

Extra Duty Categories: In order to perform duties in the following categories, a teaching certificate is required. The stipend and hourly rate amounts are not included in the salary schedule adjustment process described in Section 3.2.A.2 and will not be increased retroactively.

A. EXTRA DUTY FIXED POSITIONS

1. HIGH SCHOOLS	Stipend Amounts
Activities Coordinator	\$7,311.
Athletic Coordinator	\$9,819
Band Advisor	\$5,561
Band Dir. Post Season	***\$155
Tournament <i>per team, per week</i>	
Band Advisor Support	\$2,088
Musical Prod. Advisor	**\$5,296
Drama Advisor	\$3,852
Choir Advisor	\$3,852
Link Crew/Freshman Orientation	\$3,668
Debate Advisor*****	\$3,056
Journalism Advisor	\$3,209
Yearbook Advisor	\$3,209
Jazz Band Advisor	\$2,445
Jazz Choir Advisor	\$2,445
Academic Quiz Club Advisor	\$2,445
Orchestra Advisor	\$3,852
Key Club Advisor	\$2,445
Literary Art Publication	\$1,529
Honor Society Advisor	\$1,955
eSports Advisor	\$1,052
Chess Advisor*****	\$1,955
Commencement Advisor	\$816
Freshman Class Advisor	\$1,059
Sophomore Class Advisor	\$1,059
Junior Class Advisor	\$1,059
Senior Class Advisor	\$1,124
Discretionary Amount	\$2,892 (\$100 min)

VOCATIONAL FUND POSITIONS

FBLA Advisor	* \$1,463
Skills USA Advisor (<i>see NOTE</i>)	* \$1,323
FFA Advisor	* \$1,323
DECA Advisor	* \$1,323
FCCLA Advisor	* \$1,323
HOSA Advisor	* \$1,323
TSA Advisor	* \$1,323
WCTSMA Advisor	* \$1,323

2. MIDDLE SCHOOLS	Stipend Amounts
Band Advisor	\$2,567
Choir Advisor	\$2,567
ASB Advisor	\$2,405
WEB Crew	\$1,837
Journalism Advisor	\$1,388
TSA Advisor	* \$1,323
Orchestra Advisor	\$2,634
Jazz Band Advisor	\$1,021
Jazz Choir Advisor	***\$1,021
Honor Society Advisor	\$1,059
Yearbook Advisor	\$1,388
Discretionary Amount	\$2,892 (\$100 min)

3. ELEMENTARY SCHOOLS	Stipend Amounts
Culminating Elementary Experience	\$513
General Music Ensemble Advisor	\$2,634
Band Advisor	\$642
Strings Advisor	\$642
Discretionary Amount	\$3,266 (\$100 min)

4. K-8 SCHOOLS	Stipend Amounts
Culminating Elementary Experience	\$513
Band Advisor, 7-8	\$2,634
Band Advisor, Elementary	\$642
Choir Advisor, 7-8	\$2,634
Gen. Music Ensemble Advisor, Elem.	\$2,634
Jazz Choir Advisor, 7-8	*** \$1,021
Jazz Band Advisor, 7-8	\$1,021
Orchestra Advisor, 7-8	\$1,072
Strings Advisor, Elementary	\$642
ASB Advisor	\$2,405
Discretionary Amount	\$4,986 (\$100 min)

NOTE: This stipend provides for individual advisors for multiple Skills USA CTE program areas.

* These stipends are provided by vocational funds which will not be added to the discretionary amount if the positions are unfilled.

** This stipend may be carried over for one year; no one individual may receive more than one full year's stipend.

*** This stipend is only available to those middle schools and K-8s that have a jazz choir.

**** This stipend will be paid to the band director for performances and postseason tournaments, when the director is in attendance at the tournament.

***** Schools that have these clubs in 2025-2026 school year to description will continue stipend. Schools that had teams travel to interscholastic competitions as detailed in the job description, will continue to receive the stipend for as long as the teams travel and meet the intent of the job descriptions. Otherwise, stipend does not go to discretionary fund for other schools.

1. Scriber Lake High School/Alderwood Early Childcare Center

Scriber Lake H.S. Discretionary Amount	\$15,670	(\$100 minimum)
Alderwood Early Childcare Center Discretionary Amount	\$5,654	(\$100 minimum)

2. Discretionary Fund for Diversity and/or Equity Club Advisors (BSU, Latino Club, GSA, etc.)

\$2,618 for each of the five (5) high schools	(\$100 minimum)
\$1,637 for each of the 4 middle schools	(\$100 minimum)

3. CTE (auto tech, engineering, construction, sci-ma-tech)

Will receive the equivalent of 1 day's pay at per diem rate of pay placed on the extra duty schedule for the purpose of closing school.

4. Edmonds Heights K-12 Extra Duty Stipends

Department Chair/Build	\$7,633 (\$100 minimum)
ASB Advisor	\$2,857
Commencement Advisor	\$359
Yearbook	\$1,074
Discretionary Fund	\$3,573 (\$100 minimum)

5. Edmonds eLearning Academy Extra Duty Stipends

Department Chair/Build	\$7,633
Commencement Advisor	\$359
ASB Advisor	\$2,857
Discretionary Fund	\$3,573 (\$100 minimum)

- 6. General Provisions:** Extra duty stipends may not be increased above the amount identified in Appendix 4.A.1-5. If a building chooses not to fill a fixed position, the stipend will be added to the Discretionary Amount. Positions funded from the Discretionary Amounts must be paid to certificated staff.

B. DEPARTMENT CHAIRPERSONS

Department chairpersons shall not make formal observations for evaluation purposes. If a department chairperson position is not filled in a building, the stipend will be added to the Discretionary Amount. Positions funded from the Discretionary Amounts shall be offered first to certificated staff in the building.

1. High School or Middle School Departments

Business Educ./Marketing	\$2,406	Health	\$1,669
Counseling	\$2,406	Family and Consumer Sciences	*\$1,669
English	\$2,406	Technology Education	\$1,669
Mathematics	\$2,406	Music	\$1,669
Social Studies	\$2,406	Physical Education	\$1,669
Science	\$2,406	Special Education	**\$1,669
Art	\$1,669	1.0 FTE Departments	\$1,669
Foreign Language	\$1,669	(from above listing)	
ELL	\$1,669	Discretionary Fund	\$1,916 (\$100 minimum)

* This stipend is provided by vocational funds for high school level only and will not be added to the discretionary amount if the position is unfilled.

** This stipend is provided by special education funds which will not be added to the discretionary amount if the position is unfilled.

2. Elementary Schools

Discretionary Amount	\$5,461 (\$100 minimum)
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3. **K-8 Schools**

1.0 FTE Departments (see 1. above)	\$1,669
Discretionary Amount	\$5,940 (\$100 minimum)

Department Chair stipends for less than 1.0 FTE departments will receive a prorated amount of the \$1,669 determined by the FTE of the department. The proration will occur in increments of 0.2. Determination of FTE staff in each department shall be made by the building principal.

4. **Maplewood School / Scriber Lake High School**

Maplewood Discretionary Amount	\$3,343	(\$100 minimum)
Scriber Lake H.S. Discretionary Amount	\$14,630	(\$100 minimum)

5. **Other Building Leadership Positions**

State Testing Coordinator (HS, MS, EM, K-8)	\$2,052
State Testing Coordinator (Edmonds Heights)	\$3,460
State Testing Coordinator (eLearning)	\$2,052
Chemical Hygiene Coordinator (HS & MS)	\$1,337
Chemical Hygiene Coordinator (K-8)	\$670

C. 26-27 HOURLY RATES

(ref. Implementation Memo 2016-17 Certificated Hourly and Substitute Rates)

Activity	Hourly Rate
Hourly Timesheet Rate	\$49.53
Instructing Teachers	\$42.47
Classroom Instruction Summer School Teaching	\$30.80
Curriculum Work	\$26.76
Moving Rate	\$22.60
Attendance at District-Approved In-service	\$21.25

General Provisions

1. Work compensated at hourly rates must be done outside the contracted workday or work year.
2. Rates for instructional activities are paid on a contact-hour basis. A factor for planning has been included in the instructional rates
3. Principals are responsible for turning in paperwork documenting stipends. First stipend installment should be paid no later than December.
4. An extra duty committee will convene the first full school year after a new contract has been ratified.

Implementation Procedures

EXTRA DUTY PROVISIONS APPENDIX 2A

Rev 8/26

Fixed Certificated Extra-Duty Positions: The following guidelines reflect a strong desire on the part of the District and the Association to establish stipends that are equitable between individuals in different buildings doing comparable work:

1. **Certificate Required:** *Each fixed certificated extra duty position requires a teaching certificate and must be filled by a certificated EEA bargaining unit member.*
2. **Stipend Limitations:** In order to receive a fixed-position stipend, employee must meet the minimum requirements for that position as outlined in the attached documents. Employees exceeding those requirements do so of their own choice and do not qualify for additional pay. Fixed position stipends may not be increased by the building without a waiver signed by the District and EEA and approved by the Board.
3. **Splitting Positions and Stipends:** A position and its corresponding stipend may be split between two or more EEA bargaining unit employees with approval of the building administrator.
4. **Unfilled Positions:** Fixed positions may be unfilled because a building chooses not to fund the activity or because no certificated staff member in the building wants to accept the position. If a building chooses not to fund a fixed position, the stipend for that position may be used to augment the extra duty discretionary amount allocated to that school. It may **not** be used for any other purpose. If a certificated staff member in the building cannot be found to accept a position and the building still wishes the position filled, the principal should contact Human Resources for assistance.
5. **Fixed Non-Certificated Extra Duty Positions:** Chess Club Advisor, Freshman, Sophomore, Junior, and Senior Class Advisors, Commencement Advisor, and M.S. Yearbook Advisor are fixed extra duty positions that could be offered to staff without a teaching certificate if no certificated staff are willing to accept the position. Certificated and Fair Labor Standards Act (FLSA) overtime-exempt classified staff will receive pay in the form of stipends for performing this work. Overtime eligible classified staff performing this work must be paid their current hourly rate plus overtime, if eligible, for each hour worked. Any overtime generated by classified staff will come from the building budget.

Extra Duty Positions filled by non-certificated staff/exempt certificated employees are not precedent-setting and will only be filled for one school year. In the school year following, these positions must be offered to certificated staff members before the offering becomes available to non-certificated/exempt staff.

Extra Duty Discretionary Funds: The discretionary allocation is intended to provide for extracurricular activities which are not included on the fixed position list. These positions must be filled by certificated staff. The building staff should be involved in determining the use of the discretionary allocation. The process for this involvement should follow the guidelines for building budget decision making in the joint District/EEA document entitled *Parameters for Decision Making*, dated August 22, 1995 (Draft 5). If the building staff has decided to use the discretionary funds for services other than student activities, that should be noted on the form when it is submitted. The discretionary allocation may not be used for curriculum development work. Discretionary funds may be used to compensate certificated staff either by a stipend, which must be approved by the Board, or the already approved certificated hourly rates.

Review: If you encounter any problems in implementing these provisions, please let Human Resources and EEA Staff know so that your concerns can be addressed as soon as possible

**CERTIFICATED EXTRA DUTY POSITIONS
(Minimum Requirements - ELEMENTARY)**

POSITION	ELEMENTARY
Culminating Elementary Experience Advisor (8/26)	In coordination with the site administrator, the advisor will coordinate a culminating experience for 5th (6th) grade students including: event planning, transportation arrangements, selection of site, arrangement of curriculum (including preplanning and follow up), arrangement for food, coordination & communication with partners/participants (building leadership, PTA, grade level team, community partners), and record keeping of all District/school required permissions and approvals.
General Music Ensemble Advisor (8/17)	Coordinate, conduct, and supervise at least four performances scheduled outside the contracted workday of the employee, one of which may be a rehearsal. Performances may include combined programs involving one or more schools (i.e. quad concerts), performances of choir or other school musical groups (i.e. grade level performances, marimba ensembles, etc.). At least one of the four performances must be done at the school from which the employee receives the stipend. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Band Advisor (8-08)	Conduct and supervise at least three performances of the band, scheduled outside the contracted workday of the employee. At least two of the performances must be done at the school from which the employee receives the stipend. Additional performances may include combined programs involving one or more schools (Quad Concerts) and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Strings Advisor (8/08)	Conduct and supervise at least three performances, scheduled outside the contracted workday of the employee, of the strings group. At least two of the performances must be done at the school from which the employee receives the stipend. Additional performances may include combined programs involving one or more schools (Quad Concerts) and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.

**CERTIFICATED EXTRA DUTY POSITIONS
(Minimum Requirements – K-8)**

POSITION	K-8
Band Advisor (7-8)	Coordinate, conduct and supervise performances, scheduled outside the contracted workday of the employee, for the following: at least two school concerts and at least three other events that could include athletic events, quad concerts, music festivals or other contests, tours, parades and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Band Advisor (Elem) 8/08	Conduct and supervise at least three performances of the band, scheduled outside the contracted workday of the employee. At least two of the performances must be done at the school from which the employee receives the stipend. Additional performances may include combined programs involving one or more schools (Quad Concerts) and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Jazz Band Advisor (7-8)	Coordinate, conduct and supervise performances, scheduled outside the contracted workday of the employee, for the following: at least two school concerts and at least two other events that could include quad concerts, music festivals or other contests, tours and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Choir Advisor (7-8)	Coordinate, conduct and supervise performances, scheduled outside the contracted workday of the employee, for the following: at least two school concerts and at least three other events that could include quad concerts, music festivals or other contests, tours and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.

Jazz Choir Advisor (7-8)	Coordinate, conduct and supervise performances, scheduled outside the contracted workday of the employee, for the following: at least two school concerts and at least two other events that could include quad concerts, music festivals or other contests, tours and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
General Music Ensemble Advisor (Elem) (8/17)	Coordinate, conduct, and supervise at least four performances scheduled outside the contracted workday of the employee, one of which may be a rehearsal. Performances may include combined programs involving one or more schools (i.e. quad concerts), performances of choir or other school musical groups (i.e. grade level performances, marimba ensembles, etc.). At least one of the four performances must be done at the school from which the employee receives the stipend. Submit and keep record of all District and/or school required permissions and approvals, where applicable
Orchestra Advisor (7-8)	Coordinate, conduct and supervise performances, scheduled outside the contracted workday of the employee, for the following: at least two school concerts and at least two other events that could include quad concerts, music festivals or other contests, tours and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Strings Advisor (Elem) (8-08)	Conduct and supervise at least THREE performances, scheduled outside the contracted workday of the employee, of the strings group. At least two of the performances must be done at the school from which the employee receives the stipend. Additional performances may include combined programs involving one or more schools (Quad Concerts) and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Culminating Elementary Experience Advisor	In coordination with the site administrator, the advisor will coordinate a culminating experience for 5th (6th) grade students including: event planning, transportation arrangements, selection of site, arrangement of curriculum (including preplanning and follow up), arrangement for food, coordination & communication with partners/participants (building leadership, PTA, grade level team, community partners), and record keeping of all District/school required permissions and approvals.

**CERTIFICATED EXTRA DUTY POSITIONS
(Minimum Requirements - MIDDLE SCHOOL)**

POSITION	MIDDLE SCHOOL
Band Advisor	Coordinate, conduct and supervise performances, scheduled outside the contracted workday of the employee, for the following: at least two school concerts and at least three other events that could include athletic events, quad concerts, music festivals or other contests, tours, parades and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Choir Advisor	Coordinate, conduct and supervise performances, scheduled outside the contracted workday of the employee, for the following: at least two school concerts and at least three other events that could include quad concerts, music festivals or other contests, tours and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
ASB Advisor	Work with administration to implement and coordinate the activity program for the school, including school dances, spirit weeks, school assemblies, student recognition programs, development and monitoring of the ASB budget. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Journalism Advisor	Coordinate all duties necessary for the dissemination of news & information, including: • Consultation with administration and mutual agreement upon frequency of issues • Supervision of photography of extracurricular activities • Preparation of budget for newspaper • Distribution of newspaper, if needed Submit and keep records of all District and/or school required permissions and approvals, where applicable.
Orchestra Advisor (8/08)	Coordinate, conduct and supervise performances, scheduled outside the contracted workday of the employee, for the following: at least two school concerts and at least three other events that could include quad concerts, music festivals or other contests, tours and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Honor Society Advisor (2017)	Work with Building Administrator to coordinate and implement: • Student Honor Roll • Student recognition • Awards, ceremony and family communication • Meetings with students
Yearbook Advisor (2017)	Work with Building Administrator to coordinate and implement: • After school events - photojournalism, articles to write • Meetings with students on articles/publications for the yearbook • Yearbook budget • Meetings with yearbook vendors • Advertising and selling yearbooks to students/staff, etc.
Jazz Band Advisor	Coordinate, conduct and supervise performances, scheduled outside the contracted workday of the employee, for the following: at least two school concerts and at least two other events that could include quad concerts, music festivals or other contests, tours and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Jazz Choir Advisor	Coordinate, conduct and supervise performances, scheduled outside the contracted workday of the employee, for the following: at least two school concerts and at least two other events that could include quad concerts, music festivals or other contests, tours and/or other community performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.

WEB Advisor	Work with Activities Coordinator to implement the WEB program for the school, including soliciting nominations for WEB Leaders; managing and reviewing applications and selecting WEB Leaders; organizing and conducting trainings for WEB Leaders; organizing and supervising new student orientation; organizing and/or monitoring at least five follow-up activities throughout the year. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
State Testing Coordinator	Work with District/Building Administration to coordinate and implement annual State testing for the school. Responsibilities include training proctors, receiving/ coordinating/sorting/distributing and gathering necessary supplies for test, coordinating, and implementing make-ups as necessary, coordinating facility/materials/proctors for students requiring additional testing time, coordinating/communicating/implementing the schedule for testing, documenting irregularities, and shredding of secure documents.
TSA (vocational)	Provide leadership for students in TSA which includes following all guidelines of State and National charters, developing and executing an approved plan of work, conducting regular monthly meetings and participating in local, regional and State club leadership activities. Submit and keep record of all District and/or school required permissions and approvals, where applicable.

**CERTIFICATED EXTRA DUTY POSITIONS
(Minimum Requirements - HIGH SCHOOL)**

POSITION	HIGH SCHOOL
Activities Coordinator	Work with administration to implement and coordinate the activity program for the school, which may include: ○ school dances ○ school and community events ○ Homecoming ○ spirit weeks ○ school assemblies ○ student elections ○ student leadership conferences and activities ○ recognition programs ○ development and monitoring of the ASB class budget ○ recruitment and selection of club and class advisors ○ monitor club and class activities ○ supervise and participate in Inter-high activities ○ selection and coordination of ASB-related vendors ○ overseeing student government activities ○ charity events and drives ● Submit and keep records of all District and/or school-required permissions and approvals, where applicable. ● Communication with staff, students, families, and vendors. ● Promotion and marketing of school and community events, clubs, and activities. ● Monitor and implement monetary policies compliant with district and state regulations.
Athletics Coordinator (8/09)	Work with administration to implement and coordinate the athletics program for the school, including: ● Collaborate and communicate with District Athletic Director as needed ● Coordinate student athlete forms ● Review and accept eligibility process and monitor ongoing eligibility requirements ● Complete/submit WIAA required paperwork ● Work with Edmonds School District staff/administration to ensure coaches have met WIAA coaching standards ● Facilitate seasonal family, coach, and student athlete meetings at the building level ● Meet with and provide support to coaches ● Attend Edmonds School District seasonal coach meetings ● Attend monthly Western Conference Athletic Directors Meetings ● Attend monthly Edmonds School District Athletic Directors Meetings ● Participate in interviews of potential coaches and game staff ● Observe at least one practice per sport each year ● Provide input to relevant administrator for coach evaluations as requested by admin ● Coordinate in-building game staff ● Oversee game staff, coaches and athletes at athletic events ● Schedule and monitor condition of the practice/game facility ● Collaborate with athletic booster group ● Monitor fundraising requests/fundraisers ● Coordinate with administrators for supervision for events ● Meet with families and student athletes, as needed ● Facilitate family/coach meetings, as needed ● Coordinate transportation requests

Band Advisor	Coordinate, conduct and supervise performances for the following: 15 athletic contests, at least two building concerts, commencement and at least two other major events, scheduled outside the contracted workday of the employee, (which could include quad concerts, quad athletic events, a tour, music festivals or other contests, a parade and/or other large community events). Submit and keep records of all District and/or school required permissions and approvals, where applicable.
Band Advisor Support (8-08)	This individual provides support to the Band Advisor by participating in select Pep Band, Marching Band and parade events. The individual will be hired and paid on an hourly basis as requested by the Band Advisor and approved by the Building Principal (or designee). Funding will be made available from the District Music Department's budget and may not exceed an annual expenditure of \$1,562 per year, per building.
Choir Advisor	Coordinate, conduct and supervise performances for the following: at least two school concerts, at least three other major events scheduled outside the contracted work day of the employee, which could include quad concerts, a tour, music festivals or other contests and/or other large community events. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Debate Advisor	Coach students and supervise participation in at least FIVE interscholastic contests.
E-Sports Advisor	Coordinate the school's e-sports program, including student recruitment and team selection, scheduling and supervising practices and competitions, coordinating league and tournament participation, supporting students in appropriate game play and team conduct, and communicating schedules and expectations with students and families. Work with students to develop and monitor the program budget, including equipment, software, registration fees, and other program expenses. Coordinate technology, facilities, and equipment needs with appropriate school and District staff. Submit and keep record of all District and/or school required permissions and approvals, where applicable. Coordinate with other advisors, coaches, and staff, when applicable.
Musical Production Advisor	Coordinate the production of a school-wide full musical, including selection of the musical, auditions and selections of cast and crew members, work with to supervise students to develop and monitor the production budget (PO's, ticket sales, etc.), schedule and supervise rehearsals, coordinate production requirements, schedule/supervise performances and coordinate with other advisors, when applicable. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Drama Advisor	Coordinate the production of two plays, including: selection of the play, auditions and selections of cast and crew members, work with ASB bookkeeper supervise students to develop and monitor the drama budget (PO's, ticket sales, etc.), schedule/supervise rehearsals, coordinate production requirements and schedule/supervise performances. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Jazz Band Advisor	Coordinate, conduct and supervise performances for the following: at least two school concerts and at least three other major events, scheduled outside the contracted workday of the employee, which could include Quad Concerts, a tour, music festivals or other contests, a parade and/or other large community events. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Jazz Choir Advisor	Coordinate, conduct and supervise performances for the following: at least two school concerts and at least three other major events, scheduled outside the contracted workday of the employee, which could include Quad Concerts, a tour, music festivals or other contests and/or other large community events. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Academic Quiz Club Advisor	Coordinate and supervise all duties necessary for participation in the Academic Quiz Club, including selection of team members, coordination and supervision of practices, coordination of home contests to meet league guidelines, coordinate transportation for away contests and maintain inventory of supplies. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Orchestra Advisor	Coordinate, conduct and supervise performances for the following: at least two school concerts and at least three other major events, scheduled outside the contracted workday of the employee, which could include Quad Concerts, a tour, music festivals or other contests and/or other large community events. Submit and keep record of all District and/or school required permissions and approvals, where applicable.

Journalism Advisor	Coordinate and supervise all duties necessary for the publication of the newspaper, including coordination of the layout and production of a minimum of four newspapers, coordination of photography, work with ASB bookkeeper to supervise students to develop and monitor a journalism budget, solicitation of community-based advertising and coordination of distribution. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Yearbook Advisor	Coordinate and supervise all duties necessary for the publication of the yearbook, including work with site administrator or designee to develop yearbook specs and selection of vendor (when applicable), work with yearbook staff and vendor rep to coordinate layout and production of the yearbook, coordinate photography, work with the to supervise students to develop and monitor a yearbook budget and assist in coordination of sales and distribution of the yearbook. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Key Club	Provides support to student leaders in developing services, leadership, and character, while ensuring leaders activities align with school rules and Key Club International guidelines. Key responsibilities include coaching officers, managing logistics, including meetings and finances, connecting with Kiwanis sponsors, advocating for the club with school administration, and fostering an engaging, positive environment for service and personal growth. Work with ASB bookkeeper to supervise students to develop and monitor a Key Club budget.
Literary Arts Publication	Coordinate all duties necessary for the publication of the literary arts publication, including: • Consultation with administration and mutual agreement upon number of issues to be published. • Supervision of the solicitation and collection of literary and artistic content from the student body • Preparation of the budget for the literary arts publication • Distribution of publication Submit and keep records of all District and/or school required permissions and approvals, where applicable.
H.S. Chess Club Advisor (non-certificated position)	Coordinate and supervise all duties necessary for participation in the chess league, including selection of team members, coordination and supervision of practices, coordination of home contests to meet league guidelines, coordinate transportation for away contests and maintain inventory of supplies. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Senior Class Advisor (non-certificated position)	Work with administration or designee and class officers to coordinate and supervise class activities, including: regular class officer meetings, class meetings, participation in homecoming activities, fundraising activities, work with ASB bookkeeper to supervise students to develop and monitor the class budget, Senior Ball (venue, food, music, photography, ticket sales, supervision), work with school vendor in selection and sales of caps/gowns and announcements and work with Commencement Advisor in selection of Commencement speakers and program. Other specific duties that are school specific and agreed upon with site administrator or designee. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Junior Class Advisor (non-certificated position)	Work with administration or designee and class officers to coordinate and supervise class activities, including regular class officer meetings, class meetings, participation in homecoming activities, fundraising activities, work with ASB bookkeeper to supervise students to develop and monitor the class budget, assist in the election of officers for subsequent year and selection of Senior Ball venue (if applicable). Other specific duties that are school specific and agreed upon with site administrator or designee. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Sophomore Class Advisor (non-certificated position)	Work with administration or designee and class officers to coordinate and supervise class activities, including regular class officer meetings, class meetings, participation in homecoming activities, fundraising activities, work with ASB bookkeeper to supervise students to develop and monitor the class budget and assist in the election of officers for subsequent year. Other specific duties that are school specific and agreed upon with site administrator or designee. Submit and keep record of all District and/or school required permissions and approvals, where applicable.

Freshman Class Advisor (non-certificated position)	Work with administration or designee and class officers to coordinate and supervise class activities, including regular class officer meetings, class meetings, participation in homecoming activities, fundraising activities, work with ASB bookkeeper to supervise students to develop and monitor the class budget and assist in the election of officers for subsequent year. Other specific duties that are school specific and agreed upon with site administrator or designee. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Commencement Advisor (non-certificated position)	Work with site administrator or designee to coordinate all duties for the Commencement ceremony, including completion of necessary paperwork, work with the class advisor(s) in selection of speakers and ceremony schedule, ticket distribution, program distribution, photography and/or video, plan and supervise rehearsal. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Honor Society Advisor	Serve as advisor to the National Honor Society, including selection and notification of eligible students, coordination of an induction ceremony, coordinate and supervise the election of officers and coordinate and supervise at least one service project and one social event for the organization. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Link Crew/Freshman Orientation Advisor	Work with Activities Coordinator to implement the Link Crew program for the school, including soliciting nominations for Link Leaders; managing and reviewing applications and selecting Link Leaders; organizing and conducting spring and summer trainings for Link Leaders; organizing and supervising freshman orientation; organizing and/or monitoring at least five follow-up activities throughout the year. Submit and keep record of all District and/or school-required permissions and approvals, where applicable. If a program is not branded “Link Crew”, then administrators and advisors will develop a comparable freshman orientation program.
FBLA (vocational)	Provide leadership for students in FBLA which includes following all guidelines of state and national charters, developing and executing an approved plan of work, conducting regular monthly meetings and participating in local, regional and state club leadership activities. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
Skills USA (vocational)	Provide leadership for students in Skills USA which includes following all guidelines of state and national charters, developing and executing an approved plan of work, conducting regular monthly meetings and participating in local, regional and state club leadership activities. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
DECA (vocational)	Provide leadership for students in DECA which includes following all guidelines of State and National charters, developing and executing an approved plan of work, conducting regular monthly meetings, and participating in local, regional, and State club leadership activities. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
FFA (vocational)	Provide leadership for students in FFA which includes following all guidelines of state and national charters, developing and executing an approved plan of work, conducting regular monthly meetings and participating in local, regional and state club leadership activities. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
FCCLA (vocational)	Provide leadership for students in FCCLA which includes following all guidelines of state and national charters, developing and executing an approved plan of work, conducting regular monthly meetings and participating in local, regional and state club leadership activities. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
HOSA (vocational)	Provide leadership for students in HOSA which includes following all guidelines of State and National charters, developing and executing an approved plan of work, conducting regular monthly meetings, and participating in local, regional, and State club leadership activities. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
TSA (vocational)	Provide leadership for students in TSA which includes following all guidelines of State and National charters, developing and executing an approved plan of work, conducting regular monthly meetings, and participating in local, regional, and State club leadership activities. Submit and keep record of all District and/or school required permissions and approvals, where applicable.

WCTSMA (vocational)	Provide leadership for students in WCTSMA which includes following all guidelines of State and National charters, developing and executing an approved plan of work, conducting regular monthly meetings, and participating in local, regional, and State club leadership activities. Submit and keep record of all District and/or school required permissions and approvals, where applicable.
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**OTHER BUILDING LEADERSHIP POSITIONS
(K-12)**

State Testing Coordinator	Work with District/Building Administration to coordinate and implement annual State testing for the school. Responsibilities include training proctors, receiving/ coordinating/sorting/distributing and gathering necessary supplies for test, coordinating, and implementing make-ups as necessary, coordinating facility/materials/proctors for students requiring additional testing time, coordinating/communicating/implementing the schedule for testing, documenting irregularities, and shredding of secure documents.
Chemical Hygiene Coordinator 11/17	• Implements the district Chemical Hygiene Plan (CHP) at the given site, and distributes the CHP to each teacher who comes in contact with potentially dangerous chemicals (see attached list from the WAC and the health department) • Distributes the General Safety and Health Rules and Permission Form to teachers who instruct a class where students may come in contact with potentially dangerous chemicals • Coordinate with the Department Chair and the building administrator to review annually the Personal Protection Equipment (PPE) and safety equipment, and determine what needs to be purchased, as required by the Chemical Hygiene Plan, for the safety of students and staff members • Notify the administrator of the purchase needs and the administrator will authorize the funds • Receive chemical safety training as necessary • Communicate all training needs, including new employee training with the Science Lead and District Safety Specialist • Within the first month of each semester, will inspect eyewashes, safety showers, fume hoods, spill kits, fire extinguishers, and chemical storage room, and report defects and safety concerns to the building administrator and District Safety Specialist • Maintains a log to document the safety check