

SUPPORT STAFF ADDITIONAL ASSIGNMENT HELPSHEET 2024-25

Use Additional Assignment Green Timesheets for current employees performing work outside normal position.

Electronic Personnel Action Request (ePAR) is required unless otherwise noted and should be submitted prior to work performed.

If an account code is not available please contact Heather Caviar for budgeted funds (001, 011, 013, 467, etc.), Lauren Randel for cash funds (510, 515, 520, 525, 526, 530, 596, 850, etc.) and Diane West for grant funds (100-400)

ADDITIONAL ASSIGNMENT - Support Staff	ePAR REQUIRED	TIMESHEET REQUIRED	SUBMIT TIME SHEET WEEKLY TO	HOURS/\$ APPROVED	NORMAL HOURLY RATE	BUDGET CODE	NOTES
EVENT COMPENSATION							
ATHLETIC TICKET TAKING,SCORE KEEPING, ANNOUNCING, ETC.	YES	YES - WEEKLY	PAYROLL	No Preapproved Funding	\$16.17 or OT if Over 40 hrs worked	HS ONLY - 001.620.3401.6158.XXX.1700.518 JH ONLY - XXX.620.3401.6158.XXX.XXXX.XXX	HS Sites must follow Athletic Gate Receipts Policy. For JH sites - possible funding sources are 001, 515, 520, 525, 526 & 530. EVC events are from fund 955.
ATHLETIC REGULAR ASSIGNMENT SECURITY GUARD - WORKING AS SECURITY GUARD AT EVENT ***** REGULAR ASSIGNMENT CUSTODIAN - WORKING AS CUSTODIAN AT EVENT	YES	YES - WEEKLY	PAYROLL	No Preapproved Funding	Reg Rate of Pay or OT if Applicable (If not reg position \$16.17 or OT if Over 40 hours worked)	SECURITY HS ONLY- 001.620.2660.6158.XXX.1700.518 JH ONLY - XXX.620.2660.6158.XXX.XXXX.XXX ***** CUSTODIAN HS & JH - XXX.620.2621.6158.XXX.XXXX.XXX	HS Sites must follow Athletic Gate Receipts Policy. For JH sites - possible funding sources are 001, 515, 520, 525, 526 & 530. EVC events are from fund 955.
NON-ATHLETIC EXTRA-CURRICULAR SCHOOL EVENTS - SUPERVISION, TICKET TAKING,ANNOUNCING, ETC.	YES	YES - WEEKLY	PAYROLL	No Preapproved Funding	\$16.17 or OT if Over 40 hrs worked	XXX.610.1900.6158.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, 526 & 530.
SPECIAL SCHOOL EVENTS NOT RELATED TO ATHLETICS OR EXTRA-CURRICULAR ACTIVITIES (IE: GRADUATION, PROM, ETC.) - SUPERVISION, TICKET TAKING, ANNOUNCING, ETC.	YES	YES - WEEKLY	PAYROLL	No Preapproved Funding	\$16.17 or OT if Over 40 hrs worked	XXX.100.1900.6158.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, 526 & 530. If Gifted use program code 240.
NON-ATHLETIC (EVENT/PROM/GRADUATION,ETC) REGULAR ASSIGNMENT SECURITY GUARD - WORKING AS SECURITY GUARD AT EVENT ***** REGULAR ASSIGNMENT CUSTODIAN - WORKING AS CUSTODIAN AT EVENT	YES	YES - WEEKLY	PAYROLL	No Preapproved Funding	Reg Rate of Pay or OT if Applicable (If not reg position \$16.17 or OT if Over 40 hours worked)	SECURITY EXTRA-CURRICULAR ONLY- XXX.610.2660.6158.XXX.XXXX.XXX NON-EXTRA-CURRICULAR - XXX.100.2660.6158.XXX.XXXX.XXX ***** CUSTODIAN EXTRA-CURRICULAR ONLY - XXX.610.2621.6158.XXX.XXXX.XXX NON-EXTRA-CURRICULAR ONLY - XXX.100.2621.6158.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, 526 & 530. Fund 526 cannot be used for non-extra- curricular activities such as graduation, prom, etc. If Gifted use program code 240.
SUBSTITUTES/TEMPS (provided in following areas)-1st step on salary schedule not to exceed \$21.25/hr unless otherwised noted.							
If a current employee, please use a green timesheet.							
BUS DRIVERS	YES	YES - WEEKLY	PAYROLL	AS APPROVED	\$19.85	001.400.2711.6158.562.2720.562	ePARS are entered by the Transportation Department.
ADMINISTRATIVE CLERK - SCHOOL SITES	YES	YES - WEEKLY	PAYROLL	AS APPROVED	\$16.45	XXX.100.2411.6158.XXX.2414.XXX	If Gifted use program code 240.
ALL CLERICAL - NON-SCHOOL SITES	YES	YES - WEEKLY	PAYROLL	AS APPROVED	\$16.45	XXX.100.25XX.6158.5XX.25XX.5XX	Possible funding sources are 001, 515, 520, & 530.
CHILDCARE ASSISTANT GROUP LEADER	YES	YES - WEEKLY	PAYROLL	AS APPROVED	\$16.30	KIDS EXPRESS - 520.900.3300.6158.XXX.0404.515 LIL EXPLORERS - 520.900.3300.6158.XXX.1078.515	EPARS are entered by the Community Ed Department.
CHILDCARE GROUP LEADER	YES	YES - WEEKLY	PAYROLL	AS APPROVED	\$16.94	KIDS EXPRESS - 520.900.3300.6158.XXX.0404.515 LIL EXPLORERS - 520.900.3300.6158.XXX.1078.515	EPARS are entered by the Community Ed Department.
COURIER	YES	YES - WEEKLY	PAYROLL	AS APPROVED	\$18.59	001.100.2524.6158.567.2532.500	
CROSSING GUARD	YES	YES - WEEKLY	PAYROLL	AS APPROVED	\$16.17	001.100.2671.6158.XXX.2730.XXX	

ADDITIONAL ASSIGNMENT - Support Staff	ePAR REQUIRED	TIMESHEET REQUIRED	SUBMIT TIME SHEET WEEKLY TO	HOURS/\$ APPROVED	NORMAL HOURLY RATE	BUDGET CODE	NOTES
CUSTODIANS (EXCEPTION CURRENT CUSTODIAN PAID AT REG. RATE)	YES	YES - WEEKLY	PAYROLL	AS APPROVED	\$18.59	XXX.100.2621.6158.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, & 530. If Gifted use program code 240.
FACILITY RANGER	YES	YES - WEEKLY	PAYROLL	No Preapproved Funding	Minimum of \$19.21 or OT if applicable	515.100.2660.6158.XXX.0409.515	EPARS are entered by the Community Ed Department.
CAFÉ ASSISTANT	YES	YES - WEEKLY	PAYROLL	AS APPROVED	\$16.30	510.100.3100.6158.XXX.3167.500	EPARS are entred by Food & Nutrition
CAFÉ ASSOCIATE	YES	YES - WEEKLY	PAYROLL	AS APPROVED	\$16.94	510.100.3100.6158.XXX.3167.500	EPARS are entred by Food & Nutrition
PARAEDUCATOR (SPEC ED GRADES 107-109)	YES	YES - WEEKLY	PAYROLL	AS APPROVED	\$17.46	001.2XX.1900.6158.XXX.XXXX.506	Federal or State funds (ie: Title 1, FTF, etc.) may also be used if applicable
PARAEDUCATOR PRESCHOOL	YES	YES - WEEKLY	PAYROLL	AS APPROVED	\$16.94	520.900.3300.6158.XXX.8001.515	Federal or State funds (ie: Title 1, FTF, etc.) may also be used if applicable
RECEPTIONIST (CLERICAL)	YES	YES - WEEKLY	PAYROLL	AS APPROVED	\$16.45	XXX.100.2411.6158.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, & 530. If Gifted use program code 240.
SECURITY GUARD	YES	YES - WEEKLY	PAYROLL	AS APPROVED	\$18.59	XXX.100.2660.6158.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, & 530. If Gifted site use program code 240.
ORAL TRANSLATION	YES	YES - WEEKLY	PAYROLL	NO APPROVED FUNDING	Current Employee - \$20.00 (outside work day) Sub/Temp - \$20.00/hr	001.100.2100.6158.XXX.2100.XXX	
WRITTEN TRANSLATION	YES	YES - WEEKLY	PAYROLL	No Preapproved Funding	\$22.00/HR	001.100.2100.6158.XXX.2100.XXX	
A - Z							
AFTER SCHOOL CLUBS (SITE FUNDS)	YES - QUARTERLY (ATTACH ADDITIONAL ASSIGNMENT PAY ACTION FORM)	YES - WEEKLY	PAYROLL	No Preapproved Funding	REG RATE (including OT if applicable)	ATHLETIC CLUBS - XXX.620.1900.6158.XXX.XXXX.XXX NON-ATHLETIC CLUBS - XXX.610.1900.6158.XXX.XXXX.XXX CTE RELATED CLUBS - XXX.3XX.1900.6158.XXX.XXXX.XXX	
AFTER SCHOOL PARA TUTORING	YES	YES - WEEKLY	PAYROLL	No Preapproved Funding	Reg Rate if regular position is Para; \$16.94 if regular position is not Para (OT if applicable)	XXX.100.1900.6158.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, & 530. If Gifted use program code 240.
BAND TECH I	YES	WORKFORCE	WORKFORCE	As Approved	\$14.75	XXX.610.1900.6158.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, 526 & 530. In cash funds the course code for band is
BAND TECH II	YES	WORKFORCE	WORKFORCE	As Approved	\$16.17	XXX.610.1900.6158.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, 526 & 530. In cash funds the course code for band is
CHOIR ACCOMPANIST (HIGH SCHOOL)	YES	YES - WEEKLY	PAYROLL	Up to 10 hours per week max.	\$20.00	001.610.1900.6158.2XX.1530.500	
CIVIC CENTER CUSTODIAN (FACILITIES RENTAL)	YES	YES - WEEKLY (Gold Timesheet)	FACILTIES RENTAL - COMMUNITY ED	No Preapproved Funding	Minimum \$18.59 (OT If applicable)	515.100.2621.6158.XXX.0409.515	EPARS are entered by the Community Ed Department.
CLUB CUSD TEACHER	YES	YES - WEEKLY	CLUB CUSD	No Preapproved Funding	\$26.00	520.900.3300.6158.XXX.1090.515	EPARS are entered by the Community Ed Department.
COACH - DISTRICT ALLOCATION	YES	YES - WEEKLY (IF HOURLY EMPLOYEE)	PAYROLL	AS PER EXTRA COMP SCHEDULE	IN-DISTRICT COACH = REG RATE (including OT if applicable) *** TEMP COACH = PAID AS PER EXTRA COMP SCHEDULE	001.620.1900.6158.XXX.1700.500	Coaching Stipend spreadsheet must be uploaded to ePAR.

ADDITIONAL ASSIGNMENT - Support Staff	ePAR REQUIRED	TIMESHEET REQUIRED	SUBMIT TIME SHEET WEEKLY TO	HOURS/\$ APPROVED	NORMAL HOURLY RATE	BUDGET CODE	NOTES
COACH - SITE FUNDED	YES	YES - WEEKLY (IF HOURLY EMPLOYEE)	PAYROLL	AS PER EXTRA COMP SCHEDULE *** No Preapproved Funding	IN-DISTRICT COACH = REG RATE (including OT if applicable) *** TEMP COACH = PAID AS PER EXTRA COMP SCHEDULE	XXX.620.1900.6158.XXX.XXXX.XXX	Coaching Stipend spreadsheet must be uploaded to ePAR. Possible funding sources are 001, 515, 520, 525, 526 & 530.
DIBELS TESTING	YES	YES - WEEKLY	PAYROLL	No Preapproved Funding	REG RATE	XXX.100.1900.6158.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, & 530. If Gifted use program code 240.
EXTENDED SEASON-SPORTS	YES (ATTACH ADDITIONAL ASSIGNMENT PAY ACTION FORM)	YES - WEEKLY	PAYROLL	AS APPROVED BY DISTRICT ATHLETIC DIRECTOR	IN-DISTRICT COACH = REG RATE (including OT if applicable) *** TEMP COACH = DAILY RATE BASED ON COACHING CONTRACT	CODE IS DEPENDENT ON DISTRICT ALLOCATION FOR EXTENDED SEASON SPORT: 001.620.1900.6158.XXX.1700.500 (DISTRICT ALLOCATED) OR XXX.620.1900.6158.XXX.XXXX.XXX (SITE FUNDED)	Recommendations on Additional Assignment and Coaching Stipend spreadsheet must be ploaded to ePAR. Refer to the Extended Season Contracts document from Athletics for specific allocations.
GIFTED/COGAT TESTING	YES	YES - WEEKLY	PAYROLL	AS APPROVED BY AUTHORIZING ADMINISTRATOR	REG RATE	520.240.2260.6158.500.6910.519	
HEARING AND VISION TESTING	YES	YES - WEEKLY	PAYROLL	AS APPROVED	REG RATE (including OT if applicable)	001.215.1900.6158.XXX.1000.506	
HONOR BAND CONDUCTOR	YES	YES	PAYROLL	AS APPROVED BY CURRICULUM AND INSTRUCTION DEPARTMENT	\$350.00	CODE PROVIDED BY CURRICULUM AND INSTRUCTION DEPARTMENT	
HONOR ORCHESTRA CONDUCTOR	YES	YES	PAYROLL	AS APPROVED BY CURRICULUM AND INSTRUCTION DEPARTMENT	\$350.00	CODE PROVIDED BY CURRICULUM AND INSTRUCTION DEPARTMENT	
INTERSESSION (SCHOOL SITES)	YES	YES - WEEKLY	PAYROLL	No Preapproved Funding	AS PER SUMMER SCHOOL RATES	XXX.XXX.1900.6158.XXX.108X.XXX	
KIST TESTING (KINDERGARTEN BUBBLING)	YES	YES - WEEKLY	PAYROLL	AUTHORIZED BY DIRECTOR OF ELEMENTARY ED	REG RATE	001.100.1900.6158.XXX.1086.XXX	
KRT TESTING (KINDERGARTEN READINESS)	YES	YES - WEEKLY	PAYROLL	AS APPROVED BY AUTHORIZING ADMINISTRATOR	REG RATE	520.100.2260.6158.500.6910.519	
LEAD STIPEND - CUSTODIAN (ELEMENTARY = 1 LEAD DAY SHIFT ONLY) (SECONDARY = 1 LEAD EVENING SHIFT ONLY)	YES	NA	WORKFORCE	N/A	\$.45/HR	EMPLOYEE'S CODE FROM POSITION	
LEAD STIPEND - GROUNDS	YES	NA	WORKFORCE	N/A	\$.45/HR	EMPLOYEE'S CODE FROM POSITION	
LEAD STIPEND - SECURITY (HIGH SCHOOL)	YES	NA	WORKFORCE	ONE PER H.S.	\$.45/HR	EMPLOYEE'S CODE FROM POSITION	
NATIONAL BOARD CERTIFIED OCCUPATIONAL THERAPIST, SOCIAL WORKER	NO	CONTRACT	N/A	AS APPROVED	\$3,000	EMPLOYEE'S CODE FROM POSITION - OBJECT 6158	HR set up stipend for payment and send contract.
NCI CLASS NON-VIOLENT CRISIS INTERVENTION STAFF DEVELOPMENT (ATTENDEE)	NO (DURING WORKDAY/WORK CALENDAR) ***** YES (OUTSIDE OF WORKDAY/WORK CALENDAR)	YES - WEEKLY	PAYROLL	NA	\$20.00/HR OR OT IFAPPLICABLE	???.100.2570.6158.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, & 530. Federal or State funds may also be used if applicable
ORAL TRANSLATION	NO (DURING WORKDAY) ***** YES (OUTSIDE OF WORKDAY)	WORKFORCE (DURING WORKDAY) ***** TIMESHEET (OUTSIDE OF WORKDAY)	WORKFORCE (DURING WORKDAY) ***** SUBMIT TIMESHEET TO PAYROLL (OUTSIDE OF WORKDAY)	AS APPROVED	REGULAR RATE (DURING WORKDAY) ***** \$20.00/HR (OUTSIDE OF WORKDAY)	REG RATE - EMPLOYEE'S CODE FROM POSITION (DURING WORKDAY) ***** OUTSIDE OF WORK DAY - XXX.100.2100.6158.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, & 530.

ADDITIONAL ASSIGNMENT - Support Staff	ePAR REQUIRED	TIMESHEET REQUIRED	SUBMIT TIME SHEET WEEKLY TO	HOURS/\$ APPROVED	NORMAL HOURLY RATE	BUDGET CODE	NOTES
STAFF DEVELOPMENT (ATTENDEE) Outside of Scheduled Workday	YES	YES - WEEKLY	PAYROLL	NA	\$20.00/HR	???.100.2570.6158.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, & 530. Federal or State funds may also be used if applicable
STATE TESTING	YES	YES - WEEKLY	PAYROLL	No Preapproved Funding	REG RATE	XXX.100.1900.6158.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, & 530. If Gifted use program code 240.
STUDENT RATE - FOOD SERVICE	YES	WORKFORCE	WORKFORCE	N/A	\$14.75	FOOD SERVICE - 510.100.3100.6158.XXX.3168.500	
STUDENT RATE- CHILD CARE	YES	WORKFORCE	WORKFORCE	N/A	\$14.75	KIDS EXPRESS - 520.900.3300.6158.XXX.0404.515 LIL EXPLORERS - 520.900.3300.6158.XXX.1078.515	
SUMMER SCHOOL	YES	YES - WEEKLY	PAYROLL	AS PER SUMMER SCHOOL SCHEDULE	AS PER SUMMER SCHOOL RATES	520.100.1900.6158.XXX.1088.515	ePARS entered by Curriculum/Community Ed Department. Unit 100 elementary, unit 188 junior high & unit 200 high school
SUMMER REGISTRATION/COUNSELING CLERICAL(7-12)	YES	YES - WEEKLY	PAYROLL	\$1000.00 TOTAL PER SITE	\$16.45	001.100.2123.6158.XXX.2123.504	
WEB MAINTENANCE	YES	YES - WEEKLY	PAYROLL	No Preapproved Funding	REG RATE	XXX.100.2580.6158.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, & 530. If Gifted site use program code 240.
WRITTEN TRANSLATION	YES	YES - WEEKLY	PAYROLL	No Preapproved Funding	\$22.00	001.100.2100.6158.XXX.2100.XXX	

CERTIFIED ADDITIONAL ASSIGNMENT HELPSHEET 2024-25

Additional Assignment Timesheets
(NCR)

Electronic Personnel Action Request (ePAR) required unless otherwise noted and should be submitted prior to work performed.

All timesheets for work paid by the hour are due on Payday for work completed the previous two weeks and will be paid the following Payday.

Timesheets should be submitted to the Payroll Department unless otherwise noted.

If an account code is not available please contact Heather Caviar for budgeted funds (001, 011, 013, 467, etc.), Lauren Randel for cash funds (510, 515, 520, 525, 526, 530, 596, 850, etc.) and Diane West for grant funds (100-400)

ADDITIONAL ASSIGNMENTS CERTIFIED	ePAR REQUIRED	TIMESHEET REQUIRED	HOURS/\$ APPROVED	NORMAL RATE	BUDGET CODE	NOTES
SUBSTITUTE PAY						
SUBSTITUTE TEACHER (current/retired employees)	N/A	NO	AS PER UNFILLED ABSENCE	\$170/DAY	001.100.1000.6105.XXX.1000.500	
HALF DAY RATE (4 HOURS OR LESS ABSENCE)	N/A	NO	AS PER UNFILLED ABSENCE	\$85/DAY	001.100.1000.6105.XXX.1000.500	
LONG TERM RATE (21ST STUDENT DAY+)	N/A	NO	AS PER UNFILLED ABSENCE	\$200.00/DAY	001.100.1000.6105.XXX.1000.500	
LONG TERM SUB ASSIGNMENT WHICH HAS AN EXTRA TEACHING PERIOD WILL BE PAID LONG TERM RATE (21ST STUDENT DAY+) PLUS HS = 1/5 OF LONG TERM RATE, JH = 1/4 OF LONG TERM RATE	YES	NO	AS PER UNFILLED ABSENCE	\$200.00/DAY PLUS HS = \$40.00/DAY JH = \$50.00/DAY	001.100.1000.6105.XXX.1000.500	
JOB SHARE - REG RATE IF LONG TERM ABSENCE	YES	NO	AS PER ABSENCE	REG RATE	REG CODE	Teacher position code from the teacher who's filling in the absence - object code 6112
TEMP/SUBSTITUTE , ORAL/WRITTEN TRANSLATION	YES	YES	NO PREAPPROVED FUNDING	\$20.00/HR ORAL \$22.00/HR WRITTEN	001.100.2100.6148.XXX.2100.XXX	
COACHING						
COACH-DISTRICT ALLOCATION	YES	CONTRACT	AS PER EXTRA COMP SCHEDULE	AS PER EXTRA COMP SCHEDULE	001.620.1000.6138.XXX.1700.500	Coaching spreadsheet uploaded to ePAR
COACH - SITE FUNDED	YES	CONTRACT	AS PER EXTRA COMP SCHEDULE	AS PER EXTRA COMP SCHEDULE	XXX.620.1000.6138.XXX.XXXX.XXX	Coaching stipend spreadsheet must be uploaded to ePAR. Possible funding sources are 001, 515, 520, 525, 526 & 530.
EXTENDED SEASON-SPORTS	YES	YES	AS PER EXTRA COMP SCHEDULE	COACH DAILY RATE BASED ON COACHING CONTRACT	CODE IS DEPENDENT ON DISTRICT ALLOCATION FOR EXTENDED SEASON SPORT: 001.620.1000.6138.XXX.1700.500 (DISTRICT ALLOCATED) OR XXX.620.1000.6138.XXX.XXXX.XXX (SITE FUNDED)	Recommendations on Additional Assignment and Coaching Stipend spreadsheet must be uploaded to ePAR. Refer to the Extended Season Contracts document from Athletics for specific allocations.
DEPT CHAIR/TEAM LEADER						
DEPARTMENT CHAIR - HIGH SCHOOL	YES	CONTRACT	AS PER SUPPLEMENTAL SALARY SCHEDULE	AS PER SUPPLEMENTAL SALARY SCHEDULE	001.100.2490.6138.XXX.1990.500	Dept Chair Spreadsheet Uploaded to ePAR
EQUITY TEAM LEADS	Equity Director will enter ePAR.	FLAT FILE	AS APPROVED	\$575.00/YR	001.100.1000.6138.XXX.2228.500	Recommendations on Additional Assignment Spreadsheet Uploaded to ePAR. Equity Director will enter ePAR.

CERTIFIED ADDITIONAL ASSIGNMENT HELPSHEET 2024-25

Additional Assignment Timesheets
(NCR)

Electronic Personnel Action Request (ePAR) required unless otherwise noted and should be submitted prior to work performed.

All timesheets for work paid by the hour are due on Payday for work completed the previous two weeks and will be paid the following Payday.

Timesheets should be submitted to the Payroll Department unless otherwise noted.

If an account code is not available please contact Heather Caviar for budgeted funds (001, 011, 013, 467, etc.), Lauren Randel for cash funds (510, 515, 520, 525, 526, 530, 596, 850, etc.) and Diane West for grant funds (100-400)

ADDITIONAL ASSIGNMENTS CERTIFIED	ePAR REQUIRED	TIMESHEET REQUIRED	HOURS/\$ APPROVED	NORMAL RATE	BUDGET CODE	NOTES
ELEMENTARY INSTRUCTIONAL TEAM LEADS	YES - See Notes	YES	MAXIMUM \$4600 PER ELEMENTARY SITE	Maximum \$575.00/YR	001.100.1000.6138.XXX.1991.500	Instructional Lead Spreadsheet Uploaded to ePAR
MULTI-TIER SYSTEMS OF SUPPORT (MTSS)	YES - See Notes	YES	1 PER ELEMENTARY & SECONDARY SITE	\$1,000	001.100.2111.6148.XXX.1991.500	Instructional Lead Spreadsheet Uploaded to ePAR
EDUCATIONAL ASSESSMENT LEAD (CLC/EPA Only)	YES - See Notes	YES	1 APPROVED	\$1,000	001.100.2260.6148.272.1991.500	Instructional Lead Spreadsheet Uploaded to ePAR
EDUCATIONAL INTEGRATION LEAD (FORMERLY IINFINITE CAMPUS LEAD)	Technology Department submit ePAR listing all site leads.	YES	AS APPROVED BY TECHNOLOGY DEPARTMENT	20.00/hr	001.100.2230.6148.XXX.1991.500	
JH CURRICULAR COORDINATOR	YES	YES	Approved 6 Curricular Leads	\$1,200.00 PER LEAD MAX	001.100.2212.6148.XXX.1991.500	JH Team Leader/Curriculum Lead Spreadsheet Uploaded to ePAR
JH TEAM LEAD	YES	YES	Approved 10 Team Leads	\$1,000.00 PER LEAD MAX	001.100.1000.6138.XXX.1991.500	JH Team Leader/Curriculum Lead Spreadsheet Uploaded to ePAR
HS LEVEL LEAD	YES	YES	Approved Per Site	Up to \$1,500.00 MAX PER LEAD	001.100.1000.6138.2XX.1991.200	Level Lead Signed Contract Uploaded to ePAR
LOSS PREP TIME						
LOSS OF PREP TIME/HIGH SCHOOL/JR HIGH	NO	LOG - SUBMIT WEEKLY	AS PER UNFILLED ABSENCE	\$33.00/REGULAR PERIOD \$66.00/BLOCK PERIOD	001.100.1000.6105.XXX.1000.500	
UNFILLED ABSENCE/ELEMENTARY	NO	LOG - SUBMIT WEEKLY	AS PER UNFILLED ABSENCE	SEE LOG FOR RATES	001.100.1000.6105.XXX.1000.500	
A - Z						
ATHLETIC EVENTS -TICKET SELLERS/TAKERS, ANNOUNCERS & SCOREKEEPERS	YES	YES	APPROVED AS NEEDED	\$20.00/HR	HS ONLY - 001.620.3401.6148.XXX.1700.518 JH ONLY - XXX.620.3401.6148.XXX.XXXX.XXX	HS Sites must follow Athletic Gate Receipts Policy. For JH sites - possible funding sources are 001, 515, 520, 525, 526 & 530. EVC events are from fund 955.
NON-ATHLETIC EXTRA-CURRICULAR SCHOOL EVENTS - SUPERVISION	YES	YES	No Preapproved Funding	\$20.00/HR	XXX.610.1000.6138.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, 526 & 530.
SPECIAL SCHOOL EVENTS NOT RELATED TO ATHLETICS OR EXTRA-CURRICULAR ACTIVITIES (IE: GRADUATION, PROM, ETC.) - SUPERVISION	YES	YES	No Preapproved Funding	\$20.00/HR	XXX.100.1000.6138.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, 526 & 530.
ACADEMIC INTERVENTION (programs require significant planning/preparation in addition to contact time with students. Time recorded should be student contact time only.)	YES	YES	No Preapproved Funding	\$30.00/HR	XXX.100.2111.6148.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, 526 & 530.
ADDITIONAL TEACHING PERIOD	YES	CONTRACT	APPROVED AS NEEDED	AS PER SUPPLEMENTAL SALARY SCHEDULE	001.100.1000.6112.XXX.100X.500	If SPED use program code 200. If Gifted use program code 240.
CERTIFICATE OF CLINICAL COMPETENCY (CCC) SPEECH PATHOLOGIST	NO	CONTRACT	AS APPROVED	\$3,000/YR	EMPLOYEE'S CODE FROM POSITION - OBJECT 6146	HR set up stipend for payment and send contract.

CERTIFIED ADDITIONAL ASSIGNMENT HELPSHEET 2024-25

Additional Assignment Timesheets
(NCR)

Electronic Personnel Action Request (ePAR) required unless otherwise noted and should be submitted prior to work performed.

All timesheets for work paid by the hour are due on Payday for work completed the previous two weeks and will be paid the following Payday.

Timesheets should be submitted to the Payroll Department unless otherwise noted.

If an account code is not available please contact Heather Caviar for budgeted funds (001, 011, 013, 467, etc.), Lauren Randel for cash funds (510, 515, 520, 525, 526, 530, 596, 850, etc.) and Diane West for grant funds (100-400)

ADDITIONAL ASSIGNMENTS CERTIFIED	ePAR REQUIRED	TIMESHEET REQUIRED	HOURS/\$ APPROVED	NORMAL RATE	BUDGET CODE	NOTES
COMMUNITY ED CLUB CUSD TEACHER	YES - Community Ed Submit PAR	YES	No Preapproved Funding	\$26.00/HR	520.900.3300.6138.XXX.1090.515	ePAR will be entered by Community Ed department.
CTE AG TEACHERS - FACILITY MAINTENANCE	YES	CONTRACT	AS PER SUPPLEMENTAL SALARY SCHEDULE	\$4,800 Per Site (Max \$2,400 per person)	001.376.1000.6138.XXX.1000.500	If more than 2 teachers, \$4,800 split between all teachers
CTE WOODS TEACHERS - FACILITY MAINTENANCE	YES	CONTRACT	AS PER SUPPLEMENTAL SALARY SCHEDULE	\$1,240.00	001.315.1000.6138.XXX.1000.500	
CTE AUTO TEACHERS - FACILITY MAINTENANCE	YES	CONTRACT	AS PER SUPPLEMENTAL SALARY SCHEDULE	\$1,240.00	001.311.1000.6138.XXX.1000.500	
CTE CATERING	YES	YES	AS PER SUPPLEMENTAL SALARY SCHEDULE	\$1,500.00	001.320.1000.6138.XXX.1000.500	Minimum 4 events - max \$1,500
CTE TV BROADCAST	YES	YES	AS PER SUPPLEMENTAL SALARY SCHEDULE	\$1,500.00	001.334.1000.6138.XXX.1000.500	Minimum 4 events - max \$1,500
CTE COOPERATIVE EDUCATION STIPEND	YES	YES	AS PER SUPPLEMENTAL SALARY SCHEDULE	\$150.00 PER STUDENT	CODE PROVIDED BY CTE DEPARTMENT	
CTE QUALITY AND COMPLIANCE STIPEND	YES	YES	AS PER SUPPLEMENTAL SALARY SCHEDULE	AS PER SUPPLEMENTAL SALARY SCHEDULE	CODE PROVIDED BY CTE DEPARTMENT	
CURRICULUM DEVELOPMENT	YES	YES	No Preapproved Funding	\$25.00/HR	XXX.100.2212.6148.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, & 530.
DIBELS TESTING	YES	YES	No Preapproved Funding	\$25.00/HR	XXX.100.1000.6138.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, & 530.
DUAL ENROLLMENT STIPEND	YES	YES	AS PER SUPPLEMENTAL SALARY SCHEDULE	\$250 PER COURSE/SEMESTER (MAX OF \$1,250 PER SEMESTER)	520.100.1000.6138.2XX.0100.2XX OR 456.100.1000.6138.2XX.1000.504	High Schools Only
ELL COORDINATOR	YES - Federal Programs Director submit ePAR	YES	AS PER SUPPLEMENTAL SALARY SCHEDULE	\$775.00	190.260.2200.6148.500.2200.509	
EXTENDED CONTRACT DUTIES (PSYCHOLOGIST)	YES	YES	AS APPROVED	DAILY RATE	001.200.2140.6148.XXX.2140.506	ePAR will be entered by Executive Director of Student Personalized Learning
EXTENDED CONTRACT DUTIES (SPEECH)	YES	YES	AS APPROVED	DAILY RATE	001.213.2150.6148.XXX.2150.506	ePAR will be entered by Executive Director of Student Personalized Learning
EXTENDED DAYS-(9-12) SPECIAL ED CHAIR	YES	YES	No Preapproved Funding	DAILY RATE	XXX.200.1000.6138.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, & 530.
EXTENDED DAYS-COUNSELORS	YES	YES	JHS/HLA-15 DAYS PER SITE HS-25 DAYS PER SITE	DAILY RATE	001.100.2123.6148.XXX.2123.504	
GIFTED/COGAT TESTING	YES	YES	AUTHORIZED BY AUTHORIZED ADMINISTRATOR	\$25.00/HR	XXX.240.1000.6138.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, & 530.
HOMEBOUND-REGULAR ED	YES	YES	UPON INITIAL START OF ASSIGN.	*\$25.00/HR	001.100.1000.6138.XXX.1102.506	
HOMEBOUND-SPECIAL ED	YES	YES	UPON INITIAL START OF ASSIGN.	*\$25.00/HR	001.200.1000.6138.XXX.1102.506	

CERTIFIED ADDITIONAL ASSIGNMENT HELPSHEET 2024-25

Additional Assignment Timesheets
(NCR)

Electronic Personnel Action Request (ePAR) required unless otherwise noted and should be submitted prior to work performed.

All timesheets for work paid by the hour are due on Payday for work completed the previous two weeks and will be paid the following Payday.

Timesheets should be submitted to the Payroll Department unless otherwise noted.

If an account code is not available please contact Heather Caviar for budgeted funds (001, 011, 013, 467, etc.), Lauren Randel for cash funds (510, 515, 520, 525, 526, 530, 596, 850, etc.) and Diane West for grant funds (100-400)

ADDITIONAL ASSIGNMENTS CERTIFIED	ePAR REQUIRED	TIMESHEET REQUIRED	HOURS/\$ APPROVED	NORMAL RATE	BUDGET CODE	NOTES
INDIGENOUS/REFUGEE/FIT ACADEMIC ADVISOR	YES ePAR submitted by Federal Programs	YES	FEDERAL FUNDS	\$575/QTR	200.100.2120.6148.XXX.2120.509	ePAR will be entered by Federal Programs
INTERSESSION-TEACHER (CLASS)	YES	YES	AS PER AUTHORIZED ADMINISTRATOR	AS PER SUPPLEMENTAL SALARY SCHEDULE	XXX.100.1000.6138.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, & 530.
KIST TESTING (KINDERGARTEN BUBBLING)	YES	YES	SITE FUNDED	\$25.00/HR	001.100.1000.6138.XXX.1086.XXX	
KRT TESTING (KINDERGARTEN READINESS)	YES	YES	AS APPROVED	\$25.00/HR	XXX.100.1000.6138.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, & 530.
NATIONAL BOARD CERTIFIED TEACHER	NO	CONTRACT	AS APPROVED	\$3,000/YR	EMPLOYEE'S CODE FROM POSITION - OBJECT 6126	HR set up stipend for payment and send contract.
NATIONAL BOARD CERTIFIED COUNSELOR, PSYCHOLOGIST	NO	CONTRACT	AS APPROVED	\$3,000/YR	EMPLOYEE'S CODE FROM POSITION - OBJECT 6146	HR set up stipend for payment and send contract.
NURSING - CLINICAL COORDINATOR	YES	YES	AS APPROVED	\$3,500/YR	XXX.354.1000.6138.2XX.XXXX.512	Possible funding sources 260 or 400
NURSING - CLINICAL TESTING	YES	YES	AS APPROVED	\$20.00/HR	XXX.354.1000.6138.2XX.XXXX.512	Possible funding sources 260 or 400
NURSING - CLINICAL MONITORING	YES	YES	AS APPROVED	\$45.00/HR	XXX.354.1000.6138.2XX.XXXX.512	Possible funding sources 260 or 400
ORAL TRANSLATION	YES	YES	No Preapproved Funding	20.00/HR	XXX.100.2100.6148.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, & 530.
SATURDAY SCHOOL ACADEMIC INTERVENTION - CHANLDER EARLY COLLEGE	YES	YES	NO PREAPPROVED FUNDING	\$30.00/HR	520.100.1000.6138.226.1091.226	
CHANDLER INNOVATION FAIR SITE COORDINATOR	YES - Curriculum Department will submit ePAR	FLAT FILE	NO PREAPPROVED FUNDING	SITE COORDINATOR \$350.00/YR	001.100.2212.6148.XXX.2212.517	Curriculum Department Submit Flat File
STAFF DEVELOPMENT - ATTENDEE	NA	FLAT FILE	AS APPROVED	\$20.00	XXX.XXX.2213.6138.XXX.XXXX.XXX XXX.XXX.2213.6148.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, & 530. Federal or State funds may also be used if applicable
DISTRICT STAFF DEVELOPMENT - INSTRUCTOR	NA	TIMESHEET	AS APPROVED	\$40.00/HR	XXX.XXX.2213.6138.XXX.XXXX.XXX XXX.XXX.2213.6148.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, & 530. Federal or State funds may also be used if applicable
STATE TESTING/PROCTORING	YES	YES	No Preapproved Funding	\$25.00/HR	XXX.100.1000.6138.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, & 530.
STUDENT COUNCIL SPONSOR ELECTIVE EVERY OTHER DAY) (JH,	YES	YES	AS APPROVED	\$1,500.00 PER SEMESTER	001.610.1000.6138.XXX.1000.500	
SUMMER SCHOOL - COORDINATOR	YES	NO	AS PER SUPPLEMENTAL SALARY SCHEDULE	stipend based upon \$35/hr student contact	520.100.2210.6148.XXX.1088.515	ePAR is entered by Community Ed/Curriculum Department. Unit 100 elementary, unit 188 junior high & unit 200 high school

CERTIFIED ADDITIONAL ASSIGNMENT HELPSHEET 2024-25

Additional Assignment Timesheets
(NCR)

Electronic Personnel Action Request (ePAR) required unless otherwise noted and should be submitted prior to work performed.

All timesheets for work paid by the hour are due on Payday for work completed the previous two weeks and will be paid the following Payday.

Timesheets should be submitted to the Payroll Department unless otherwise noted.

If an account code is not available please contact Heather Caviar for budgeted funds (001, 011, 013, 467, etc.), Lauren Randel for cash funds (510, 515, 520, 525, 526, 530, 596, 850, etc.) and Diane West for grant funds (100-400)

ADDITIONAL ASSIGNMENTS CERTIFIED	ePAR REQUIRED	TIMESHEET REQUIRED	HOURS/\$ APPROVED	NORMAL RATE	BUDGET CODE	NOTES
SUMMER SCHOOL - TEACHER	YES	NO	AS PER SUPPLEMENTAL SALARY SCHEDULE	stipend based upon \$30/hr student contact	520.100.1000.6138.XXX.1088.515	ePAR is entered by Community Ed/Curriculum Department. Unit 100 elementary, unit 188 junior high & unit 200 high school
TUTORING (After school)	YES	YES	No Preapproved Funding	\$25.00/HR	XXX.100.1000.6138.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, 526 & 530.
WRITTEN TRANSLATION	YES	YES	No Preapproved Funding	\$22.00/HR	XXX.100.2100.6148.XXX.XXXX.XXX	Possible funding sources are 001, 515, 520, 525, & 530.

All employees are paid a standard rate consistent with the assignment/responsibilities regardless of the funding source.

It is expected that certified staff who perform duties for additional compensation during contract time (prep, immediately after school) will extend his/her normal workday to meet professional expectations.

Athletic Coaching Salary Schedule 2024-25

ATHLETIC COACHING	I	II	III	IV	V	VI	VII
<i>Coaches may be awarded up to three years experience. One year-Step 1, two years-Step II, three years, Step III</i>							
Badminton Varsity	\$2,984	\$3,163	\$3,353	\$3,554	\$3,767	\$3,993	\$4,233
Boys							
Baseball Varsity	\$3,610	\$3,827	\$4,057	\$4,300	\$4,558	\$4,832	\$5,121
Baseball Varsity Assistant	\$2,713	\$2,875	\$3,048	\$3,231	\$3,425	\$3,630	\$3,848
Baseball JV	\$2,713	\$2,875	\$3,048	\$3,231	\$3,425	\$3,630	\$3,848
Baseball Freshman	\$2,466	\$2,614	\$2,771	\$2,937	\$3,113	\$3,300	\$3,498
Baseball 8th	\$1,392	\$1,475	\$1,564	\$1,658	\$1,757	\$1,863	\$1,975
Baseball 7th	\$1,392	\$1,475	\$1,564	\$1,658	\$1,757	\$1,863	\$1,975
Boys/Girls							
Basketball Varsity	\$3,610	\$3,827	\$4,057	\$4,300	\$4,558	\$4,832	\$5,121
Basketball Varsity Assistant	\$2,713	\$2,875	\$3,048	\$3,231	\$3,425	\$3,630	\$3,848
Basketball JV	\$2,713	\$2,875	\$3,048	\$3,231	\$3,425	\$3,630	\$3,848
Basketball Freshman	\$2,466	\$2,614	\$2,771	\$2,937	\$3,113	\$3,300	\$3,498
Basketball 8th	\$1,392	\$1,475	\$1,564	\$1,658	\$1,757	\$1,863	\$1,975
Basketball 7th	\$1,392	\$1,475	\$1,564	\$1,658	\$1,757	\$1,863	\$1,975
Boys/Girls							
Cross Country Varsity	\$3,282	\$3,479	\$3,688	\$3,909	\$4,144	\$4,392	\$4,656
Cross Country Assistant	\$2,466	\$2,614	\$2,771	\$2,937	\$3,113	\$3,300	\$3,498
Cross Country 8th & 7th	\$1,392	\$1,475	\$1,564	\$1,658	\$1,757	\$1,863	\$1,975
Boys							
Football Varsity	\$3,790	\$4,017	\$4,258	\$4,514	\$4,785	\$5,072	\$5,376
Football Varsity Assistant (4)	\$2,713	\$2,875	\$3,048	\$3,231	\$3,425	\$3,630	\$3,848
Flag Football Varsity - Girls	\$2,984	\$3,163	\$3,353	\$3,554	\$3,767	\$3,993	\$4,233
Flag Football Varsity Asst. - Girls	\$2,466	\$2,614	\$2,771	\$2,937	\$3,113	\$3,300	\$3,498
Football JV (3)	\$2,713	\$2,875	\$3,048	\$3,231	\$3,425	\$3,630	\$3,848
Football Freshman (3)	\$2,466	\$2,614	\$2,771	\$2,937	\$3,113	\$3,300	\$3,498
Flag Football 8th	\$1,392	\$1,475	\$1,564	\$1,658	\$1,757	\$1,863	\$1,975
Flag Football 7th	\$1,392	\$1,475	\$1,564	\$1,658	\$1,757	\$1,863	\$1,975
Boys/Girls							
Golf Varsity	\$2,984	\$3,163	\$3,353	\$3,554	\$3,767	\$3,993	\$4,233
Boys/Girls							
Soccer Varsity	\$3,282	\$3,479	\$3,688	\$3,909	\$4,144	\$4,392	\$4,656
Soccer Varsity Assistant	\$2,466	\$2,614	\$2,771	\$2,937	\$3,113	\$3,300	\$3,498
Soccer JV (2)	\$2,466	\$2,614	\$2,771	\$2,937	\$3,113	\$3,300	\$3,498
Soccer 8th	\$1,392	\$1,475	\$1,564	\$1,658	\$1,757	\$1,863	\$1,975
Soccer 7th	\$1,392	\$1,475	\$1,564	\$1,658	\$1,757	\$1,863	\$1,975
Girls							
Softball Varsity	\$3,610	\$3,827	\$4,057	\$4,300	\$4,558	\$4,832	\$5,121
Softball Varsity Assistant	\$2,713	\$2,875	\$3,048	\$3,231	\$3,425	\$3,630	\$3,848
Softball JV	\$2,713	\$2,875	\$3,048	\$3,231	\$3,425	\$3,630	\$3,848
Softball Freshman	\$2,466	\$2,614	\$2,771	\$2,937	\$3,113	\$3,300	\$3,498
Softball 8th	\$1,392	\$1,475	\$1,564	\$1,658	\$1,757	\$1,863	\$1,975
Softball 7th	\$1,392	\$1,475	\$1,564	\$1,658	\$1,757	\$1,863	\$1,975
Boys/Girls							
Swimming Varsity	\$3,282	\$3,479	\$3,688	\$3,909	\$4,144	\$4,392	\$4,656

ATHLETIC COACHING SALARY SCHEDULE 2024-25

ATHLETIC COACHING	I	II	III	IV	V	VI	VII
Coaches may be awarded up to three years experience. One year-Step 1, two years-Step II, three years, Step III							
Swimming Assistant/Dive (1)	\$2,466	\$2,614	\$2,771	\$2,937	\$3,113	\$3,300	\$3,498
Boys/Girls							
Tennis Varsity	\$2,984	\$3,163	\$3,353	\$3,554	\$3,767	\$3,993	\$4,233
Tennis Freshman	\$2,242	\$2,376	\$2,519	\$2,670	\$2,830	\$3,000	\$3,180
Tennis 8th & 7th	\$1,392	\$1,475	\$1,564	\$1,658	\$1,757	\$1,863	\$1,975
Boys/Girls							
Track Varsity	\$3,610	\$3,827	\$4,057	\$4,300	\$4,558	\$4,832	\$5,121
Track Varsity Assistant	\$2,713	\$2,875	\$3,048	\$3,231	\$3,425	\$3,630	\$3,848
Track Freshman	\$2,466	\$2,614	\$2,771	\$2,937	\$3,113	\$3,300	\$3,498
Track 8th & 7th	\$1,392	\$1,475	\$1,564	\$1,658	\$1,757	\$1,863	\$1,975
Trainer - Certified (3 season max)	\$10,314	\$10,935	\$11,589	\$12,285	\$13,022	\$13,803	\$14,632
Boys/Girls							
Volleyball Varsity	\$3,610	\$3,827	\$4,057	\$4,300	\$4,558	\$4,832	\$5,121
Volleyball Varsity Assistant	\$2,713	\$2,875	\$3,048	\$3,231	\$3,425	\$3,630	\$3,848
Volleyball Beach Varsity - Girls	\$2,984	\$3,163	\$3,353	\$3,554	\$3,767	\$3,993	\$4,233
Volleyball JV	\$2,713	\$2,875	\$3,048	\$3,231	\$3,425	\$3,630	\$3,848
Volleyball Freshman Girls	\$2,466	\$2,614	\$2,771	\$2,937	\$3,113	\$3,300	\$3,498
Volleyball 8th	\$1,392	\$1,475	\$1,564	\$1,658	\$1,757	\$1,863	\$1,975
Volleyball 7th	\$1,392	\$1,475	\$1,564	\$1,658	\$1,757	\$1,863	\$1,975
Boys/Girls							
Wrestling Varsity Boys/Girls	\$3,610	\$3,827	\$4,057	\$4,300	\$4,558	\$4,832	\$5,121
Wrestling Varsity Assistant Boys	\$2,713	\$2,875	\$3,048	\$3,231	\$3,425	\$3,630	\$3,848
Wrestling JV Boys	\$2,713	\$2,875	\$3,048	\$3,231	\$3,425	\$3,630	\$3,848
Wrestling Freshman Boys	\$2,466	\$2,614	\$2,771	\$2,937	\$3,113	\$3,300	\$3,498
Wrestling 8th & 7th	\$1,392	\$1,475	\$1,564	\$1,658	\$1,757	\$1,863	\$1,975
Weight Training (HS)	\$2,713	\$2,875	\$3,048	\$3,231	\$3,425	\$3,630	\$3,848
Boys/Girls							
E-Sports Varsity (HS)	\$2,984	\$3,163	\$3,353	\$3,554	\$3,767	\$3,993	\$4,233
UNIFIED SPORTS							
Unified Sports Coord (annual)	\$2,984	\$3,163	\$3,353	\$3,554	\$3,767	\$3,993	\$4,233
Unified Coach JH & HS (per seaso	\$1,392	\$1,475	\$1,564	\$1,658	\$1,757	\$1,863	\$1,975
Unified Assistant Coach (HS)	\$1,000						
(Football, Track, Basketball, Soccer)							
OFF SEASON SPORTS							
Extended Season	Prorated by week						
Basketball - Summer League Boy	\$1,040						
Basketball - Summer League Girls	\$1,040						
Football - Spring (3 weeks) Head	\$950						
Football - Spring (3 weeks) Asst. (\$720						
Summer Passing League	\$3,635						
7th & 8th Grade Team Sports	\$1,000						
(B Team Asst./Weight Training)							

Athletic Coaching Salary Schedule 2024-25

ATHLETIC COACHING	I	II	III	IV	V	VI	VII
<i>Coaches may be awarded up to three years experience. One year-Step 1, two years-Step II, three years, Step III</i>							
EXTRA CURRICULAR							
Academic Decathlon	\$2,038	\$2,160	\$2,290	\$2,427	\$2,573	\$2,727	\$2,891
Band Director (semester)	\$2,466	\$2,614	\$2,771	\$2,937	\$3,113	\$3,300	\$3,498
Band HS Assistant (semester)	\$1,684	\$1,785	\$1,892	\$2,006	\$2,126	\$2,254	\$2,389
Band JH	\$1,265	\$1,341	\$1,422	\$1,507	\$1,598	\$1,693	\$1,795
Percussion Instructor (semester)	\$1,150	\$1,219	\$1,293	\$1,370	\$1,452	\$1,539	\$1,632
Color Guard Instructor (1 semester)	\$1,392	\$1,475	\$1,564	\$1,658	\$1,757	\$1,863	\$1,975
Visual Instructor (semester)	\$1,150	\$1,219	\$1,293	\$1,370	\$1,452	\$1,539	\$1,632
Instrumental Instructor (1 Sem/2 years)	\$1,150	\$1,219	\$1,293	\$1,370	\$1,452	\$1,539	\$1,632
Cheer Varsity (semester)	\$2,038	\$2,160	\$2,290	\$2,427	\$2,573	\$2,727	\$2,891
Cheer Varsity Assistant (sem.)	\$1,150	\$1,219	\$1,293	\$1,370	\$1,452	\$1,539	\$1,632
Cheer JV (semester)	\$1,150	\$1,219	\$1,293	\$1,370	\$1,452	\$1,539	\$1,632
Cheer Freshman (semester)	\$1,150	\$1,219	\$1,293	\$1,370	\$1,452	\$1,539	\$1,632
Pom/Dance Varsity (semester)	\$2,038	\$2,160	\$2,290	\$2,427	\$2,573	\$2,727	\$2,891
Pom/Dance Assistant (sem.)	\$1,150	\$1,219	\$1,293	\$1,370	\$1,452	\$1,539	\$1,632
Spiritline JH (semester)	\$1,150	\$1,219	\$1,293	\$1,370	\$1,452	\$1,539	\$1,632
Chess	\$1,684	\$1,785	\$1,892	\$2,006	\$2,126	\$2,254	\$2,389
Dance-Performing	\$2,242	\$2,376	\$2,519	\$2,670	\$2,830	\$3,000	\$3,180
Drama HS	\$2,984	\$3,163	\$3,353	\$3,554	\$3,767	\$3,993	\$4,233
Drama JH	\$1,265	\$1,341	\$1,422	\$1,507	\$1,598	\$1,693	\$1,795
Student Council - Junior High	\$1,265	\$1,341	\$1,422	\$1,507	\$1,598	\$1,693	\$1,795
Student Council - High School	\$2,984	\$3,163	\$3,353	\$3,554	\$3,767	\$3,993	\$4,233
Flagline HS (1 semester)	\$1,392	\$1,475	\$1,564	\$1,658	\$1,757	\$1,863	\$1,975
Newspaper HS	\$2,038	\$2,160	\$2,290	\$2,427	\$2,573	\$2,727	\$2,891
Orchestra Secondary	\$2,242	\$2,376	\$2,519	\$2,670	\$2,830	\$3,000	\$3,180
Orchestra JH	\$1,265	\$1,341	\$1,422	\$1,507	\$1,598	\$1,693	\$1,795
Robotics JH & HS	\$2,038	\$2,160	\$2,290	\$2,427	\$2,573	\$2,727	\$2,891
ROTC/Drill Team/Honor Guard	\$2,466	\$2,614	\$2,771	\$2,937	\$3,113	\$3,300	\$3,498
Speech and Debate	\$2,466	\$2,614	\$2,771	\$2,937	\$3,113	\$3,300	\$3,498
Vocal HS	\$2,984	\$3,163	\$3,353	\$3,554	\$3,767	\$3,993	\$4,233
Vocal JH	\$1,265	\$1,341	\$1,422	\$1,507	\$1,598	\$1,693	\$1,795

ATHLETIC COACHING SALARY SCHEDULE 2024-25

ATHLETIC COACHING	I	II	III	IV	V	VI	VII
<i>Coaches may be awarded up to three years experience. One year-Step 1, two years-Step II, three years, Step III</i>							
Yearbook HS	\$2,038	\$2,160	\$2,290	\$2,427	\$2,573	\$2,727	\$2,891
Yearbook JH	\$1,392	\$1,475	\$1,564	\$1,658	\$1,757	\$1,863	\$1,975
Site Funded Below - Contact HR for Placement							
Yoga Athletic (BASIC)	\$2,466	\$2,614	\$2,771	\$2,937	\$3,113	\$3,300	\$3,498
Yoga Athletic (Advanced)	\$3,282	\$3,479	\$3,688	\$3,909	\$4,144	\$4,392	\$4,656
Choreography	\$2,242	\$2,376	\$2,519	\$2,670	\$2,830	\$3,000	\$3,180
<i>Coaches and extra curricular sponsors of combined junior and high school levels will receive a full stipend on the high school level plus half of the junior high stipends.</i>							

CHANDLER UNIFIED SCHOOL DISTRICT SUPPLEMENTAL SALARY RATES
2024-2025

DAILY RATE FOR EXTENDED CONTRACT

Counselors - High School - maximum 25 days, Junior High - maximum 15 days
Psychologist, Speech Language Pathologist, SPED Department Chair (days approved annually) (Site Funded)
ROTC - 28 Days

STIPENDS

Certified Leader and Additional Responsibilities	
\$1,500	Crisis Team
\$1,200	Curriculum Coordinator - JHS (maximum 6)
250 Per Course per Semester	Dual Enrollment
\$1,000	Educational Assessment Lead (CLC,EPA)
\$775	ELL Coordinator
Up to \$575	Elementary Instructional Lead (\$4,600 per elementary site; designed to meet needs of site with staff input; money may not be allocated for another purpose)
\$250	Elementary Choir Festival Coordinator
\$612 Per Hearing (up to 50 Hearings)	Hearing Officer
Up to \$1,500	High School Level Lead (Site Funded)
\$575 Per Quarter	Indigenous/Refugee/FIT Academic Advisor
\$3,000	Junior High Student Council Sponsor (During Prep)
\$1,000	Multi-Tier Systems of Support Lead
\$350	Chandler Innovation Fair Site Coordinator
\$3,000	Special Ed Compliance (\$1,500 per semester)
\$2,000	Special Ed Direct Student Support
\$1,000	Team Leader - JHS (maximum 10)
Career and Technical Education Compensation	
\$1,500	CTE Catering and TV Broadcast (Minimum 4 events)
\$150	CTE Cooperative Education - Per Student Rate
\$4,800 per site (max up to \$2,400 per person)	CTE Agriculture-Extended Contract for Facilities Management
\$3,500	CTE Nursing Clinical Coordinator
\$1,240	CTE Woods/Auto-Extended Contract for Facilities Management
\$1000, \$1500, \$2000, \$2500	CTE Quality & Compliance Stipend

Department Chairpersons	
	Teacher Equivalents
\$819	0
\$1,093	2
\$1,640	3-4
\$2,183	5-7
\$2,730	8-11
\$3,278	12+
\$6,555	*12+ Testing Area

*Three (3) additional days required: 1-site-directed and 2 district-directed. Dept. chair may choose to take a release period plus \$600 for three days in lieu of a stipend.

Additional Teaching Period

Certified staff (7-12) will be remunerated for teaching an additional period above the normal teaching load at the daily rate, not to exceed the maximum hiring range.

Coverage for Unfilled Absences

Grades 7-12	
\$33.00	Per regular period
\$66.00	Per block period
Elementary	Current long-term certified sub rate will be divided among teachers who are assigned students for a full day. Elementary teachers will be reimbursed for loss of prep time at the value of the substitute rate (divided between the impacted teachers) due to unfilled absence of specials teacher.

HOURLY RATES

\$30.00	Academic Intervention - requires individual educational plans
\$20.00	Athletic/Non-Athletic Events- exempt employees - certified
\$16.17	Athletic/Non-Athletic Events - hourly employees - support staff
\$35.00	Athletic Trainer - AIA Event
\$35.00	Athletic Trainer - Non-AIA Event
\$14.75	Band Tech I, Performing Arts Tech I, Speech and Debate Coach
\$16.17	Band Tech II, Performing Arts Tech II, Speech and Debate Judge
\$30.00	Credit Recovery per student contact hour
\$0.45/hour	Differential - Lead Crew
\$2.00	Differential - Third Shift (Grounds & Maintenance and Transportation Lead Trainers)
\$20.00	Educational Integration Lead
\$20.00	High School Choir Accompanist (maximum 10 hours per week district funded)
\$25.00	Homebound Instruction
\$20.00	Miscellaneous Certified Assignment
\$20.00	Nursing Clinical Test
\$45.00	Nursing Clinical Monitoring
\$30.00	Saturday School Academic Intervention
\$20.00	Screening - Pre-Kindergarten
\$20.00	Sports Academy Instructor (High School)
\$20.00	Staff Development - Certified
\$20.00	Staff Development - Support Staff (outside scheduled work days)
\$40.00	Staff Development Instructor
\$14.75	Student Worker
\$20.00	Translation - Oral
\$22.00	Translation - Written
\$18.00	Transportation White Fleet Driver
\$25.00	Tutoring, testing, curriculum, development, mentoring, proctoring - certified
\$25.00	Weekend Security Guard - District-Wide
\$14.75	Weight Room Supervision - support staff
\$20.00	Weight Room Supervision - certified staff

Substitute Compensation - Daily Rate

\$200.00	Certified Sub Rate for Long Term Assignments (20 consecutive days)/District Based Sub
\$170.00	Basic Certified Substitute Rate
\$170.00	Certified R.N.

Substitute Compensation - Hourly Rate (for approved positions)

Substitutes in non-teaching positions are paid entry rate for position not to exceed \$21.25 per hour.	
\$19.85	Bus Driver
\$16.45	All Clerical/Receptionist
\$16.30	Childcare Assistant Group Leader
\$16.94	Childcare Group Leader
\$18.59	Courier
\$16.17	Crossing Guard
\$18.59	Custodian
\$16.30	Café Assistant
\$16.94	Café Associate
\$17.46	Paraeducator (Special Education - Range 107-109)
\$16.94	Paraeducator Preschool
\$18.59	Security Guard

Community Education	
\$250 per mo.	Community Education Pool Compliance Stipend
\$26.00 per hour	Community Sports League
\$2.00 per hour	Kids Express Camp Site Leader - Intersession Camp Differential
	Custodian - Community Events (Current custodians receive regular rate. Current employees who physically work over 40 hours per week are paid at time and one half of their regular rate.)
\$18.59 per hour	Facility Ranger (Current employees who physically work over 40 hours per week are paid at time and one half of regular rate.)
TBD	Summer School/Intersession Coord (stipend based \$35/student hour)
TBD	Summer School Assist. Coordinator (stipend based \$31/student hour)
TBD	Summer School/Intersession Teacher (stipend based \$30/student hour)
Revenue minus expenses minus 20% (admin fee)	Camps and Enrichment Program Total Compensation

Chandler Online Academy

\$55.00	Chandler Online Academy Summer Academy - Per Student Rate. \$27.50 paid after student has been enrolled at least three days. \$27.50 paid upon student completion of course.
\$50.00	Chandler Online Academy Regular Session - Per Student Rate. \$25.00 paid after student has been enrolled two weeks. \$25.00 paid upon student completion of course.

Compensation Guidelines for Teacher Leaders/After School Club Sponsors (Site Funded)

No District funding allocated.

Stipends are per quarter based upon estimated time commitment.

Estimated hours per week are guidelines to promote compensation consistency.

Employees may not be compensated for duties which are part of their normal job responsibilities.

High School Level Leads	Level I	Level II	Level III	
A+ Application Lead (Estimate hours based upon quarter)	1-2 hrs week	3-4 hrs week	5+ hrs week	Annual Max
Cognia Accreditation Lead (Estimate hours based upon quarter)	\$62.5 per quarter	\$125 per quarter	\$250 per quarter	\$1,000.00

Website Maintenance	Level I	Level II	
	1-2 hrs week	3 or more hrs week	Annual Max
	\$250 per quarter	\$500 per quarter	\$2,000.00

Social Media	Level I	Level II	
	1-2 hrs week	3 or more hrs week	Annual Max
	\$250 per quarter	\$500 per quarter	\$2,000.00

After School Clubs	1 Meeting per Wk	2+ Meetings per Wk	Annual Max
(eligible for tax credit)	\$125 per quarter	\$250 per quarter	\$1,000.00