EXTENDED LEARNING OPPORTUNITIES & LEADERSHIP ASSIGNMENTS
ELEMENTARY

Elementary Positions	Minimum Duties and Responsibilities
6th Grade Camp Team	In coordination with the site administrator, organize, coordinate, and implement the 6th Grade Camp including: Organizing camp location, facilities, transportation, schedules, equipment, fundraisers, and activities. Communicate schedules and logistics to staff, students, parents and volunteers. Recruit, train and manage staff, students, parents and volunteers. Coordinate finances associated with fees, fundraising, and facility or service contracts in compliance with district policy and procedure. Submit and keep record of all District and/or school required permissions and approvals where applicable. This is a shared team stipend.
Band Director	Conduct and supervise at least three (3) performances of the band scheduled outside the contracted workday of the employee including at least two (2) school performances. The third performance may include combined programs involving one (1) or more schools (e.g. District Band Festival; Third Place Commons) and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals where applicable.
General Music & Honor Choir Director	Supervise auditions and selection for the elementary Honor Choir. Coordinate, conduct, and supervise Honor Choir and grade level rehearsals and performances. Responsibilities may include grade level performances, evening performances and District Choral Festival. Submit and keep record of all District and/or school required permissions and approvals where applicable.
Field Day Coordinator	In coordination with the site administrator, coordinate the Field Day activities including: Organizing Field Day schedules, equipment, and activities. Recruit, train and manage staff/student/parent volunteers. Prepare Field Day stations and facilities for use. Communicate schedules and events to teachers and staff. Set up/tear down of Field Day stations. Submit and keep record of all District and/or school required permissions and approvals where applicable.
Teacher Librarian	Work with administration or designee to schedule and coordinate library hours. Conduct inventory of library materials; prepare and provide access to school/library technology, curriculum and resource materials; schedule technology repairs as necessary; coordinate library resource purchases and surplus as necessary; schedule and coordinate LRC use by special groups in conjunction with building administration; support other related duties that are specified and agreed upon with site administrator or designee. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Orchestra Director	Conduct and supervise at least three (3) performances of the orchestra scheduled outside the contracted workday of the employee, including at least two school performances. The third performance may include combined programs involving one or more schools (e.g. District Orchestra Festival; Third Place Commons) and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals where applicable.
State Testing Coordinator	Work with District/Building Administration to coordinate and implement mandated annual State testing for the school. Develop and communicate the school testing schedule (including make-up sessions), coordinate and deliver necessary training for staff, manage and

	distribute materials, attend district assessment coordinator meetings, document irregularities; coordinate completion of testing process.
Student Study Team	Prepare and follow up for SSTs. Attend 1-2 meetings per month, problem solve student issues, review IEPs, plan for accommodations on assessments, plan behavior interventions, monitor student support programs (IEP, 504), gather teacher and student feedback and enter into district form for meetings, schedule and conduct meetings, communicate action plans to teachers and parents, monitor progress of action plan and set up follow up meetings, run Student Intervention meetings and grade level meeting about kids. Support other related duties that are specified and agreed upon with site administrator or designee. Submit and keep record of all District and/or school required permissions and approvals, where applicable. This is a shared team stipend.

EXTENDED LEARNING OPPORTUNITIES & LEADERSHIP ASSIGNMENTS
MIDDLE SCHOOL

Middle School Positions	Minimum Duties and Responsibilities
Activity Coordinator	Work with administration to implement and coordinate the activity program for the school, including: three (3) school assemblies (which may include a talent show), three (3) after school dances/socials, student elections, student council meetings, student recognition programs, student service projects, development and monitoring of the ASB budget, communicating with staff/students about ASB activities. Submit and keep record of all District and/or school required permissions and approvals, where applicable. Schedule building facilities to support school activities.
Band Director	Coordinate, conduct, and supervise performances scheduled outside the contracted work day of the employee for the following: at least three (3) school concerts and at least three (3) other events that could include athletic events, music festivals or other contests, field trip, solo & ensemble, and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Jazz Club Advisor	Direct and coordinate practice sessions three (3) times a week before or after school. Coordinate, conduct, and supervise performances scheduled outside the contracted work day of the employee for the following: at least two (2) school concerts and at least three (3) other events that could include athletic events, music festivals or other contests, field trips, solo & ensemble, and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Choir Director	Coordinate, conduct, and supervise performances scheduled outside the contracted work day of the employee, for the following: at least three (3) school concerts and at least three (3) other events that could include music festivals or other contests, field trips, solo & ensemble, and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Drama Director/Advisor	Coordinate the production of one (1) play or musical including: selection of the play, auditions, set design & construction, costume design, 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.
Orchestra Director	Coordinate, conduct, and supervise performances scheduled outside the contracted work day of the employee for the following: at least three (3) school concerts and at least three (3) other events that could include music festivals or other contests, field trips, solo & ensemble, and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Teacher Librarian	Work with administration or designee to schedule and coordinate extended open library hours outside of the regular school day. Conduct inventory of library materials, provide access to school/library technology and resource materials, schedule technology repairs as necessary, coordinate library resource purchases and surplus as necessary, schedule and coordinate LRC use by special groups in conjunction with

	building administration, support other related duties that are specified and agreed upon with site administrator or designee. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
New Student Orientation & Mentoring	Work with administration to implement and coordinate the Student Orientation & Mentoring Program for the school, including: soliciting nominations for student leaders, managing and reviewing applications, selecting student leaders, organizing and conducting trainings for student leaders, organizing and supervising the new student orientation event and regular meetings, organizing and/or monitoring follow-up activities throughout the year. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Student Study Team	Prepare and follow up for SSTs. Attend 1-2 meetings per month, problem solve student issues, review IEPs, plan for accommodations on assessments, plan behavior interventions, monitor student support programs (IEP, 504), gather teacher and student feedback and enter into district form for meetings, schedule and conduct meetings, communicate action plans to teachers and parents, monitor progress of action plan and set up follow up meetings, run Student Intervention meetings and grade level meeting about kids. Support other related duties that are specified and agreed upon with site administrator or designee. Submit and keep record of all District and/or school required permissions and approvals, where applicable. This is a shared team stipend.
Newspaper Advisor	Coordinate and supervise all duties necessary for the publication of the newspaper, including: regularly scheduled meetings with students, interviewing, writing and coordination of the layout and production of a minimum of four (4) newspapers, coordinate photography, work with ASB bookkeeper as necessary, and coordinate distribution. Ensure through review and editing procedures that the publication is an appropriate representation of the school community. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Department Head	Coordinate, conduct, schedule and supervise essential department level work. Provide leadership that supports the school improvement plan, coordinate alignment of curriculum and course offerings, participate in the selection and adoption of materials, and assist in the hiring process. Attend Building Leadership Team meetings, communicate building goals/issues with the department. Support the Professional Learning Community process, order supplies, distribute supplies and books, organize and store materials, plan and hold at least six (6) department meetings per year. Support other related duties that are specified and agreed upon with site administrator or designee. Submit and keep record of all District and/or school required permissions and approvals, where applicable.

EXTENDED LEARNING OPPORTUNITIES & LEADERSHIP ASSIGNMENTS
HIGH SCHOOL

High School Positions	Minimum Duties and Responsibilities
Activity Coordinator	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 government, 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 Inter-high 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. Schedule building facilities to support high school activities.
Annual Advisor	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 representative 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 marketing, sales, and distribution of the yearbook. Ensure through review and editing procedures that the publication is an appropriate representation of the school community. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Band Director	Coordinate, conduct, rehearse, and supervise performances for the following: all home varsity football games; a total of eight (8) varsity basketball games (equitably divided between boys games and girls games), selected post-season football or basketball games, at least three (3) concerts a year (includes jazz and concert band performances), one (1) regional solo & ensemble; commencement, and at least three (3) other major events (which could include concerts, tour(s), music festivals or other contests, parade(s) and/or other large community events). Submit and keep records of all District and/or school required permissions and approvals, where applicable.
Assistant Band Director	Provide support to the Band Director by participating in designated Pep Band, Marching Band and parade events. Assist with record keeping of all District and/or school required permissions and approvals, where applicable.
Choral Director	Coordinate, conduct and supervise performances for the following: at least four (4) school concerts, at least three (3) other major events which could include concerts, tour(s), 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.
Class Advisor-Freshman	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 related and agreed upon with site administrator or designee. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Class Advisor-Sophomore	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 related and agreed upon with site administrator. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Class Advisor- Junior	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 Prom venue (if applicable). Other specific duties that are school related and agreed upon with site. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Class Advisor- Senior	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, works with Senior Prom (venue, food, music, photography, ticket sales, supervision), assists with Senior Breakfast and Commencement activities. Other specific duties that are school related and agreed upon with site administrators. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Debate Coach	Coach, prepare and supervise student participation in at least four (4) competitions or interscholastic debate events per year. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Drama Director/Advisor	Coordinate two (2) major productions and one (1) additional event 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.
Literary Arts Magazine	Coordinate and supervise all duties necessary for the publication of the Literary Magazine, including: interviewing, writing and coordination of layout, production and distribution of the magazine. Ensure through review and editing procedures that the publication is an appropriate representation of the school community. Organize and implement at least one (1) performance event (e.g. "Coffee House"). Submit and keep record of all District and/or school required permissions and approvals, where applicable.
National Honor Society Advisor	Serve as advisor to the National Honor Society, including: selection and notification of eligible students, coordinate induction ceremony, coordinate and supervise the election of officers; communicate, coordinate and supervise student service hours (volunteer hours and tutoring), submit records and coordinate graduation recognition. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
New Student Orientation & Mentoring	Work with administration to implement and coordinate the Student Orientation & Mentoring Program for the school, including: soliciting nominations for student leaders, managing and reviewing applications, selecting student leaders, organizing and conducting trainings for student leaders, organizing and supervising the new student orientation

	event and regular meetings, organizing and/or monitoring follow-up activities throughout the year. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Newspaper	Coordinate and supervise all duties necessary for the publication of the newspaper, including: interviewing, writing and coordination of the layout and production of at least six (6) newspapers, coordinate photography, work with ASB bookkeeper to develop and monitor a budget, solicitation of community based advertising, and coordinate distribution. Ensure through review and editing procedures that the publication is an appropriate representation of the school community. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Orchestra Director	Coordinate, conduct and supervise performances for the following: at least four (4) school concerts and at least (3) other major events which could include one (1) regional solo & ensemble, additional concerts, tour(s), 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.
Robotics/Engineering	Schedule and coordinate meetings of the Robotics/Engineering Club. Work in conjunction with school administrators, faculty, parents, and industry regarding robotics and/or engineering activities, purposes, and opportunities. Act as a resource that supports the integration of standards between the club, related classrooms, and/or industry (e.g. guest speakers; presenters). Coordinate and accompany students in the preparation and presentation of projects entered in competitive events (e.g. related local, regional, state, national level competitions). Submit and keep records of all District and/or school required permissions and approvals, where applicable.
Student Study Team	Prepare and follow up for SSTs. Attend 1-2 meetings per month, problem solve student issues, review IEPs, plan for accommodations on assessments, plan behavior interventions, monitor student support programs (IEP, 504), gather teacher and student feedback and enter into district form for meetings, schedule and conduct meetings, communicate action plans to teachers and parents, monitor progress of action plan and set up follow up meetings, run Student Intervention meetings and grade level meeting about kids. Support other related duties that are specified and agreed upon with site administrator or designee. Submit and keep record of all District and/or school required permissions and approvals, where applicable. This is a shared team stipend.
Teacher Librarian	Work with administration or designee to schedule and coordinate extended open library hours outside of the regular school day. Conduct inventory of library materials, provide access to library technology and resource materials, schedule technology repairs as necessary, coordinate library resource purchases and surplus as necessary, schedule and coordinate LRC use by special groups in conjunction with building administration, support other related duties that are specified and agreed upon with site administrator or designee. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Video Production	Work with students to produce broadcasts of extra-curricular events (sports activities/athletic events), live/pre-taped weekly building news announcements/video bulletins, and other videos determined necessary in conjunction with building administration (e.g. videos for registration, emergency procedures, assemblies). Work with administration, counselors, the Activity Coordinator, and other staff members to create

	and broadcast content essential to student learning and school community/culture. Ensure through review and editing procedures that the publications are appropriate and meet board policy. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Department Head	Coordinate, conduct, schedule and supervise essential department level work. Provide leadership that supports the school improvement plan, coordinate alignment of curriculum and course offerings, participate in the selection and adoption of materials, and assist in the hiring process. Attend Building Leadership Team meetings, communicate building goals/issues with the department. Support the Professional Learning Community process, order supplies, distribute supplies and books, organize and store materials, plan and hold at least six (6) department meetings per year. Support other related duties that are specified and agreed upon with site administrator or designee. Submit and keep record of all District and/or school required permissions and approvals, where applicable.