



Snoqualmie Valley

School District

8001 Silva Ave SE, P.O. Box 400, Snoqualmie, WA 98065 | Phone: 425-831-8000 | Fax: 425-831-8040 | www.svsd410.org

SVEA Verification for Professional Responsibilities (Paid on Supplemental Contract)

In accordance with the Collective Bargaining Agreement between the Snoqualmie Valley School District and Snoqualmie Valley Education Association, employees are required to perform responsibilities beyond their regular contracted basic education work year. Compensation is received for these additional professional responsibilities in accordance with the responsibility pay schedule contained in the Collective Bargaining Agreement. The pay for same is prorated for part-time employees based on their annualized FTE. This form is to be completed and turned in to the employee's Principal or immediate supervisor no later than June 30.

Verification of Additional Professional Responsibilities: By signing and dating this verification form, the undersigned is indicating fulfillment of additional professional responsibilities beyond those performed during the basic education work year and work day. The employee further verifies these additional professional responsibilities include, but are not limited to, the following:

1. Classroom set up or take down;
2. Conferencing and communicating with parents and students in addition to conference weeks;
3. Assessment/reporting of student progress;
4. Providing individual help to students;
5. Curriculum development including preparing and revising instructional materials;
6. Professional development and study including working with colleagues;
7. Taking classes for professional improvement;
8. Direct involvement in student activities;
9. Relevant conferences, workshops and community activities

I verify that I have fulfilled the conditions of the Supplemental Contract which recognizes additional professional responsibilities performed beyond the contracted basic education work year, all in accordance with the Collective Bargaining Agreement between the Snoqualmie Valley School District and Snoqualmie Valley Education Association.

Employee Name (Print)

Work Location

Employee Signature

Date

Principal/Supervisor Signature

Date

Return completed form to Human Resources no later than June 30 each year.