

ARTICLE 9 - EXTRA DUTY ASSIGNMENTS

- 9.0 In the event a member is out on leave during the pay warrant for the assigned stipend, the responsibilities for the stipend were completed as verified by the site/department supervisor, and another individual is not receiving the stipend, the member shall receive the stipend.
- 9.1 Department Chair: The Department Chair provisions contained herein are made applicable to sites with grades 7-12 students within the District. Departments are defined as having at least seven periods in a subject area. Exceptions may occur at Alternative Sites.
- 9.1.1 Department Chair Selection:
- 9.1.1.1 A Department Chair must:
1. Be a full-time employee.
 2. Teach a minimum of three periods within the department at the school site.
 3. Must be a member with at least two (2) years of teaching experience in the subject matter area, unless no such member applies for the position.
 4. Have a major, minor, vocational credential or meet ESSA compliance in at least one of the subject areas in the department.
- 9.1.1.2 Criteria for selection of Department Chair shall include but not be limited to the following:
1. At least satisfactory performance as a classroom teacher based on past and present evaluations.
 2. Demonstrated leadership qualities.
 3. Knowledge of curriculum and assessment and analysis of data to modify and enhance instruction.
 4. Possess organizational skills (budget; conduct meetings; maintain inventory, records and reports).
 5. Ability to work collaboratively with district office support staff.
- 9.1.1.3 A Principal shall notify Members at the school site of any vacancy in a Department Chair position for the upcoming school year by March 15.

Any certificated staff member who is qualified to serve as a Department Chair may submit their name to the Principal by April 1.

9.1.1.4 By April 15, the Principal will select the Department Chair from the names that have been submitted after seeking input from the department staff and after determining that the applicant to be selected meets the qualifications set forth in this Article.

9.1.1.5 Department Chair duties shall begin in the fall of the following school year. The Department Chair must attend District subject area meetings and carry out duties as instructed by the site administrator.

9.1.1.6 A Department Chair's single term shall be for a period of two (2) years. A member can reapply and serve additional terms.

9.1.1.7 Termination of the Department Chair shall occur by:

1. Decision of the principal, or
2. Resignation or
3. Transfer/reassignment of department chair.
4. Expiration of the two (2) year term.

9.1.1.8 In the event of a vacancy during the school term, the Principal shall appoint a member to complete the school year as Department Chair.

9.2 Site Athletics Director: The provisions contained herein are made applicable to sites within the District.

9.2.1 Members shall have the opportunity to apply for Site Athletics Director.

9.2.2 A Principal shall notify Members at the school site yearly of an open Athletics Director position by March 15. Any certificated staff member who is qualified to serve as Athletics Director may submit their name to the Principal by April 1.

9.2.3 By April 15, the Principal will select the Athletics Director.

9.2.4 The Athletics Directors must:

1. Be a full time employee, and
2. Work at the school site.
3. Be willing to attend meetings that are scheduled by District.

9.2.5 Termination of the Athletics Director shall occur by:

1. Decision of the Principal, or

2. Resignation, or
3. Transfer/reassignment of Athletics Director.

9.2.6 A single term shall be for a period of one (1) year. A Member can reapply and serve additional terms.

9.3 Assistant to the Principal

9.3.1 A certificated staff member will be selected to be an Assistant to the Principal (“Assistant”) for Elementary School sites.

9.3.1.1 Prior to the selection, a job description will be developed for the position and made available to all staff members.

9.3.1.2. Any permanent certificated staff member interested in the position will submit their name to the Principal.

9.3.1.3. The Principal will select from those names submitted. The Principal will give major consideration to applicants who are pursuing or possess a valid administrative credential.

9.3.2 Assistant to the Principal shall only exist at schools that do not have Vice Principals.

9.3.3 Responsibilities

9.3.3.1. Duties of the Assistant to the Principal will be selected from the following responsibilities:

- a. Act as Principal designee.
- b. Assist with attendance problems.
- c. Act as backup to the Principal and assist with School Site Council activities.
- d. Assist with attendance accounting.
- e. Provide in-service and coordination of teachers’ meetings.
- f. Develop behavior management programs.
- g. Organize and manage school incentive programs.
- h. Assist with newsletters to parents.
- i. Inventory and order supplies and textbooks.
- j. Organize and manage special projects at the school.
- k. Assist with preschool activities.

- l. Manage and organize testing and survey materials.
- m. Develop schedules and time lines.
- n. Perform other responsibilities reasonably related to the position.

9.3.3.2 Prior to an applicant's accepting the position, the Principal will meet with him/her to delineate the particular duties and time required of the position at the individual school site. Any subsequent changes in duties and hours will be mutually agreed upon by the Principal and the Assistant to the Principal. A copy of the duties will be given to the Assistant.

9.3.3.3 The Assistant may be expected to work up to sixty (60) hours in a school year beyond the teacher workday.

9.3.3.4 Should the Principal be absent from the school site a half day or more, the Assistant may be released from classroom responsibilities and a substitute provided.

9.3.4 Stipend:

9.3.4.1 A stipend of \$1,900 will be paid to the Assistant to the Principal in two payments. (Effective 7/1/2017)

9.3.4.2 A school may have two Assistants to the Principal and one stipend shall be split between them.

9.3.5 Evaluation and Training

9.3.5.1 The Assistant to the Principal evaluation as a teacher will not be based upon performance in the position of Assistant to the Principal.

9.3.5.2 The District will, in a timely manner, develop a training program for assistants. The time required for such training may be release time.

9.4 Department Chair, Head Counselor & Assistant to the Principal:

9.4.1 The following stipends shall be paid in two payments. All stipends paid for extra curricular duties shall be paid in accordance with the new “Credible Compensation” Rules, which took effect on January 1, 2015, to the STRS DBS Program. (Effective 7/1/2017)

DEPARTMENT CHAIR, HEAD COUNSELOR & ASSISTANT TO THE PRINCIPAL	
Secondary Schools:	Per Year
7 to14 periods	\$1,100
15 to 39 periods	\$2,100
40 to 54 periods	\$2,600
55+ periods	\$3,100
Adult Education-refer to Article 21	
K-6, K-8 Charter and 7-8 Charter program:	
Assistant to the Principal	\$1,900
Westside Charter Teachers	\$1,600
Community Day School	\$2,500
Special Education Secondary:	
7 to14 periods	\$4,100
15 to 25 periods	\$5,100
26 to 39 periods	\$5,600
40 to 54 periods	\$6,100
55+ periods	\$6,600
Head Counselors	
Head Counselor 5-8, 6-8, 7-8 (up to 499 students @ school)	\$600
Head Counselor 5-8, 6-8, 7-8 (500+ students @ school)	\$1,100
High School grades 9-12 Head Counselor (3 FTE or more counselors)	\$3,100
High School grades 9-12 Head Counselor (2 FTE counselors)	\$2,100

9.5 School Activity Stipends

9.5.1 The following stipends shall be paid in two payments. All stipends paid for extracurricular duties shall be paid in accordance with the new “Credible Compensation” Rules, which took effect on January 1, 2015, to the STRS DBS Program. (Effective 7/1/2017)

Categories	Secondary Grades (7-12) Amount/Year	Elementary Grades (K-6) Amount/Year
Category 1		
High School Athletic Director (9-12) (2 prep periods allotted for duties)	\$4,999	NA
High School Athletic Director (increase for summer duties)	\$ 500	NA
Category 2		
Special Education RSP, O.I., SLP and SDC Classroom Teacher Case Management Stipend including Pre K Special Education Teachers (stipend prorated based on FTE). Stipend for those who provide instruction to students and have case management responsibilities.	\$3,000	\$3,000
High School AVID Coordinator (9-12)	\$1,638	NA
Debate Coach	\$1,638	NA
Speech Coach**	\$1,638	NA
Agriculture Teachers (2) (for summer duties)	\$5,100	NA
Drama Coach (One in Winter; One in Spring)**	\$1,638	\$1,115
Athletic Coach (TK-8 and Alternative Ed.)**	\$1,638	\$1,638
Career Technical Student Organization (CTSO) (Up to 3 per secondary site)	\$1,638	NA
JROTC Officer	\$1,638	NA
JROTC Color Guard	\$1,638	NA
JROTC Drill Team Unit	\$1,638	NA
Jazz Band (minimum 6 events)	\$1,638	NA
Jazz Choir (minimum 6 events)	\$1,638	NA
Pep Band (minimum 6 events)	\$1,638	NA
Band Director	\$1,638	NA
High School Newspaper (9-12)	\$1,638	NA
High School Yearbook (9-12)	\$1,638	NA
Workability / Transition Specialist	\$1,638	NA
Leadership Advisor (K-8)	\$1,638	\$1,638
Triforce Technology Integration Leaders (minimum 50 Hours)	\$1,638	\$1,638
Mock Trial/Moot Court** (9-12; including Alternative Ed)	\$1,638	NA

Categories	Secondary Grades (7-12) Amount/Year	Elementary Grades (K-6) Amount/Year
Charge Coordinator (9-12)**	\$1,638	NA
PBIS Team Member**	\$1,638	\$1,638
District Math Leaders**	\$1,638	\$1,638
BCLAD Teachers Assigned to DLI Classroom**	\$1,638	\$1,638
Category 3		
Academic Decathlon	\$1,115	NA
AVID Coordinator (7-8)	\$1,115	NA
Choir Director (minimum 3 events)	\$1,115	NA
Concert Band (minimum 3 events)	\$1,115	NA
Show Choir (minimum 3 events)	\$1,115	NA
Dance Team	\$1,115	\$1,115
District Music Festival	\$1,115	NA
Visual Arts – VAPA (minimum 3 events)	\$1,115	NA
GATE Specialist	\$1,115	\$1,115
Site Web Master	\$1,115	\$1,115
Yearbook	\$1,115	\$1,115
Special Olympics**	\$1,115	\$1,115
Class Advisor** (9-12 one per grade level)	\$1,115	NA
STEM-Lego-Robotics Competition Team**	\$1,115	\$1,115
E Sport**	\$1,115	NA
Instructional School Leadership Team (ISLT) (K8)	NA	\$1,115
Science Camp Chaperone-for overnight attendance as chaperone at 6 th grade Science Camp (per chaperone)	NA	\$225 per night
Category 4		
Safety Committee Member-3 per site	\$677	\$677
ASB Sanctioned Club Advisor-10 Middle Schools; 6 Elementary Schools**	\$677	\$677
Coordinator-Day of Code**	NA	\$677
Coordinator-History Day**	NA	\$677
STEM Fair Coordinator**	NA	\$677
Attendance Campaign Art Lead**	NA	\$677

School Activity Flex Stipends (1 of Each) to be used only for Category 2 or 3 stipends listed above		
Category 2	\$1,638	\$1,638
Category 3	\$1,115	\$1,115

9.6 High School Head Coaching Stipends (CIF and NCA sanctioned): All stipends paid for extra curricular duties shall be paid in accordance with the new “Credible Compensation” Rules, which took effect on January 1, 2015, to the STRS DBS Program. (Effective 7/1/2017)

COACHING STIPENDS								
Category 1	Football	Head Coach	JV/Freshman Head Coach if applicable OR Assistant 1	JV/Freshman Head Coach if applicable OR Assistant 2	Assistant 3	Assistant 4	Assistant 5	Assistant 6
	Basketball							
	Cheerleading (Head plus 2 Assistants)							
		\$3,999	\$3,384	\$2,707	\$2,369	\$2,030	\$1,692	\$1,030
Category 2	Wrestling	Head Coach	Assistant 1	Assistant 2	Assistant 3	Assistant 4		
	Track							
	Baseball							
	Softball							
	Volleyball							
	Swim							
	Soccer							
Water Polo	\$3,384	\$2,707	\$2,369	\$2,030	\$1,692			
Category 3	Golf	Head Coach	Assistant 1					
	Tennis							
	Cross Country							
Flex (One each)	Positions	Assistant 1	Assistant 2	Assistant 3	Assistant 4			
		\$2,369	\$1,692	\$1,354	\$1,030			

**All designated engagement stipends are funded through supplemental concentration and subject to continued funding.