

## Schedule B Position Descriptions

- 1 The Stipends listed in schedule B are for one position. Positions may be shared and stipends split if the site determines this is necessary.
- 2 Leadership, and WASC Self-Study Coordinators are tied to Department Chair – Tier 3
- 3 AGATE Coordinators (base stipend) and chaperones (optional stipend) shall be paid in a lump sum after the completion of the AGATE trip.
- 4 A traveling unit member is defined as an employee who is required by his/her supervisor to travel between two school sites during a school day.
- 5 On Campus CIF Athletic Coaches may receive more than one stipend per year. The stipend is only applicable to paid coaches. In the event a coaching stipend is split between coaches, the On Campus CIF Athletic Coach Stipend will be split.

### Schedule Notes:

- Stipend may be increased based on workload by mutual agreement between the District and AEA
- If any Unit member receives a prep period for a Schedule B assignment at a site, the district shall provide a prep period for the same assignment at all sites.
- The stipends are standardized compensation rates regardless of the funding source.
- Starting in 2006-07, the schedule B stipends shall increase at the same rate as the negotiated percentage increase for certificated, non-administrative salary schedules with the exception of state and federal categorically-funded positions. These programs shall increase at the same rate as the program's cost of living adjustment.
- Unit members will be paid at the hourly rate for period substitution.

### Schedule B Expectations

#### Choral and Instrumental (Base Stipend)

- For all Music activities outside of regular school hours—at a minimum, this will include two evening concerts per year and may include the following: concerts, festivals, events, fundraisers, field trips, etc.
- Programs and/or rehearsal schedules spent outside of regular school hours should be submitted to the principal as proof that work is being done.
- Stipend will be paid in eleven monthly payments.

#### Musical Director (Choral, Drama, Instrumental)

- For each director of the musical: choral director, instrumental director, and drama director. The musical should involve sets, costumes, lights, multiple performances, and significant time outside the classroom for each director. This is not an additional music concert.
- Program and/or rehearsal calendar should be submitted with Principal's signature for payment of the stipend.

## **Schedule B Position Descriptions**

- Stipend will be paid in one payment after performances are completed.

### **Drama (Base Stipend)**

- For one full-length play with most or all of rehearsal/production time outside of regular school hours involving set, costumes, and multiple nights of performance.
- For any hours spent outside of school time for Drama Nights, class trips, competitions, and/or other class events and performances.
- Program(s) and/or rehearsal schedules for time spent outside of school hours should be submitted to the principal as proof that work is being done. Stipend will be paid in eleven monthly payments.

### **Drama (Optional Stipend)**

- For each additional full-length play with most or all of rehearsal/production time outside of regular school hours involving set, costumes, and multiple nights of performance.
- Program(s) and/or rehearsal calendar should be submitted with Principal's signature for payment of the stipend.
- Stipend will be paid in one lump sum after the performances are completed.

### **Journalism and Yearbook (Base Stipend)**

- For Journalism, publish a minimum of seven newspapers per year. For Yearbook, publish one yearbook per year.
- Production responsibilities should involve original articles, original photocopy and graphics, and desktop publication. It should involve significant time outside of the classroom for the instructor and students.
- Production schedule should be submitted with Principal's signature for payment of the stipend. This may be a monthly stipend.
- Principals must have proof that teachers are performing significant work outside of regular school hours with their students.
- Stipend will be paid in eleven monthly payments.

### **On Campus CIF Athletic Coaches (Base Stipend)**

- Serve as liaison for staff and athletes
- See District job description
- Stipend will be paid at end of season

### **Athletic Director (Base Stipend)**

- See district job description
- Stipend will be paid in eleven monthly payments.

## **Schedule B Position Descriptions**

### **Diversity Chair District Committee (Base Stipend)**

- Serve as liaison for district staff and students
- Plan and organize monthly meetings
- Stipend will be paid in eleven monthly payments

### **Latin Coach (Base Stipend)**

- For significant time spent with students outside of regular school hours. This includes hour of practice for competition.
- Programs and/or rehearsal calendars, and/or log of hours must be submitted to the principal that this work is being done to earn the stipend.
- Stipend will be paid in eleven monthly payments.

### **Math/Science Quiz Bowl (Base Stipend )**

- For significant time spent with students outside of regular school hours. This includes hour of practice for competition.
- Programs and/or rehearsal calendars, and/or log of hours must be submitted to the principal that this work is being done to earn the stipend.
- Stipend will be paid in eleven monthly payments.

### **Robotics (Base Stipend)**

- For significant time spent with students outside of regular school hours. This includes hour of practice for competition.
- Programs and/or rehearsal calendars, and/or log of hours must be submitted to the principal that this work is being done to earn the stipend.
- Stipend will be paid in eleven monthly payments.

### **Leadership (Base Stipend)**

- See district job description
- Stipend will be paid in eleven monthly payments.

### **Webmaster (Base Stipend)**

- For daily upkeep of school web site (during school year) so it is a viable communication and information vehicle for students, staff and the community. This includes uploading school bulletins, checking links, supervising the upload of student work, uploading required state information such as the School Report Card and linking to state testing results and other information as deemed necessary by the principal. The web master will also respond to, or route, inquires sent to the site and adjust the art and design of the site as needed.
- The web site pages and the current status of information on the site will be reviewed by the principal for payment of the stipend.
- Stipend will be paid in eleven monthly payments.

## **Schedule B Position Descriptions**

### **Webmaster (Extra Optional Stipend)**

- For major design, change and/or major revisions such as the creation of the school year calendar, handbook, and staff lists, etc. that are deemed necessary for the beginning of the school year.
- Revision will be reviewed by the principal for payment of the stipend.
- Stipend will be paid in one lump sum after the revisions are completed.

### **Supervisor (Lunch) (Base Stipend)**

- Supervise students on campus or assigned area
- Direct visitors to the office
- Direct non-students to leave campus
- Maintain visible adult presence
- Stipend will be paid in eleven monthly payments.

### **Stage Crew (Base Stipend)**

- Serve as liaison between the staff and student-run Sound/Stage crew
- Work directly with staff for regular sound/technical needs
- Schedule students to work; verify timesheets
- Report equipment problems for repair
- Stipend will be paid in eleven monthly payments.

### **PAR Joint Panel (Base Stipend)**

- See description of PAR Joint Panel responsibilities in Article 14
- Payment issued per Schedule B

### **PAR Joint Panel (Extra Optional Stipend)**

- See description of PAR Joint Panel responsibilities in Article 14
- Payment issued per Schedule B

### **PAR Consulting Teachers – RPT (Extra Optional Stipend)**

- See description of PAR Consulting Teacher responsibilities in Article 14
- Payment issued per Schedule B

### **Credential Mentoring (Teacher Induction, PPS (Counselor) Supervision) (Base Stipend)**

- Mentors will comply with the requirements of the appropriate credential program.
- Mentors will meet with mentees on weekly bases, observe mentees and provide support.
- Mentors will attend training as required by the credential program.
- Stipend will be paid in two payments – one in January and one in June.
- Mentors will be paid the full stipend for each mentee they mentor.

## **Schedule B Position Descriptions**

### **Licensure Supervision (MFT, Social Worker, Psychologist Intern) (Base Stipend)**

- Supervisors will comply with the requirements of the appropriate credential program.
- Supervisors will attend training as required by the licensure program.
- Stipend will be paid in two payments – one in January and one in June.
- Supervisors will be paid the full stipend for each staff member they supervise.

### **New Teacher Mentor (Base Stipend)**

- Mentors will serve a support and a liaison to the certificated staff new to their school site (staff members newly hired, not necessarily new to the profession)
- Mentors will serve as liaison between the administrative team and new staff members.
- Mentors will hold monthly meetings to provide various supports related to best practices related to curriculum, implementation of courses of study, instructional practices, student and parent support and any other district and site initiatives.
- Stipend will be paid in two payments – one in January and one in June.

### **Department Chairperson (Base Stipend)**

- See district job description
- Stipend will be paid in eleven monthly payments.

### **English Learners Department Chairperson (Base Stipend)**

- See district job description
- Stipend will be paid in eleven monthly payments.

### **Special Education Department Chairperson (Base Stipend)**

- See district job description
- Stipend will be paid in eleven monthly payments.

### **Lead Counselor (Base Stipend)**

- See district job description
- Stipend will be paid in eleven monthly payments.

### **AGATE (Coordinator) Base Stipend**

- Plan and organize AGATE trips – one trip per semester
- Work with Educational Services as needed
- Recommend AGATE chaperones to Educational Services
- Facilitate and meet with parents and eligible students at sites
- Communicate with students, parents and site staff on trip logistics
- Supervise AGATE students on trips
- Issue grades for AGATE students completing the trip

## **Schedule B Position Descriptions**

- Stipend will be paid in one lump sum after the AGATE trip is over.

### **AGATE (Chaperone) Base Stipend**

- Attend AGATE planning meetings and parent meetings
- Work with site staff as needed
- Assist AGATE Coordinator with trip planning
- Supervise AGATE students on trips
- Stipend will be paid in one lump sum after the trip is over.

### **Mock Trial, Model UN, and Academic Decathlon (Base Stipend)**

- For significant time spent with students outside of regular school hours. This includes hour of practice for competition.
- Programs and/or rehearsal calendars, and/or log of hours must be submitted to the principal that this work is being done to earn the stipend.
- Stipend will be paid in eleven monthly payments.

### **Mock Trial, Model UN, and Academic Decathlon (Extra Optional Stipend)**

- For every additional level of competition reached such as state or national.
- Programs and/or rehearsal calendars, and/or log of hours must be submitted to the principal that his work is being done to earn the stipend.
- Stipend will be paid in one payment after each competition is completed.

### **Speech (Extra Optional Stipend)**

- For every two weekend competitions with speech students.
- Program and/or rehearsal calendar should be submitted with Principal's signature for payment of the stipend.
- Stipend will be paid in one payment after each two performances are completed.

### **Diversity Chairperson**

- Work with site administration to coordinate site equity work
- Organize and lead site equity meetings
- Collaborate with site and district admin, and leadership students on work related to equity
- Attend monthly districtwide equity meetings
- Stipend will be paid in one payment in June to each site Diversity Chair