

Application for Extended Responsibility New Position Review

SECTION 1. PROCESS AND TIMELINES

1. The ERRT is typically used to score all new positions. The District and NCEA can also agree to have their consultant(s) score such positions in lieu of the ERRT.
2. When the District creates a new extended responsibility position description, a job that has never existed previously, it would be forwarded to the ERRT (or consultant) for evaluation and scoring using the established Extended Responsibility Evaluation Criteria.
3. Human Resources would determine potential salary placement based on the ERRT (or consultant) score, and then refer to the Executive Director of Human Resources for approval or modification. If modified, NCEA and the employee are given notice of the action and supporting reasons.

Criteria for New Position Review

Review of new position proposals is available to current NCEA members, NCEA as a representative, administrators, Human Resources and/or member of the NCS D Executive Council.

Each position must meet each of the criteria below in order to be eligible for consideration as an extended responsibility.

- ✓ Duties must occur outside of regular contract hours
- ✓ Activity meets a minimum of one day per week
- ✓ Activity meets for a minimum of 4 weeks over the course of the school year
- ✓ Direct supervision of students or coordination/instruction of adult learners
- ✓ Educational, Instructional or Social-Emotional value
- ✓ There's an established benefit to students or adult participants
- ✓ The activity could be conducted at all sites of a comparable nature (i.e. across all elementary, comprehensive middle and high schools)
- ✓ The activity serves students or adult participants district-wide.
- ✓ The activity aligns with the District Equity Lens

New Position Review Process

1. Complete this application and submit to NCEA and Human Resources by November 1st.
2. Complete applications will be reviewed by the Executive administrator for the level or unit. This process may involve gathering of additional information and input.
3. Human resources will finalize a job description for the proposed position based on all information gathered for final review by the Executive administrator for the level or unit.
4. The Executive administrator for the level or unit determines if the proposal will be given further consideration through ERRT or if it is being denied at this point in the process.
 - If a denial occurs, a rationale will be provided at the time of the denial.
 - The individual has the ability to appeal to the Superintendent or their designee.
5. If approved by the Executive administrator for the level or unit, the application and job description will go to the ERRT by February 1st (Extended Responsibilities Review Team) to determine if the application meets extended responsibility criteria.

- If approved, the ERRT team will score and determine placement on the extended responsibilities pay schedule. The placement information will be provided to the Executive Council.
- If denied, the requesting individual will be provided a rationale at the time of the denial and an opportunity to re-apply prior to the next convening of the ERRT.

6. Positions scored by the ERRT team will be considered through the standard budget allocation process used by the District.

7. If the position is not funded, the individual(s) will be notified by June 1st. The position, as drafted and previously approved remains eligible for consideration in future funding allocations for up to one year without further action. If it is not funded the following year, a new application and full request process is used for future consideration. A position may be funded at any point in time during an active application period.

8. If the position is funded, the individual(s) will be notified and the standard process for hiring will be used.

SECTION 2. POSITION INFORMATION

Building/Department	Employee Name	Employee ID #
Potential Position Supervisor (name or role)	Position Title	Position Start Date
Would this be a new program in this district? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this program currently offered but is unfunded and/or voluntary? <input type="checkbox"/> Yes <input type="checkbox"/> No	Position End Date (if applicable)

SECTION 3. POSITION PURPOSE

Briefly describe the overall purpose of the position and how it serves students or other individuals within the organization.

SECTION 4. STUDENT/PARTICIPANT CONTACT TIME

<i>Event Type</i>	<i>Hours/days</i>	<i>Frequency</i>
Meeting, Practice, or Rehearsal		How many hours per week do you engage in this type of activity for at least one hour outside of your standard contract day?
Public Events, Performances, Contests, or Games		How many hours per week do you engage in this type of activity for at least one hour outside of your standard contract day?
Meeting, Practice, or Rehearsal		How many days per week do you engage in this type of activity for at least one hour outside of your standard contract day?
Public Events, Performances, Contests, or Games		How many days per week do you engage in this type of activity for at least one hour outside of your standard contract day?

Length of Season		How long is the season/period of time in which you are responsible for this activity?
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SECTION 5. ADDITIONAL RESPONSIBILITIES

Check all major duties which apply to the position. If this is an existing position, check (✓) which duties are new.

<i>Required Duties</i>		<i>NOTES/COMMENTS</i>
Budgeting	<input type="checkbox"/> Yes <input type="checkbox"/> No	Check yes if this position requires you to develop and manage a budget.
Fundraising	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fundraising is required of this position in order to maintain the program or activity.
Managing Paid Staff	<input type="checkbox"/> Yes <input type="checkbox"/> No	This position requires you to direct and support staff which are allocated by the District.
Managing Adult Volunteers	<input type="checkbox"/> Yes <input type="checkbox"/> No	This position requires you to direct and support volunteers in order for the activity/program to take place.
Reporting Results	<input type="checkbox"/> I do not report results. <input type="checkbox"/> Results are submitted to a third party. <input type="checkbox"/> I collaborate with others on reporting and analyzing data. <input type="checkbox"/> I am primarily responsible for reporting and analyzing data. Please describe the nature of the data you are reporting and to whom:	
Equipment Management	<input type="checkbox"/> I do not manage a significant amount of equipment <input type="checkbox"/> I submit requests to a third party. <input type="checkbox"/> I collaborate with others on managing equipment <input type="checkbox"/> I am primarily responsible for managing a significant amount of equipment.	

	Please list types/example of equipment managed:
Facilities Preparation	<input type="checkbox"/> I do not prepare facilities. <input type="checkbox"/> Facility requests are submitted to a third party. <input type="checkbox"/> I collaborate with others on preparing facilities. <input type="checkbox"/> I am primarily responsible for preparing facilities. Please describe the nature of facility preparation needs and responsibilities of you:
Transportation	<input type="checkbox"/> Transportation is not required. <input type="checkbox"/> Transportation requests are submitted to a third party. <input type="checkbox"/> I collaborate with others on arranging and organizing transportation. <input type="checkbox"/> I am responsible for transporting students.

SECTION 6. REQUIRED CERTIFICATIONS AND TRAINING

SECTION 7. OPERATING COSTS AND PROJECTED STARTUP NEEDS

SECTION 8. ANTICIPATED STUDENT PARTICIPATION

SECTION 9. SUPERVISION & FACILITY NEEDS

SECTION 10. ADDITIONAL INFORMATION

Please share any other information you feel is important to consider.

EMPLOYEE SIGNATURE

Date

SECTION 11. POSITION SUPERVISOR REVIEW

(Required with original submission)

What do you consider the most important function(s) of this position?

Comment on the accuracy and completeness of position description. Add any items that are missing and/or will help in fully understanding the position.

SUPERVISOR SIGNATURE

Date