

Athletic Director Supplement

This is an extra duty assignment. Supplement provides compensation for the additional responsibilities and time this position requires.

- (1) Organize and administer the overall program of extracurricular athletics, both intramural and interscholastic, for the high school and feeder schools.
- (2) Provide leadership in the selection, assignment & evaluation of athletic coaches and staff.
- (3) Foster good school-community relations by keeping the community aware of and responsive to the athletic program.
- (4) Assume responsibility for the administrative supervision of home games (Spring Sports).
- (5) Develop & execute appropriate rules & regulations governing conduct of athletic activities.
- (6) Verify (Principal Certify) each athlete's eligibility according to rules established by AHSAA.
- (7) Prepare & administer the budget under the Principal's directive. Sign requisitions, in cooperation with appropriate staff, of supplies, uniforms and equipment for athletic programs.
- (9) Supervise the cleaning, storage, and care of athletic equipment.
- (10) Supervise all fund-raising events of the athletic program, and assume responsibility for proper handling and accounting of money.
- (11) Arrange all details for visiting teams' needs as appropriate.
- (12) Make all necessary arrangements for the use of non-school playing fields and facilities.
- (13) Provide for physical exam of all athletes prior to the season and administer the athletic insurance program.
- (15) Record results of all junior/senior high school athletic contests & individual school records.
- (16) Plan and supervise an annual recognition program for school athletes.
- (17) Assist with the observation and evaluation process of coaches as required.
- (18) Assure the implementation of board policies regarding student substance abuse. Verify that all coaches within the program have met certification standards set by AHSAA.

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

Assistant Athletic Director Supplement

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

- (1) Assist athletic director in executing all responsibilities and requirements as outlined in the Anniston City Schools Salary Schedules.
- (2) Assure the implementation of board policies regarding student substance abuse and acquiring required signatures.
- (3) Coordinate arrangements for practice schedules for the coaches on the fields and in the gymnasiums (Middle School).
- (4) Assume responsibility for the proper administrative supervision of VARSITY home games (Fall/Winter Sports).
- (5) Oversee Fall/Winter VARSITY sports to make sure all AHSAA procedures are being followed, schedules are set and Dragonfly Max for coaches/student-athletes are correct.
- (6) Responsible for ALL Middle School sports transportation for athletic events and oversee Dragonfly Max for each sport.
- (7) Complete such duties as directed by the principal and/or athletic director.
- (8) Other related duties as assigned

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

HEAD COACH – ANNISTON CITY SCHOOLS ATHLETICS

JOB QUALIFICATIONS

- Must comply with all employment criteria legally established by the Anniston City BOE.
- Must hold an appropriate AL Teacher Certificate with a secondary education endorsement.
- Previous coaching experience preferred.
- Must meet AHSAA coaching standards.
- Valid Alabama Commercial Driver's License (CDL) and school bus driver certification
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal and Athletic Director

DUTIES & RESPONSIBILITIES:

- Attend on a regular and predictable basis.
- Complete assigned tasks in a safe manner and in a constant state of alertness.
- Uphold Board policies, including the anti-harassment program.
- Work in a cooperative manner with students, teachers, staff, supervisors, and the public.
- Work effectively and efficiently under time and productivity standards.
- Have understanding and knowledge of rules and regulations within AHSAA Handbook.
- Keep abreast of all rules and rule changes.
- Keep abreast of new techniques by attendance at clinics, workshops and reading in the field.
- Assist Athletic Director in proper registration of athletes and issuance of equipment.
- Assist Athletic Director with accurate information to compile eligibility lists & other reports.
- Meet with squad to discuss all rules and regulations.
- Assume responsibility for constant care of equipment and facilities.
- Assume supervisory control over athletes and apply discipline in a firm and positive manner.
- Be in regular attendance at all contests and practice sessions.
- Emphasize safety precautions and implement training procedures & injury preventative actions.
- Conduct self and teams in an ethical manner during contest and practice.
- Instruct players in rules of the game, rule changes, new developments, and innovative ideas.
- Carry out the regulations for coaches as described in the AHSAA handbook
- Assist in return, storage, and inventory of school equipment.
- Act in a professional and ethical manner and adhere to professional standards at all times.
- Demonstrate attention to punctuality, attendance, records and reports.
- Recommend facility maintenance, equipment and schedule improvements.
- Make reports as requested by Athletic Director.

PHYSICAL DEMANDS:

The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift up to and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIREMENTS FOR ALL SUPPLEMENTS:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

ASSISTANT COACH - ANNISTON CITY SCHOOLS ATHLETICS

JOB QUALIFICATIONS

- Must comply with all employment criteria legally established by the Anniston City BOE.
- Must hold an appropriate AL Teacher Certificate with a secondary education endorsement.
- Previous coaching experience preferred.
- Must meet AHSAA coaching standards.
- Valid Alabama Commercial Driver's License (CDL) and school bus driver certification
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal and Athletic Director

DUTIES & RESPONSIBILITIES:

- Assist the head coach in conducting the program for the assigned sport.
- Assist in developing and implementing rules and regulations governing program activities.
- Effectively teach athletes the skills and techniques necessary to participate in the chosen sport.
- Coordinate eligibility requirements for participation in all sports if assigned.
- Assist with the use, proper maintenance, and care of all athletic facilities and related equipment.
- Arrange transportation for athletic games and activities.
- Coordinate equipment and supplies necessary to conduct the program as assigned.
- Foster good school/community relations and support for the athletic program.
- Work with booster clubs or other support groups to improve athletic activities.
- Attend AHSAA sponsored clinics to update skills and techniques for the athletic program.
- Recognize overt indicators of student distress or abuse and take appropriate actions.
- Act in a professional and ethical manner and adhere to professional standards at all times.
- Demonstrate attention to punctuality, attendance, records and reports.
- Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL DEMANDS:

The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift up to and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIREMENTS FOR ALL SUPPLEMENTS:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

ATHLETIC COACH – ANNISTON CITY SCHOOLS ATHLETICS

JOB QUALIFICATIONS

- Must comply with all employment criteria legally established by the Anniston City BOE.
- Must hold an appropriate AL Teacher Certificate with a secondary education endorsement.
- Previous coaching experience preferred.
- Must meet AHSAA coaching standards.
- Valid Alabama Commercial Driver's License (CDL) and school bus driver certification.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal and Athletic Director

DUTIES & RESPONSIBILITIES:

- Instruct players on the rules, techniques, and equipment of the sport and teach fundamental skills and strategy to help athletes improve individually and as a team.
- Observe players during practice and competition to identify areas for improvement.
- Establish and maintain standards of behavior for athletes and monitor academic performance to ensure eligibility requirements are met.
- Assist in developing and implementing rules and regulations governing program activities.
- Developing game strategy based on the team's capabilities.
- Assist with the use, proper maintenance, and care of all athletic facilities and related equipment.
- Foster good community relations, involve parents/guardians and garner support for program.
- Attend school athletic program meetings.
- Adhere to school board policies, especially those related to student nondiscrimination, anti-harassment, and bullying.
- Arrange transportation for athletic games and activities.
- Attend AHSAA sponsored clinics to update skills and techniques for the athletic program.
- Act in a professional and ethical manner and adhere to professional standards at all times.
- Demonstrate attention to punctuality, attendance, records and reports.
- Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL DEMANDS:

The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift up to and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIREMENTS FOR ALL SUPPLEMENTS:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

Athletic Team Faculty Sponsor (Volunteer)

In the event a local school is unable to find a qualified head coach who is a certified teacher in a certain sport, a local school may contract with an outside coach, who is not a certified teacher, to lead these programs. These outside coaches will serve as VOLUNTEER ONLY and are not eligible for coaching supplements in this salary schedule. However, the local school must also assign an Athletic Team Faculty Sponsor, as it is required by our policy and by AHSAA by-laws that a certified school employee be present and the responsible party at all practices and contests.

- (1) Be present and perform coaching/administrative duties for all Practices, games and tournaments in which teams participate.
- (2) Follow all AHSAA rules and guidelines.
- (3) Assist in Supervision of student athletes at all times engaged in activity (including immediately before and after practice)
- (4) Assure the implementation of board policies regarding student substance abuse and acquiring required signatures.
- (5) Manage all aspects of team budget, including (but not limited to) purchasing, travel, collection of fees, and fundraising.
- (6) Any other duties assigned by Principal and Athletic Director
- (7) Will serve as Head of Program
- (8) Will work with outside coach to ensure consistent communication with parents and athletes

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

BAND DIRECTOR SUPPLEMENT

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.

The supplement applies if standards of work performance as specified in the following are met:

- Manages all band functions for the district
- Prepares band for competitions
- Participates in area parades
- Holds band concerts throughout the year
- Band participates in civic events
- Recruits band members and holds tryouts
- Summer band camp
- Conducts evening and weekend rehearsals, as needed
- Supervises students at all performances, rehearsals, and on trips
- Is responsible for school owned band instruments and equipment
- Participates in various student and parent activities of the school
- Manages bus transportation for all band events per district policy
- Creates an effective learning environment
- Collaborates effectively with band/auxiliary assistants

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

BAND ASSISTANT / AUXILIARY TEAMS ASSISTANT SUPPLEMENT

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.

This supplement applies if standards of work performance as specified in the following are met:

- Assists in the instructional delivery of the band, dance, or performance curriculum
- Demonstrates expertise in knowledge and teaching of music, dance, or related performance
- Instructs students on their instruments/dance, at their level, and ensures each student's progress
- Assists in preparing the band/other instrumental groups/auxiliary groups for public performances
- Supervises students at all performances, rehearsals and on trips
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed
- Ability to implement instructional strategies that connect the curriculum to the learners
- Ability to manage students individually and as a group
- Ability to communicate effectively with students, staff, parents and community
- Ability to work collaboratively with colleagues and contribute through ideas and experience
- Excellent problem solving, planning, and organizational skills

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

AHS Cheerleader Sponsor (supplement)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

(1) Attend all games and activities in which the squad is participating or arrange for a qualified substitute.

(2) Conduct and participate in all practices which shall be scheduled before or after school.

(3) Conduct a spring clinic and supervise tryouts to assure compliance with established guidelines.

(4) Attend a summer clinic with the squad.

(5) Assure the implementation of board policies regarding student substance abuse and acquiring required signatures.

- ALL coaches are required to pursue a CDL license and obtain it by July 31st of the following year in order to remain eligible to receive a coaching supplement.
- Supplements include summer work prior to start of school
- Practice for all supplemental activities must be performed beyond the established school day
- Track will have separate Head Coaches- Boys Coach and Girls Coach
- There must be a schedule in Dragonfly for each sport, if applicable
- There must be a roster in Dragonfly for each sport, if applicable

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

AMS Cheerleader Sponsor (supplement)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

(1) Attend all games and activities in which the squad is participating or arrange for a qualified substitute.

(2) Conduct and participate in all practices which shall be scheduled before or after school.

(3) Conduct a spring clinic and supervise tryouts to assure compliance with established guidelines.

(4) Attend a summer clinic with the squad.

(5) Assure the implementation of board policies regarding student substance abuse and acquiring required signatures.

- ALL coaches are required to pursue a CDL license and obtain it by July 31st of the following year in order to remain eligible to receive a coaching supplement.
- Supplements include summer work prior to start of school
- Practice for all supplemental activities must be performed beyond the established school day
- Track will have separate Head Coaches- Boys Coach and Girls Coach
- There must be a schedule in Dragonfly for each sport, if applicable
- There must be a roster in Dragonfly for each sport, if applicable

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

CHORALE DIRECTOR (SUPPLEMENT)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

SUPPLEMENT REQUIREMENTS:

- Direct and manage the overall program of choral music for the Anniston City Schools. P
- Provide vocal instruction for high school choirs and to prepare students for exemplary levels of performance individually and as a member of small and large ensembles.
- Have adequate keyboard skills and demonstrate proficiency with vocal skills.
- General knowledge of curriculum and instruction.
- Excellent organizational, communication and interpersonal skills.
- Demonstrate a proficiency in all areas of vocal music, styles, choral techniques & sightreading.
- Experience in solo work as well as in small and large ensemble performance situations.
- Provide regular opportunities for individual and small group instruction outside of the school day
- Attend all sectionals, rehearsals, concerts, etc. required of their students
- Actively recruit students into choir programs.
- Conduct conferences with parents, students, principals, and teachers.
- Other related duties as assigned.

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

Robotics Advisor Responsibilities (Supplement)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

The Robotics Advisor will direct a team of students to design, build, program, and compete with a robot against other teams across the country. The team's mission is to inspire students to explore careers in the Science, Technology, or Engineering Fields. It is the responsibility of the advisor to ensure that students are learning as much as possible, while having fun. It is also the advisor's responsibility to ensure that the team has sufficient funding, and ensure that all resources are put to proper use.

Duties and Responsibilities:

- Supervise students at all times
- Recruiting students for the Robotics Team
- Instruct students on proper safety procedures
- Provide instructions on proper usage of power equipment and hand tools
- Instruct team on mechanical, electrical, and engineering needed
- Plan instruction and build time
- Assist team with designing and building their robots
- Planning work sessions and competitions
- Supervise students at all meetings, work sessions, and competitions
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed
- Ability to implement instructional strategies that connect the curriculum to the learners
- Ability to manage students individually and as a group
- Ability to communicate effectively with students, staff, parents and community
- Ability to work collaboratively with colleagues and contribute through ideas and experience
- Excellent problem solving, planning, and organizational skills

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

TECHNOLOGY LIAISON (SUPPLEMENT)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

Technology Liaison plays a supportive role between the school and District Technology Director.

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

DRAMA CLUB ADVISOR (SUPPLEMENT)

Location: Anniston High School

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

The Drama Club is an after school arts program for students. The Advisor will help students to develop basic acting skills and introduce them to community theater.

Duties and Responsibilities:

- Prepares club participants for public performances
- Supervises students at all performances, rehearsals and on trips
- Recruits students to participate in the club
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed
- Ability to implement instructional strategies that connect the curriculum to the learners
- Ability to manage students individually and as a group
- Ability to communicate effectively with students, staff, parents and community
- Ability to work collaboratively with colleagues and contribute through ideas and experience
- Excellent problem solving, planning, and organizational skills

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

ANNISTON HIGH SCHOOL DEPARTMENT HEAD (SUPPLEMENT)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

AHS CLUB ADVISOR (SUPPLEMENT)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

Duties and Responsibilities:

- Supervises students at all performances, rehearsals and on trips
- Recruits students to participate in the club
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed
- Ability to implement instructional strategies that connect the curriculum to the learners
- Ability to manage students individually and as a group
- Ability to communicate effectively with students, staff, parents and community
- Ability to work collaboratively with colleagues and contribute through ideas and experience
- Excellent problem solving, planning, and organizational skills

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

MU ALPHA THETA ADVISOR (SUPPLEMENT)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

Duties and Responsibilities:

Help student members run their chapter of Mu Alpha Theta.

Accompany students to competitions or events and arrange for chaperones, transportation, permission forms, and other details.

Provide a supervised meeting space for the club and act as liaison to the school's administration.

Inform teachers at their school of the chapter and its mission, ask for names of qualified students for membership, check grades to ensure eligibility, and present these names to the admission committee of the club.

Order merchandise and honor cords on behalf of student members.

Inform students of Mu Alpha Theta scholarships, grants, and awards and encourage them to apply.

Uphold Mu Alpha Theta's constitution and bylaws and those of their chapter at all times.

Supervise students at all meetings and events, manage students individually and as a group

Required to have prompt, regular attendance

Ability to implement instructional strategies that connect the curriculum to the learners

Ability to communicate effectively with students, staff, parents and community

Ability to work collaboratively with colleagues, contribute through ideas and experience

Excellent problem solving, planning, and organizational skills

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

MU ALPHA THETA CO-ADVISOR (SUPPLEMENT)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

Duties and Responsibilities:

Assist the Advisor and help student members run their chapter of Mu Alpha Theta.

Help student members run their chapter of Mu Alpha Theta.

Accompany students to competitions or events and arrange for chaperones, transportation, permission forms, and other details.

Provide a supervised meeting space for the club and act as liaison to the school's administration.

Inform teachers at their school of the chapter and its mission, ask for names of qualified students for membership, check grades to ensure eligibility, and present these names to the admission committee of the club.

Order merchandise and honor cords on behalf of student members.

Inform students of Mu Alpha Theta scholarships, grants & awards and encourage them to apply.

Uphold Mu Alpha Theta's constitution and bylaws and those of their chapter at all times.

Supervise students at all meetings and events, manage students individually and as a group

Required to have prompt, regular attendance

Ability to implement instructional strategies that connect the curriculum to the learners

Ability to communicate effectively with students, staff, parents and community

Ability to work collaboratively with colleagues, contribute through ideas and experience

Excellent problem solving, planning, and organizational skills

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

Graduation Director (supplement)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

Plans and executes all programs and activities associated with graduation.

Duties and Responsibilities:

- Supervises students at all times
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed
- Ability to manage students individually and as a group
- Ability to communicate effectively with students, staff, parents and community
- Ability to work collaboratively with colleagues and contribute through ideas and experience
- Excellent problem solving, planning, and organizational skills

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

Homecoming Director (supplement)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

The Homecoming Director builds a team of students and adult volunteers, plans and executes all Homecoming activities.

Duties and Responsibilities:

- Supervises students at all times
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed
- Ability to manage students individually and as a group
- Ability to communicate effectively with students, staff, parents and community
- Ability to work collaboratively with colleagues and contribute through ideas and experience
- Excellent problem solving, planning, and organizational skills

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

PROM DIRECTOR (SUPPLEMENT)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

The Prom Director plans and executes all activities associated with the Prom. They are responsible for building a team of student and adult volunteers to serve on the Prom Committee.

Duties and Responsibilities:

- Supervises students at all times
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed
- Ability to manage students individually and as a group
- Ability to communicate effectively with students, staff, parents and community
- Ability to work collaboratively with colleagues and contribute through ideas and experience
- Excellent problem solving, planning, and organizational skills

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

YEARBOOK DIRECTOR (SUPPLEMENT)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

The Yearbook Director facilitates the compilation of the annual yearbook. They are responsible for building a team of students to serve on the Yearbook Committee.

Duties and Responsibilities:

- Supervises students at all times
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed
- Ability to manage students individually and as a group
- Ability to communicate effectively with students, staff, parents and community
- Ability to work collaboratively with colleagues and contribute through ideas and experience
- Excellent problem solving, planning, and organizational skills

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

ATHLETICS EVENT NURSE (SUPPLEMENT)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

School Nurse to be present at athletics events.

The School Nurse duties and responsibilities will extend and apply to this position.

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

LEAD NURSE SUPPLEMENT

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

The performance, responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.

There is a supplement for serving as Lead Nurse above the base salary if standards of work performance as specified in the following are met:

- Oversee the planning, implementation, and evaluation of children with health needs in the educational setting
- Train nursing staff
- Delegate nursing tasks as appropriate with the Alabama Board of Nursing
- Provide oversight to comprehensive school health services program
- Supervise nursing staff in planning and implementation of direct healthcare to students during school and school sponsored events
- Determine necessary changes in staffing patterns based on the on-going health needs of students
- Submit all reports as required to SDE and other state entities
- Provide orientation and in-service for nursing staff including substitutes
- Coordinate health services such as clinics and health screenings with community health care providers
- Perform other job related duties as assigned

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

CENTRAL OFFICE FINANCE CERTIFICATION (SUPPLEMENT)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time the certification requires.

The AASBO Certificate Programs consists of 8-10 courses (30-36 classroom hours). Each program is designed to provide information on specific topics, the opportunity for questions and discussion, and networking with other school business officials. The program is designed to provide school district personnel with the knowledge and skills necessary to implement sound business practices including the decision-making process and a working knowledge of the rules, principles, and procedures for governmental accounting as it applies to Alabama Local Education Agencies (LEAs). The program holds classes three times a year and also provides courses on-line. Upon completion of the program each graduate is required to continue their training by obtaining required hours of CPE credit annually in order to maintain their certificate. All courses have been created and approved by the AASBO Certificate Committee and are tailored to meet the needs of school business managers.

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

CENTRAL OFFICE ADDITIONAL DUTIES (SUPPLEMENT)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

To provide administrative support for all central office administrators in carrying out new initiatives, maintaining existing project requirements, coordinating events, assisting with seasonal objectives, record-keeping, facilitating affairs and other related duties as needed.. This may require additional training in areas and work hours beyond normal schedule.

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

School Safety Advisor (supplement)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

Responsibilities include:

- Coordinates all safety training, materials and promotes awareness on a variety of safety issues and prevention programs
- Develops and implements district safety procedures
- Communicates and implements ALSDE safety protocols
- Conducts workshops to educate administration and faculty on safety procedures
- Advises administration of changes in processes or procedures
- Provides required safety reports to the ALSDE
- Attends meetings, workshops, seminars, and training programs as necessary to maintain required knowledge and skills
- Assists with and identifies at-risk students and makes home visits as needed
- Provides guidance for all safety-related drills, inspections, crisis response plans
- Assists in accident and incident investigation
- Other related duties as assigned

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

LOCAL SCHOOLS INVENTORY CLERK (SUPPLEMENT)

Local school inventory clerks are paid an annual supplement to compensate for the additional duties and responsibilities of properly maintaining the school's inventory. This is a supportive role to the Principal and Assistant Principal.

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

Transportation Director (supplement)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

Under limited supervision, acts as Superintendent's designee to make day-to-day decisions relative to:

- The provision of school bus contract and activity bus transportation
- Assist with developing school bus routes
- Investigating school vehicle related accidents
- Responding to suggestions and complaints regarding any aspect of school system provided transportation
- Coordinates with principals, and bus contractor to achieve safe loading and unloading zones for school buses
- Monitors weather and road conditions. Makes recommendations directly to the Superintendent for closing or delaying as appropriate.
- Represents the school system at state meetings related to school bus transportation issues.
- Maintains records of Commercial Drivers' License and School Bus Driver Certification for all bus drivers and mechanics.
- Manage insurance coverage and for all district vehicles

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

TRANSPORTATION ASSISTANT (SUPPLEMENT)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

Assists the Transportation Director in making day-to-day decisions relative to:

- The provision of school bus contract and activity bus transportation
- Assist with developing school bus routes
- Investigating school vehicle related accidents
- Responding to suggestions and complaints regarding any aspect of school system provided transportation
- Coordinates with principals, and bus contractor to achieve safe loading and unloading zones for school buses
- Monitors weather and road conditions. Makes recommendations directly to the Superintendent for closing or delaying as appropriate.
- Represents the school system at state meetings related to school bus transportation issues.
- Maintains records of Commercial Drivers' License and School Bus Driver Certification for all bus drivers and mechanics.
- Manage insurance coverage and for all district vehicles

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

FEDERAL PROGRAMS SECRETARY (SUPPLEMENT)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires..

This role serves as the primary support for administration and compliance requirements for federal programs. Primary duties will include:

- Serving as the primary bookkeeper for the Federal Programs Department
- Completing all purchase requests and inventory requirements for federal funds
- Maintaining financial records and support for all federal expenditures
- Monitoring use to federal funds and compliance efforts with State Dept of Education examination requirements
- Remaining abreast of current federal grant regulations and assisting Federal Programs Director in administering allocations
- Other duties as assigned

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

Coordinator of Grants (Supplement)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

This role will assist the Superintendent with obtaining new, external funding resources through grants/donations and carrying out district initiatives and special projects.

Duties will include but are not limited to:

- Administer grant-writing and external funding efforts for Anniston City Schools BOE
- Serve as grant liaison for district
- Develop and implement the district procedure for the grant application process
- Develop and implement procedure for obtaining District & Board approval of the grants
- Manage grants applied for by the district
- Make proper notification of awarded grants
- Other district duties as assigned

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

LIBRARY / MEDIA SPECIALIST (SUPPLEMENT)

The supplement provides compensation for the additional responsibilities and time this position requires. The supplement available for Library/Media Specialist above the base salary if standards of work performance as specified in the following are met:

Facilitate distribution, collection & maintenance of school technology devices

Assist teachers with any hardware or software needs in the school

Initiate repairs for broken/malfunctioning devices with vendors

School representative for Technology Committee

Assist with troubleshooting of devices school-wide

Responsible for technology inventory for school

Utilizes technology to plan and provide instruction and facilitate student learning

Manages and coordinates inventory of library materials, textbooks, and digital devices

Performs technical responsibilities needed for an effective & successful educational facility

Properly cares for equipment and material resources of the school system

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

Testing Coordinator for District (supplement)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

This role will assist the Superintendent and C&I Directors in obtaining testing guidelines for state tests, attending PD in preparations, and ensuring that all educators follow policies when conducting state tests.

- Stay updated on state and federal testing requirements and ensure district compliance.
- Meet with counselors and all stakeholders to provide updates.
- Coordinate test administration logistics such as secure storage of test materials and dissemination to testing locations.
- Provide technical support for test administration software and troubleshoot any issues during testing.
- Communicate and disseminate test results from principals and C&I.
- Collaborate with the technology department to ensure the proper functioning of testing equipment and software.
- Collaborate with C&I and principals to create yearly testing schedules.
- Collaborate with the Assistant Testing Coordinator.

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

Assistant Testing Coordinator for District (supplement)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

- This role will assist the Test Coordinator with communicating updates and testing guidelines.
- Assist in coordinating testing schedules.
- Attend meetings for testing policies and procedures.
- Support with meeting counselors and testing procedures.
- Assist with communicating testing policies and protocols.
- Work with principals on developing and scheduling benchmark assessments.

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

Coordinator of District and Public Engagement (Supplement)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

As the District and Public Engagement Coordinator, the primary responsibility will be managing relations and ensuring consistent communication with the district and community to encourage their active involvement in Anniston City Schools. This role will require establishing solid communications and relationships with staff and the district through various channels. To nurture positive and well-informed public engagement across Anniston City by maintaining regular communication through newsletters and other mediums. In addition, the coordinator will work closely with the technology team to promote, support, and integrate community involvement through social media, Facebook, and the district website.

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

Assistant Coordinator of District and Public Engagement (Supplement)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

The Assistant Coordinator of Public Engagement will support the coordinator in promoting and engaging the district's communications. This includes editing, revising, and developing communications aimed at the district and community. The role will involve initiating and researching information to create meaningful and engaging forms of communication to represent Anniston City Schools.

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

Title IX Administrator (Supplement)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

The Title IX Administrator oversees and ensures compliance with Title IX regulations, which prohibit sex-based discrimination in federally funded educational programs. Responsibilities may include handling complaints, providing support to individuals involved in investigations, developing policies and procedures, conducting training on Title IX-related topics, and collaborating with other administrators and departments to promote a fair and inclusive educational environment.

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

Title IX Coordinator (Supplement)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

The Title IX Coordinator offers support to the Title IX Administrator in supervising and ensuring adherence to Title IX regulations. This includes aiding in managing and investigating reports of sexual discrimination, harassment, and misconduct. Additionally, they provide administrative assistance to individuals involved in Title IX investigations and contribute to the creation and enforcement of policies and procedures to address Title IX issues. They also help coordinate training and education on Title IX-related matters for students, faculty, and staff.

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

Discipline Hearing Officer (Supplement)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

The Discipline Hearing Officer oversees disciplinary hearings to ensure that due process is followed in cases where students are facing disciplinary actions.

The responsibilities include:

- Assisting with the process and procedures of the Teacher's Bill of Rights appeals and investigations
- Serving as the mid-level point of contact for appeals when initial outcomes are not accepted
- Communicating final decisions and next steps to the Superintendent.
- Other related responsibilities as assigned

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.

ADMINISTRATIVE SUPPORT ASSISTANT (SUPPLEMENT)

This is an extra duty assignment. The supplement provides compensation for the additional responsibilities and time this position requires.

To provide administrative support to school leaders in carrying out new initiatives, maintaining existing project requirements, coordinating events, assisting with seasonal objectives, record-keeping, facilitating affairs and other related duties as needed.. This may require additional training in areas and work hours beyond normal schedule.

Requirements for all supplements:

1. Candidates must have their supervisor submit a written recommendation on their behalf directly to the HR Coordinator by the annual deadline.
2. Candidates must be qualified for the supplemental position.
3. Candidates must have the time and capacity to take on the additional responsibilities.
4. Candidates must have final approval from the Superintendent.
5. Candidates must sign and abide by the annual agreement and requirements of the position.