PEA – Schedule B-1 – Stipend Details *Rev. 9/12/26*

High School	
Activity Coordinator	**Purpose:** The Activity Coordinator plans, organizes, and oversees extracurricular activities and school events that promote student engagement, leadership, and a positive school culture. In collaboration with administrators, students, and staff, the coordinator supports student leadership, assemblies, dances, clubs, spirit activities, recognition events, and other opportunities that foster belonging and school pride. The Activity Coordinator ensures activities are inclusive, well-organized, and aligned with the school's mission while developing students' leadership, responsibility, teamwork, and citizenship. **Expectations:** • Helps coordinate and supervise school activities, assemblies, dances, and special events. • Advise and support student leadership and engagement opportunities. • Promote school spirit, recognize student achievement, and foster school connectedness. • Provide guidance to ensure activities are safe, inclusive, and compliant with district policies.
Yearbook	**Purpose:** This stipend recognizes the specialized expertise and time commitment required outside the contracted day to publish a school yearbook. The Yearbook Advisor guides students in creating a school yearbook while developing skills in writing, editing, photography, design, and responsible journalism. The advisor oversees publication planning, production, and distribution while promoting creativity, collaboration, ethical practices, and student leadership. **Expectations:** • Advise students in creating and publishing yearbook and journalism projects. • Teach writing, editing, photography, design, and publication skills. • Coordinate coverage of school events and student achievements. • Manage timelines, budgets, vendors, and publication requirements. • Promote ethical journalism, collaboration, leadership, and responsible media use.
Auditorium	**Purpose:** This stipend recognizes the specialized expertise and time commitment required to manage the auditorium by the high school's drama teacher. It recognizes the specialized expertise and time commitment to support safe and efficient use of lighting, sound, rigging equipment, and stage apparatus. **Expectations:** The Auditorium Manager will coordinate community and school-sponsored events by scheduling facility use, identifying event needs, organizing setup, and facilitating communication among stakeholders. Responsibilities include managing sound (microphones, monitors, sound board, external connectivity), lighting (positioning, patching, focusing instruments; managing console cues), and staging/equipment (loading equipment, securing cords, setting up projectors and screens as needed).
Band Chorus Orchestra	**Purpose:** This stipend recognizes the specialized expertise and time commitment required to direct high school ensemble programs including rehearsals and public performances. **Expectations:**

	• 4 public concerts per year. • Participate in applicable Region-level contests (e.g., large group, solo and ensemble) when the program is scheduled or invited. • Supervise and attend scheduled concerts and performances, including evening events. • Manage inventories. • If a HS music assignment is combined with an Elementary or JH assignment, the HS music stipend is additive to the Elem/JH stipend, since it compensates for a structurally separate set of buildings, concerts, and logistics rather than additional sections within the same tier calculation.
Debate Head	**Purpose:** This stipend recognizes the specialized expertise and commitment required to lead a high school debate team. The Debate Head Coach provides leadership, instruction, management, and supervision for the school's debate program. **Expectations:** • Recruit, retain, and support student participation in the debate program. • Teach debate formats, argumentation, public speaking, research methods, and critical thinking skills. • Provide constructive feedback to improve student performance and confidence. • Develop students' critical thinking, communication, research, and advocacy skills while fostering sportsmanship, academic excellence, and personal growth. • Organize practices, prepare students for competitions, and promote a positive and inclusive environment that encourages student participation and achievement. • Teach and coach members on the various forms of debate • Adhere to ASB laws around membership and fundraising. • Follow established policies and protocols for travel with students for extracurricular purposes.
Debate Assistant	**Purpose**: The Assistant Debate Coach supports the Head Debate Coach in developing and maintaining a successful debate program that promotes critical thinking, public speaking, research skills, leadership, and academic excellence. The assistant coach works directly with students to provide instruction, coaching, supervision, and mentorship while helping coordinate practices, competitions, and program operations. **Expectations**: • Assist the Head Debate Coach in planning and conducting team practices and instructional sessions. • Support students in developing debate skills, including argumentation, public speaking, research, evidence evaluation, questioning strategies, and refutation techniques. • Provide individual and small group coaching to students of varying skill levels.

	• Evaluate student performance and provide constructive feedback to support growth and improvement. • Encourage student leadership, teamwork, academic responsibility, and ethical competition. • Maintain appropriate supervision of students during meetings, practices, competitions, and travel.
Journalism	**Purpose:** The Journalism Advisor guides students in creating school publications while developing skills in writing, editing, photography, design, and responsible journalism. The advisor oversees publication planning, production, and distribution while promoting creativity, collaboration, ethical practices, and student leadership. **Expectations:** • Advise students in creating and distributing student publications. • Teach writing, editing, photography, design, and publication skills. • Coordinate coverage of school events and student achievements. • Manage timelines, budgets, vendors, and publication requirements. • Promote ethical journalism, collaboration, leadership, and responsible media use.
Musical Play Director	**Purpose:** This stipend recognizes the specialized expertise and time commitment required to direct the high school's annual musical theatre production, including casting, blocking, rehearsal scheduling, and coordination with the Vocal Director and Pit Director through performance. **Expectations:** • Hold overall directorial and artistic responsibility for the school's annual musical. • One full musical production per year, staged for the standard multi-performance run (typically 3 or more public performances). • Coordinate rehearsal scheduling and creative direction with the Vocal Director and Pit Director (overlap with these roles on the same production is expected and does not constitute a non-duplication violation, since each covers a separate function).
Non-Musical Play Director	**Purpose:** This stipend recognizes the specialized expertise and time commitment required to direct the high school's non-musical play production, including rehearsals, performance preparation, and public presentation. **Expectations:** • Direct the school's non-musical production(s). • One full production per year, staged for the standard public performance run.
One Act/Children's Show/ Variety Show Director	**Purpose:** This stipend recognizes the specialized expertise and time commitment required to direct a shorter-format or lower-production-scale show: one-act plays, a children's theatre outreach production, or a variety/talent show. **Expectations:** • Direct a shorter-format show distinct from the school's full musical or play productions. • One produced show per year, with at least one public performance.

Pit Director	**Purpose:** This stipend recognizes the specialized expertise and time commitment required to direct instrumentalists for the high school's musical production, including rehearsals, performance preparation, and public presentation. **Expectations:** • Conduct and rehearse the pit orchestra/instrumental accompaniment for the musical production, in coordination with the Musical Play Director and Vocal Director. • Responsible for the pit ensemble through all performances of the musical's full run.
Vocal Director	**Purpose:** This stipend recognizes the specialized expertise and time commitment required to serve as vocal/choral director for the high school's musical production, distinct from the year-round Chorus stipend. **Expectations:** • Teach music, harmonies, and vocal parts to the cast, and coach/conduct the vocal elements of the musical through all performances. • Serve as vocal/choral director for the musical production only.
Puyallup Innovative & Flexible Programs Intramural Coordinator	**Purpose:** The Intramural Coordinator works to increase student access to athletic opportunities, support student participation, and help create a positive, inclusive athletic culture for Puyallup Innovative & Flexible Programs. The position serves as a liaison between students, families, coaches, and community organizations to promote engagement, teamwork, and student success. **Expectations:** • Develop and expand athletic opportunities for students. • Connect students with local sports programs, teams, and organizations. • Support students with eligibility requirements, paperwork, and participation processes. • Coordinate schedules, events, transportation, and facility use. • Provide oversight and support for coaches and athletic programs. • Maintain records and ensure compliance with athletic requirements. • Promote sportsmanship, teamwork, leadership, and positive community engagement. • Ensure athletic equipment and facilities are safe, maintained, and available for student use.

Junior High School	
Activity Coordinator	**Purpose:** The Activity Coordinator plans, organizes, and oversees extracurricular activities and school events that promote student engagement, leadership, and a positive school culture. In collaboration with administrators, students, and staff, the coordinator supports student leadership, assemblies, dances, clubs, spirit activities, recognition events, and other opportunities that foster belonging and school pride. The Activity Coordinator ensures activities are inclusive, well-organized, and aligned with the school's mission while developing students' leadership, responsibility, teamwork, and citizenship. **Expectations:**

	• Helps coordinate and supervise school activities, assemblies, dances, and special events. • Advise and support student leadership and engagement opportunities. • Promote school spirit, recognize student achievement, and foster school connectedness. • Provide guidance to ensure activities are safe, inclusive, and compliant with district policies.
Yearbook/ Journalism	**Purpose:** The Yearbook/Journalism Advisor guides students in creating school publications while developing skills in writing, editing, photography, design, and responsible journalism. The advisor oversees publication planning, production, and distribution while promoting creativity, collaboration, ethical practices, and student leadership. **Expectations:** • Advise students in creating and publishing yearbook and journalism projects. • Teach writing, editing, photography, design, and publication skills. • Coordinate coverage of school events and student achievements. • Manage timelines, budgets, vendors, and publication requirements. • Promote ethical journalism, collaboration, leadership, and responsible media use.
Intramural Coordinator (3 per school)	**Purpose:** This stipend recognizes the specialized expertise and time commitment required to plan, organize, and supervise a comprehensive middle school intramural program that promotes student participation, physical activity, sportsmanship, and school connectedness. **Expectations:** • Develop and oversee the school's intramural program, including planning activities, coordinating schedules and facilities, supervising students and volunteers, maintaining equipment, promoting participation, and ensuring activities are conducted in accordance with district safety procedures, school expectations, and WIAA out of season regulations. • Collaborate with building administration, physical education staff, and the district athletic office to provide safe, inclusive, and engaging opportunities for students.
Music	**Purpose:** This stipend recognizes the specialized expertise required to direct junior high ensemble programs. Tier is determined by total performing ensemble sections (Base tier: 1–2 sections; Enhanced tier: 3+ sections). **Expectations:** • 4 public concerts per year. • Participate in applicable district- or region-level contests, solo/ensemble events, or adjudicated events when the building or program is invited or scheduled to attend. • Coordinate at least one feeder-school or combined-building concert annually where applicable. • Supervise concerts, including evening events. • *Manage inventories*

	• *If a JH music assignment is combined with an Elementary or HS assignment, the JH music stipend is additive to the Elem/HS stipend, since it compensates for a structurally separate set of buildings, concerts, and logistics rather than additional sections within the same tier calculation*.
Musical Play Director	**Purpose:** This stipend recognizes the specialized expertise and time commitment required to direct theatre/musical productions, including rehearsals, performance preparation, and public presentations. **Expectations:** Directorial responsibility for the school's annual musical (minimum one full production per year, typically 3+ public performances).
Non- Musical Play Director	**Purpose:** This stipend recognizes the specialized expertise and time commitment required to direct high theatre/musical productions, including rehearsals, performance preparation, and public presentations. **Expectations:** Directs the school's non-musical play production (minimum one full production per year).
Athletic Coordinator	**Purpose**: This stipend recognizes the specialized expertise and time commitment required to lead and coordinate the junior high athletic programs. **Expectations**: The Junior School Athletic Coordinator provides leadership and oversight for all athletic programs by supervising coaches, ensuring compliance with district and WIAA regulations, coordinating schedules, facilities, budgets, and events, and supporting safe, equitable, and successful athletic experiences for students.
Dual Language	**Purpose:** This stipend is available to dual language teachers in recognition of specialized expertise in teaching two languages and curriculum adaptation. **Expectations:** Teachers participate in relevant professional development and take on additional responsibilities including translation and collaboration on bilingual instructional strategies.

Elementary	
Chorus	**Purpose:** This stipend recognizes the specialized expertise and time commitment required to direct elementary chorus programs. **Expectations:** • School-Based Chorus teachers are expected to run a chorus program during the three seasons (fall, winter, spring) with 3 performances *(including building, region or community performances)*.
Dual Language	**Purpose:** The Puyallup School District provides this stipend to dual language teachers in recognition of specialized expertise in teaching two languages and curriculum adaptation. **Expectations:** Teachers participate in relevant professional development and take on additional responsibilities including translation and collaboration on bilingual instructional strategies.
Elementary Building Track Meet Coordinator	**Purpose:** The Elementary Building Track Meet Coordinator is responsible for planning, organizing, supervising, and managing the school's level practices and participation in the district's elementary track program. The coordinator serves as the primary liaison between students, families, school staff, administration, and district event organizers to ensure a safe, organized, and positive experience for all participants throughout the track season. Responsibilities include student

	supervision, event preparation, communication, logistics management, and compliance with district expectations and safety procedures. **Expectations:** **Program Planning and Coordination** • Attend all required district track coordinators and coaches' meetings. • Ensure that all required district forms, rosters, and submissions are completed by established deadlines. • Coordinate and communicate school-level track practices starting in March/April of each year. • Assign students to events based on available event allocations and participation guidelines. • Designate and communicate team captain selections according to district expectations. **Student Management and Supervision** • Ensure coaches and designated staff are present at required reporting times. • Maintain accurate student participation rosters. • Create student event identification labels and participant records. • Develop and maintain emergency contact information for all participating students. • Ensure students are supervised appropriately during practices, parent pick up after practices, and the elementary track meet participation. • Coordinate facility uses and scheduling needs with office manager. • Promote positive sportsmanship, teamwork, and responsible behavior throughout the season and at the elementary track meet. • Ensure all event materials, equipment, and supplies are prepared and transported to the meet site. • Review and verify track meet results. • Collect and distribute student ribbons and awards. **Logistics Management** • Communicate track meet expectations, conduct, practices schedules, and expectations for students, staff, and families throughout the season and at the elementary track meet. • Provide families with meet information, including arrival procedures, seating locations, student pick-up expectations, and event logistics. • Provide timely updates regarding practices, event changes, and address parent concerns regarding student events, track meets, and school-based decisions regarding track. • Coordinate student lunch plans for meet participation with office manager and families. • Coordinate arrival and departure procedures for all participants. • Ensure medications and health-related documentation are properly prepared and transported by coach to the elementary track meet. • Follow all district safety procedures and emergency response protocols.

Band/Orchestra	**Purpose:** This stipend recognizes elementary Band and Orchestra instruction delivered by itinerant specialists serving multiple buildings, each requiring separate concert preparation, rehearsal scheduling, and public performance logistics. The stipend is awarded per elementary building where a staff member holds an assigned Band or Orchestra section, as reflected on the district master schedule. **Expectations:** • Hold at least one public concert or performance per year for that building's Band or Orchestra program. • Coordinate with the host building's schedule for rehearsal time, space, and instrument logistics. • Where a concert combines two or more elementary schools, coordinate logistics across all participating buildings; each participating building still generates its own stipend for that staff member. • If an elementary Band/Orchestra assignment is combined with a JH or HS section, the elementary stipend is additive to the JH/HS Music stipend, since it compensates for a structurally separate set of buildings, concerts, and logistics rather than additional sections within the same tier calculation.

District-Wide	
Gordon Golliet Spring Track Meet – District Coordinator	**Purpose:** This stipend outlines the responsibilities of the Gordon Golliet District-Wide Track Meet Coordinator. The coordinator leads the planning, organization, and implementation of the annual district track meet for students with disabilities, ensuring a safe, inclusive, and successful experience for all participants. **Expectations:** • **Event Planning** Coordinate all aspects of the district-wide track meet, including facilities, event schedules, transportation, volunteers, equipment, materials, awards, and other logistical needs to ensure successful event implementation. • **Communication** Serve as the primary point of contact for participating schools, administrators, district departments, special education staff, volunteers, and community partners. Communicate event information, timelines, and event outcomes before, during, and after the meet. • **Instructional Support** Develop, organize, and coordinate track meet activities and participation opportunities for students with disabilities in order for meaningful participation, student success, and a positive event experience.
District Math Relay Coordinator	**Purpose:** This stipend outlines the responsibilities and expectations of the District Math Relay Coordinator. **Expectations:**

	• **Event Planning:** Coordinate all aspects of the Math Relay, including securing a venue, arranging student transportation, recruiting volunteers, and organizing equipment and materials. • **Communication:** Communicate with teachers and administrators at all elementary schools, promote the event prior to its occurrence, and share event highlights and outcomes afterward. • **Instructional Support:** Develop, coordinate, and organize the instructional tasks and activities in which students will participate during the Math Relay.
WIN (Wellness) Coordinator	**Purpose**: The district offers a Wellness Is Now (WIN) participant paid (fee-based) program of wellness and fitness activities for employees on PSD campuses. This stipend is paid to the WIN Coordinator (first priority given to a PEA employee, or shared between two employees) in recognition of planning, scheduling and accounting responsibilities: **Expectations**: • **Plan WIN program offerings:** Research and obtain approval from Risk Office for desired fall, winter and spring activities. • **Schedule activities:** Coordinate facility use, equipment needs and site logistics where activities will be held. • **Instructors:** Ensure each activity is led by a qualified, approved instructor. Ensure instructors are accurately compensated for leading activities, per Accounting/Payroll. • **Communication**: Coordinate communication plan to all employees for all activities via District Communications office. • **Fee Collection and Accounting:** Ensure appropriate fee collection from all activity participants. Coordinate receipt, deposit, documentation and reconciliation of all funds per Accounting office expectations.
Honor Band/Choir/Orchestra (up to 3 per program, 9 total)	**Purpose:** This stipend recognizes the specialized expertise and time commitment required to direct elementary honor programs. **Expectations:** Honor band/choir/orchestra teachers are expected to participate in the honor concert, coordinate with other elementary buildings for combined practices, and supervise all practices.