level 2-Range 6 | 506 (normal) or  586 (sabbatical) | Step 1 |
| Check all entries on completion to ensure the salary recorded is in accordance with the applicable salary rate. Adjust the Job Code, Grade and Step if necessary. [Salary Rates](http://www.education.vic.gov.au/hrweb/employcond/Pages/salaries.aspx) are available on HRWeb | | |
| **Principal Class**  All appointments, promotions or transfers that involve a principal class position are completed by Schools HR or Schools Recruitment. Contact [Schools HR Services or Schools Recruitment](http://www.education.vic.gov.au/hrweb/Pages/contactus.aspx) for further advice. | | |