

## Implementation Procedures

**EXTRA DUTY PROVISIONS  
APPENDIX 4.A**

Rev. 10/14

**Fixed Certificated Extra-Duty Positions:** The following guidelines reflect a strong desire on the part of the District and the Association to establish stipends that are equitable between individuals in different buildings doing comparable work:

1. **Certificate Required:** *Each fixed certificated extra duty position requires a teaching certificate and must be filled by a certificated EEA bargaining unit member.*
2. **Stipend Limitations:** In order to receive a fixed-position stipend, employee must meet the minimum requirements for that position as outlined on the attached documents. Employees exceeding those requirements do so of their own choice and do not qualify for additional pay. Fixed position stipends may not be increased by the building without a waiver signed by the District and EEA, and approved by the Board.
3. **Splitting Positions and Stipends:** A position and its corresponding stipend may be split between two or more EEA bargaining unit employees with approval of the building administrator.
4. **Unfilled Positions:** Fixed positions may be unfilled because a building chooses not to fund the activity or because no certificated staff member in the building wants to accept the position. If a building chooses not to fund a fixed position, the stipend for that position may be used to augment the extra duty discretionary amount allocated to that school. It may **not** be used for any other purpose. If a certificated staff member in the building cannot be found to accept a position and the building still wishes the position filled, the principal should contact Human Resources for assistance.

**Extra Duty Discretionary Funds:** The discretionary allocation is intended to provide for extracurricular activities which are not included on the fixed position list. The building staff should be involved in determining the use of the discretionary allocation. The process for this involvement should follow the guidelines for building budget decision making in the joint District/EEA document entitled *Parameters for Decision Making*, dated August 22, 1995 (Draft 5). If the building staff has decided to use the discretionary funds for services other than student activities, that should be noted on the form when it is submitted. The discretionary allocation may not be used for curriculum development work. Discretionary funds may be used to compensate certificated staff either by a stipend, which must be approved by the Board, or the already approved certificated hourly rates.

Extra duty positions funded from the discretionary amount must be offered annually to certificated staff first. If no certificated staff member in the building is willing to accept the discretionary position it may be offered to a classified staff member in the building for the remainder of the school year. Classified staff accepting discretionary positions should be informed they do not have rights to the positions in subsequent years. Classified staff who accept extracurricular activities funded by the discretionary funds must be paid \$9.32 per hour plus overtime, if eligible, for these duties; if they perform clerical work they must be paid their regular rate plus overtime, if eligible.

**Fixed Non Certificated Extra Duty Positions:** Chess Club Advisor, Freshman, Sophomore, Junior and Senior Class Advisors, Commencement Advisor, Honor Society Advisor, M.S. Yearbook Advisor, and Illuminati Advisor are extra duty positions which do not require a teaching certificate. Certificated and Fair Labor Standards Act (FLSA) overtime exempt classified staff will receive pay in the form of stipends for performing this work.

Overtime eligible classified staff performing this work must be paid \$9.32 per hour plus overtime, if eligible, for each hour worked. Any overtime generated by classified staff will come from the building budget.

Guidelines 2-4 under **Fixed Certificated Extra Duty Positions** also apply to fixed non-certificated positions.

**Review:** If you encounter any problems in implementing these provisions, please let Human Resources know so that your concerns can be addressed as soon as possible.

September 1, 2012

**CERTIFICATED EXTRA DUTY POSITIONS  
(Minimum Requirements - ELEMENTARY)**

*Rev. September 2012*

POSITION	ELEMENTARY
<p align="center"><b>Outdoor Education Advisor</b></p>	<p>In coordination with the site administrator, coordinate the outdoor education program including: selection of site, arrangement of curriculum (including preplanning and follow up), arrangement for food, selection and training of student counselors, transportation arrangements, ensure proper safety and supervision and submission and record keeping of all District/school required permissions and approvals.</p>
<p align="center"><b>Chorus Advisor</b> (8/08)</p>	<p>Supervise auditions and selections of the chorus. Coordinate, conduct, and supervise at least four performances scheduled outside the contracted work day of the employee, one of which may be a rehearsal, two of which must include choir. Additional performances may include combined programs involving one or more school (i.e. quad concerts) or performances of other school musical groups (i.e. grade level performances, marimba ensemble, etc.). At least one of the four performances must be done at the school from which the employee receives the stipend. Submit and keep record of all District and/or school required permissions and approvals, where applicable.</p>
<p align="center"><b>Band Advisor</b> (8-08)</p>	<p>Conduct and supervise at least three performances of the band, scheduled outside the contracted work day of the employee. At least two of the performances must be done at the school from which the employee receives the stipend. Additional performances may include combined programs involving one or more schools (Quad Concerts) and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.</p>
<p align="center"><b>Strings Advisor</b> (8/08)</p>	<p>Conduct and supervise at least three performances, scheduled outside the contracted work day of the employee, of the strings group. At least two of the performances must be done at the school from which the employee receives the stipend. Additional performances may include combined programs involving one or more schools (Quad Concerts) and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.</p>
<p align="center"><b>State Testing Coordinator</b></p>	<p>Work with District/Building Administration to coordinate and implement annual State testing for the school. Responsibilities include training proctors, receiving/coordinating/sorting/distributing and providing security for booklets, gathering necessary supplies for test, coordinating and implementing make-ups as necessary, coordinating facility/materials/proctors for students requiring additional testing time, coordinating/communicating/implementing the schedule for testing, documenting irregularities, repackaging booklets for return.</p>

## CERTIFICATED EXTRA DUTY POSITIONS

### (Minimum Requirements – K-8)

*Rev. September 2012*

POSITION	K-8
<b>Band Advisor (7-8)</b>	Coordinate, conduct and supervise performances, scheduled outside the contracted work day of the employee, for the following: at least two school concerts and at least three other events that could include athletic events, quad concerts, music festivals or other contests, tours, parades and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Band Advisor (Elem)</b> 8/08	Conduct and supervise at least three performances of the band, scheduled outside the contracted work day of the employee. At least two of the performances must be done at the school from which the employee receives the stipend. Additional performances may include combined programs involving one or more schools (Quad Concerts) and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Jazz Band Advisor (7-8)</b>	Coordinate, conduct and supervise performances, scheduled outside the contracted work day of the employee, for the following: at least two school concerts and at least two other events that could include quad concerts, music festivals or other contests, tours and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Choir Advisor (7-8)</b>	Coordinate, conduct and supervise performances, scheduled outside the contracted work day of the employee, for the following: at least two school concerts and at least three other events that could include quad concerts, music festivals or other contests, tours and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Jazz Choir Advisor (7-8)</b>	Coordinate, conduct and supervise performances, scheduled outside the contracted work day of the employee, for the following: at least two school concerts and at least two other events that could include quad concerts, music festivals or other contests, tours and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Chorus Advisor (Elem)</b> 8/08	Supervise auditions and selections of the chorus. Coordinate, conduct, and supervise at least four performances scheduled outside the contracted work day of the employee, one of which may be a rehearsal, two of which must include choir. Additional performances may include combined programs involving one or more school (i.e. quad concerts) or performances of other school musical groups (i.e. grade level performances, marimba ensemble, etc.). At least one of the four performances must be done at the school from which the employee receives the stipend. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Orchestra Advisor (7-8)</b>	Coordinate, conduct and supervise performances, scheduled outside the contracted work day of the employee, for the following: at least two school concerts and at least two other events that could include quad concerts, music festivals or other contests, tours and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Strings Advisor (Elem)</b> (8-08)	Conduct and supervise at least <b>THREE</b> performances, scheduled outside the contracted work day of the employee, of the strings group. At least two of the performances must be done at the school from which the employee receives the stipend. Additional performances may include combined programs involving one or more schools (Quad Concerts) and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Outdoor Education Advisor</b>	Supervise all arrangements for outdoor education including selection of site, arrangement for curriculum (including preplanning and follow-up), arrangement for food, student counselors, transportation and safety.
<b>State Testing Coordinator</b>	Work with District/Building Administration to coordinate and implement annual State testing for the school. Responsibilities include training proctors, receiving/coordinating/sorting/distributing and providing security for booklets, gathering necessary supplies for test, coordinating and implementing make-ups as necessary, coordinating facility/materials/proctors for students requiring additional testing time, coordinating/communicating/implementing the schedule for testing, documenting irregularities, repackaging booklets for return.

**CERTIFICATED EXTRA DUTY POSITIONS  
(Minimum Requirements - MIDDLE SCHOOL)**

*Rev. September 2014*

POSITION	MIDDLE SCHOOL
<b>Band Advisor</b>	Coordinate, conduct and supervise performances, scheduled outside the contracted work day of the employee, for the following: at least two school concerts and at least three other events that could include athletic events, quad concerts, music festivals or other contests, tours, parades and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Choir Advisor</b>	Coordinate, conduct and supervise performances, scheduled outside the contracted work day of the employee, for the following: at least two school concerts and at least three other events that could include quad concerts, music festivals or other contests, tours and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>ASB Advisor</b>	Work with administration to implement and coordinate the activity program for the school, including: school dances, spirit weeks, school assemblies, student recognition programs, development and monitoring of the ASB budget. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Newspaper Advisor</b>	Coordinate all duties necessary for the publication of the newspaper, including: A. Consultation with administration and mutual agreement upon number of issues to be published B. Supervision of photography of extracurricular activities C. Preparation of budget for newspaper D. Distribution of newspaper Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Orchestra Advisor (8/08)</b>	Coordinate, conduct and supervise performances, scheduled outside the contracted work day of the employee, for the following: at least two school concerts and at least three other events that could include quad concerts, music festivals or other contests, tours and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Culture Fair Advisor</b>	Work with building administration to coordinate, implement and supervise activities for the culture fair. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Jazz Band Advisor</b>	Coordinate, conduct and supervise performances, scheduled outside the contracted work day of the employee, for the following: at least two school concerts and at least two other events that could include quad concerts, music festivals or other contests, tours and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Jazz Choir Advisor</b>	Coordinate, conduct and supervise performances, scheduled outside the contracted work day of the employee, for the following: at least two school concerts and at least two other events that could include quad concerts, music festivals or other contests, tours and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>WEB Advisor</b>	Work with Activities Coordinator to implement the WEB program for the school, including: soliciting nominations for WEB Leaders; managing and reviewing applications and selecting WEB Leaders; organizing and conducting trainings for WEB Leaders; organizing and supervising new student orientation; organizing and/or monitoring at least five follow-up activities throughout the year. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>State Testing Coordinator</b>	Work with District/Building Administration to coordinate and implement annual State testing for the school. Responsibilities include training proctors, receiving/coordinating/sorting/distributing and providing security for booklets, gathering necessary supplies for test, coordinating and implementing make-ups as necessary, coordinating facility/materials/proctors for students requiring additional testing time, coordinating/communicating/implementing the schedule for testing, documenting irregularities, repackaging booklets for return.
<b>TSA (vocational)</b>	Provide leadership for students in TSA which includes following all guidelines of State and National charters, developing and executing an approved plan of work, conducting regular monthly meetings and participating in local, regional and State club leadership activities. Submit and keep record of all District and/or school required permissions and approvals, where applicable.

**CERTIFICATED EXTRA DUTY POSITIONS**  
**(Minimum Requirements - HIGH SCHOOL)**  
*Rev. September 2014*

POSITION	HIGH SCHOOL
<b>Activities Coordinator</b>	Work with administration to implement and coordinate the activity program for the school, including: school dances, homecoming and spirit weeks, school assemblies, student elections, student leadership conferences and activities, recognition programs, development and monitoring of the ASB budget, recruitment and selection of club and class advisors, monitor club and class activities, supervise and participate in Interhigh activities and selection and coordination of ASB related vendors. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Athletics Coordinator</b> (8/09)	Work with administration to implement and coordinate the athletics program for the school, including: <ul style="list-style-type: none"> <li>• Work with District AD to prepare meetings</li> <li>• Coordinate scholar-athlete paperwork</li> <li>• Supervise events</li> <li>• Attend ESD seasonal coach meetings</li> <li>• Facilitate seasonal parent/coach meeting</li> <li>• Meet with coaches</li> <li>• Observe practices</li> <li>• Document coach observations</li> <li>• Assist AP with evaluations</li> <li>• Accept and review eligibility paperwork</li> <li>• Coordinate in-building game staff</li> <li>• Interview potential coaches and game staff</li> <li>• Schedule and inspect practice/game facility</li> <li>• Coordinate and meet with full booster group</li> <li>• Coordinate fundraising requests/fundraisers</li> <li>• Complete/submit WIAA required paperwork</li> <li>• Coordinate admin supervision for events</li> <li>• Meet with parents and student athletes, as needed</li> <li>• Facilitate parent/coach meetings, as needed</li> <li>• Coordinate transportation requests</li> </ul>
<b>Band Advisor</b>	Coordinate, conduct and supervise performances for the following: all home varsity football games, a total of ten varsity basketball games (e.g. 5 boys and 5 girls), at least two building concerts, commencement and at least two other major events, scheduled outside the contracted work day of the employee, (which could include quad concerts, a tour, music festivals or other contests, a parade and/or other large community events). Submit and keep records of all District and/or school required permissions and approvals, where applicable.
<b>Band Advisor Support</b> (8-08)	This individual provides support to the Band Advisor by participating in select Pep Band, Marching Band and parade events. The individual will be hired and paid on an hourly basis as requested by the Band Advisor and approved by the Building Principal (or designee). Funding will be made available from the District Music Department's budget and may not exceed an annual expenditure of \$1,562 per year, per building.
<b>Musical Production Advisor</b>	Coordinate the production of a school-wide full musical, including: selection of the musical, auditions and selections of cast and crew members, work with ASB bookkeeper to develop and monitor the budget (PO's, ticket sales, etc), schedule and supervise rehearsals, coordinate production requirements, schedule/supervise performances and coordinate with other advisors, when applicable. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Drama Advisor</b>	Coordinate the production of two plays, including: selection of the play, auditions and selections of cast and crew members, work with ASB bookkeeper to develop and monitor the budget (PO's, ticket sales, etc), schedule/supervise rehearsals, coordinate production requirements and schedule/supervise performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.

<b>Choir Advisor</b>	Coordinate, conduct and supervise performances for the following: at least two school concerts, at least three other major events scheduled outside the contracted work day of the employee, which could include quad concerts, a tour, music festivals or other contests and/or other large community events. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Debate Advisor</b>	Coach students and supervise participation in at least FIVE interscholastic contests.
<b>Newspaper Advisor</b>	Coordinate and supervise all duties necessary for the publication of the newspaper, including: coordination of the layout and production of a minimum four newspapers, coordination of photography, work with ASB bookkeeper to develop and monitor a budget, solicitation of community based advertising and coordination of distribution. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Yearbook Advisor</b>	Coordinate and supervise all duties necessary for the publication of the yearbook, including: work with site administrator or designee to develop yearbook specs and selection of vendor (when applicable), work with yearbook staff and vendor rep to coordinate layout and production of the yearbook, coordinate photography, work with the ASB bookkeeper to develop and monitor a budget and assist in coordination of sales and distribution of the yearbook. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Jazz Band Advisor</b>	Coordinate, conduct and supervise performances for the following: at least two school concerts and at least three other major events, scheduled outside the contracted work day of the employee, which could include Quad Concerts, a tour, music festivals or other contests, a parade and/or other large community events. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Jazz Choir Advisor</b>	Coordinate, conduct and supervise performances for the following: at least two school concerts and at least three other major events, scheduled outside the contracted work day of the employee, which could include Quad Concerts, a tour, music festivals or other contests and/or other large community events. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Scott HI-Q Advisor</b>	Coordinate and supervise all duties necessary for participation in the Hi-Q league, including: selection of team members, coordination and supervision of practices, coordination of home contests to meet league guidelines, coordinate transportation for away contests and maintain inventory of supplies. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Orchestra Advisor</b>	Coordinate, conduct and supervise performances for the following: at least two school concerts and at least three other major events, scheduled outside the contracted work day of the employee, which could include Quad Concerts, a tour, music festivals or other contests and/or other large community events. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>H.S. Chess Club Advisor (non certificated position)</b>	Coordinate and supervise all duties necessary for participation in the chess league, including: selection of team members, coordination and supervision of practices, coordination of home contests to meet league guidelines, coordinate transportation for away contests and maintain inventory of supplies. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Senior Class Advisor (non certificated position)</b>	Work with administration or designee and class officers to coordinate and supervise class activities, including: regular class officer meetings, class meetings, participation in homecoming activities, fundraising activities, work with ASB bookkeeper to develop and monitor the class budget, Senior Ball (venue, food, music, photography, ticket sales, supervision), work with school vendor in selection and sales of caps/gowns and announcements and work with Commencement Advisor in selection of Commencement speakers and program. Other specific duties that are school specific and agreed upon with site administrator or designee. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Junior Class Advisor (non certificated position)</b>	Work with administration or designee and class officers to coordinate and supervise class activities, including: regular class officer meetings, class meetings, participation in homecoming activities, fundraising activities, work with ASB bookkeeper to develop and monitor the class budget, assist in the election of officers for subsequent year and selection of Senior Ball venue (if applicable). Other specific duties that are school specific and agreed upon with site administrator or designee. Submit and keep record of all District and/or school required permissions and approvals, where applicable.

<b>Sophomore Class Advisor (non certificated position)</b>	Work with administration or designee and class officers to coordinate and supervise class activities, including: regular class officer meetings, class meetings, participation in homecoming activities, fundraising activities, work with ASB bookkeeper to develop and monitor the class budget and assist in the election of officers for subsequent year. Other specific duties that are school specific and agreed upon with site administrator or designee. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Freshman Class Advisor (non certificated position)</b>	Work with administration or designee and class officers to coordinate and supervise class activities, including: regular class officer meetings, class meetings, participation in homecoming activities, fundraising activities, work with ASB bookkeeper to develop and monitor the class budget and assist in the election of officers for subsequent year. Other specific duties that are school specific and agreed upon with site administrator or designee. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Commencement Advisor (non certificated position)</b>	Work with site administrator or designee to coordinate all duties for the Commencement ceremony, including: selection of date, time and site of the ceremony and completion of necessary paperwork, ordering of caps/gowns for staff participants, work with the class advisor(s) in selection of speakers and ceremony schedule, ticket distribution, program distribution, photography and/or video, plan and supervise rehearsal and coordinate the set-up and clean up of the ceremony. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Honor Society Advisor (non certificated position)</b>	Serve as advisor to the National Honor Society, including: selection and notification of eligible students, coordination of an induction ceremony, coordinate and supervise the election of officers and coordinate and supervise at least one service projects and one social event for the organization. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Link Crew Advisor</b>	Work with Activities Coordinator to implement the Link Crew program for the school, including: soliciting nominations for Link Leaders; managing and reviewing applications and selecting Link Leaders; organizing and conducting spring and summer trainings for Link Leaders; organizing and supervising freshman orientation; organizing and/or monitoring at least five follow-up activities throughout the year. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>FBLA (vocational)</b>	Provide leadership for students in FBLA which includes following all guidelines of state and national charters, developing and executing an approved plan of work, conducting regular monthly meetings and participating in local, regional and state club leadership activities. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>Skills USA (vocational)</b>	Provide leadership for students in Skills USA which includes following all guidelines of state and national charters, developing and executing an approved plan of work, conducting regular monthly meetings and participating in local, regional and state club leadership activities. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>DECA (vocational)</b>	Provide leadership for students in DECA which includes following all guidelines of State and National charters, developing and executing an approved plan of work, conducting regular monthly meetings, and participating in local, regional, and State club leadership activities. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>FFA (vocational)</b>	Provide leadership for students in FFA which includes following all guidelines of state and national charters, developing and executing an approved plan of work, conducting regular monthly meetings and participating in local, regional and state club leadership activities. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>FCCLA (vocational)</b>	Provide leadership for students in FCCLA which includes following all guidelines of state and national charters, developing and executing an approved plan of work, conducting regular monthly meetings and participating in local, regional and state club leadership activities. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>HOSA (vocational)</b>	Provide leadership for students in HOSA which includes following all guidelines of State and National charters, developing and executing an approved plan of work, conducting regular monthly meetings, and participating in local, regional, and State club leadership activities. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>TSA (vocational)</b>	Provide leadership for students in TSA which includes following all guidelines of State and National charters, developing and executing an approved plan of work, conducting regular monthly meetings, and participating in local, regional, and State club leadership activities. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>WCTSMA (vocational)</b>	Provide leadership for students in WCTSMA which includes following all guidelines of State and National charters, developing and executing an approved plan of work, conducting regular monthly meetings, and participating in local, regional, and State club leadership activities. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
<b>State Testing Coordinator</b>	Work with District/Building Administration to coordinate and implement annual State testing for the school. Responsibilities include training proctors, receiving/ coordinating/sorting/distributing and providing security for booklets, gathering necessary supplies for test, coordinating and implementing make-ups as necessary, coordinating facility/materials/proctors for students requiring additional testing time, coordinating/communicating/implementing the schedule for testing, documenting irregularities, repackaging booklets for return.