

## **PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS**

### **(Extra-Duty Pay)**

#### **Coordinators, Counselors, Psychologists, and Teachers: Extension of Contract, Hourly Rate for Extra Duty**

Coordinators for distributive education, home economics related occupations, industrial cooperative education, cooperative office education, and other approved coordinators may receive an extension of contract of two (2) weeks.

All high school and middle school counselors and teachers employed for preregistration purposes prior to the opening of school shall be compensated at the rate of 0.045% times the maximum salary on the certificated salary schedule per hour (twenty dollars and seventy cents [\$20.70] per hour for 2000-2001).

Teachers who perform clerical or other nonprofessional duties will be compensated at the rate of ten dollars (\$10) per hour.

Psychologists shall not be assigned extra duties except in emergency situations.

All teachers employed during lunchtime shall be compensated at the rate of five dollars (\$5) per lunch duty.

#### **Multiple School and Extra Class Assignments**

Every effort should be made to limit the number of schools assigned to a traveling teacher to not more than two (2) schools in one day.

Every secondary traveling teacher will be provided with preparation time, in accordance with the guidelines of the North Central Association.

Within their teaching schedule, every elementary traveling teacher will be provided time for preparation (two hundred [200] minutes per week) and for travel.

Each school principal will provide adequate storage facilities for traveling teachers assigned to each school.

Traveling teachers will report to the first school assignment each day at the regular time for all teachers assigned to that school and will remain at the last school assignment each day until the regular dismissal time for all teachers assigned to that school, unless the building principals involved agree to a deviation from the schedule.

Traveling teachers will not be assigned to duty schedules.

Traveling teachers shall submit such reports as required by the principal in the school(s) to which the traveling teacher is assigned.

Teachers required to travel as a result of their teaching assignments will receive compensation at the rate of seventy dollars (\$70) per year for each day of the week a teacher is in two (2) schools and thirty-five dollars (\$35) for each additional school assigned in one (1) day. No compensation is to be given unless two (2) or more schools are assigned in one (1) day.

- *Example:*

- Monday - 2 schools assigned = \$70 per year.
- Tuesday - 1 school assigned = no compensation.
- Wednesday - 3 schools assigned = \$105 per year.
- Thursday - 4 schools assigned = \$140 per year.
- Friday - 1 school assigned = no compensation.
- Salary compensation = \$315 per year.

Vocational education coordinators assigned a normal load will receive compensation of three hundred ninety-six dollars (\$396) per year.

This policy does not apply to teachers who work in any combination of schools that exclusively involve: (1) Flagstaff High School, Flagstaff Middle School, and/or Marshall Elementary School on any one specific workday, or (2) Mt. Elden Middle School and Weitzel Elementary School on any one specific workday, or (3) Sinagua High School and Knoles Elementary School on any one specific workday.

The formula to be used for figuring payment of an "extra class assignment" is:

$$\begin{array}{rcl}
 \text{Teacher's salary} & \text{Remaining} & \text{Contract} \\
 - - - - - & \times & = \\
 6 & \text{Contract Days} & \text{Addendum}
 \end{array}$$

**Extra Pay for Extra Services Schedule**

Step	Class A	Trainer	Class B	Class C	Class D	Class E	Class F
1	2000	1800	1600	1400	1200	800	600
2	2200	2000	1800	1600	1400	1000	600
3	2400	2200	2000	1800	1600	1200	600
4	2600	2400	2200	2000	1800	1400	600
5	2800	2600	2400	2200	2000	1600	600
6	3000	2800	2600	2400	2200	1800	600
7	3300	3100	2900	2700	2500	2100	700

Class A  
 Head Varsity  
 High School Band

Class B  
 Assistant Varsity  
 Varsity Spiritline  
 Head JV Coach  
 Head Frosh Coach

Class C  
 H.S. Vocal  
 H.S. Drama  
 Frosh Spiritline  
 J.V. Spiritline  
 H.S. Council  
 H.S. Forensics

Class D

H.S. Yearbook  
 Flagline Sponsor  
 H.S. Orchestra  
 H.S. Nat. Honor Soc.  
 Comb. Musical Dir.  
 Publications  
 M.S. Vocal  
 H.S. Chess  
 M.S. Drama

Class E

M.S. Orchestra  
 H.S. Band Asst.  
 M.S. Council\*  
 M.S. National  
 Jr. Honor Soc.  
 M.S. Band  
 H.S. Journalism  
 H.S. Comb. Musical  
 Assts.

Class F

Elementary Coach  
 M.S. Coach

\*People in these positions presently would receive same contract.

***Step advancement.***

Upon recommendation of the building principal, persons in Classes A, B, C, D, and E may move one (1) vertical step per year of experience.

***New assignments to schedule.***

All new assignments to the Extra Pay for Extra Services Schedule will be placed on step one (1) of the class corresponding to the assignment. The only exception to this will be out-of-District transfers at varsity level only, who will receive one-half (1/2) credit for years of varsity experience. Personnel who change class will receive full credit for continuous in-District experience in the same sport or activity. Personnel returning to positions on the Extra Pay for Extra Services Schedule with in-District experience will receive full credit for years of service when placed in the appropriate class.

***Minimum program levels.***

Secondary principals shall develop a statement of the minimum expectations (program level) for each activity sponsor. The principals shall confer and produce a single District-wide statement for these positions. The statements of minimum program level shall be in effect by the start of the 1997 - 98 school year. Persons not meeting minimum program level shall not be paid.

**Curriculum Development/Articulation,  
 In-Service Classes, Extended  
 Assignments**

The Board realizes that teachers desire to be directly involved in curriculum formulation and revision and that their involvement is necessary for the assurance of a quality curriculum and its ready implementation in the classroom. The writing and/or revision of a quality curriculum requires adequate time, planning, research, and resources. Recognizing this, the Board defines curriculum work in two (2) general categories:

- *Routine curriculum work:* Curriculum work that all teachers do routinely, such as writing and rewriting lessons to be used in classroom instruction, minor revisions of present curricula to include or exclude particular materials or methodology, informal review of

literature for new ideas and approaches in curriculum development, and the like. Routine curriculum work is the job of all professional teachers and as such shall be done by all teachers without remuneration. Similarly, other routine obligations, such as faculty meetings, building department meetings, P.T.O. functions, open houses, school programs, and new teacher orientations, shall be done without pay. Building or District in-service classes or department meetings of up to twelve (12) hours per year shall also be done without pay.

- *Major curriculum work:* The writing of a new course of study, the rewriting or revision of an existing course of study, the writing of curricula not previously written, and the rewriting or revision of a presently instituted but incomplete or inadequate curriculum.
  - Development of such would involve such procedures as a statement of goals and behavioral objectives, evaluation techniques, methodology, collection and use of resources, scope and sequence, and the like. Major curriculum work or extended assignment shall have prior approval by the assistant superintendent for curriculum/instruction. Other extended assignments involving curriculum development or building, District, or District department meetings beyond twelve (12) hours per teacher per year shall be remunerated by choosing either: (1) District in-service salary credit; (2) compensation at 0.045% times the maximum salary on the certificated salary schedule per hour (twenty dollars and seventy cents [\$20.70] per hour for 2000-2001); (3) NAU credit when the District is able to arrange for same. Resource materials and secretarial help shall be made available to staff members involved in major curriculum work.
  - Staff members employed by the District during their summer vacation for major curriculum work shall be paid an hourly wage of 0.045% times the maximum salary on the certificated salary schedule. Requests for summer employment on major curriculum work shall be submitted through the respective building principal.

The District will make an effort to schedule major curriculum work or extended assignment in advance so that participating teachers may plan and make appropriate arrangements. When conditions merit, release time will be provided.

### **Department/Grade-Level Chairperson Program**

#### ***Middle schools and high schools.***

Academic or department chairpersons will be established within each middle school and high school for:

- English
- Fine Arts
- Counseling
- Foreign Languages

- Libraries
- Business
- Home Economics
- Industrial Arts
- Mathematics
- Science
- Special Education
- Physical Education
- Vocational Education (High School)
- Social Science

***Elementary schools.***

Grade-level chairpersons will be established in each elementary school for primary grades (kindergarten through third grade, including special education) and upper elementary grades (fourth through sixth grades, including special education).

***Duties and responsibilities.***

Assist the principal in the coordination of instruction at each grade level or within the subject area assigned.

Assist the principal, supervisors, and other chairpersons in the coordination of instructional programs within the District.

Assist in research and planning for curriculum development, textbook selection, and/or class scheduling.

Assist the principal in budget planning for assigned department or grade level and coordinate ordering of books, supplies, materials, and equipment.

Develop recommendations and suggestions for revision of curriculum and school procedures.

Provide orientation and assistance to new or continuing teachers needing or requesting help to improve instruction.

Provide orientation and assistance to substitute teachers.

Assist the administrator in evaluation of personnel by making official observations of teachers and completing observation forms. Observations by department chairpersons will occur only with mutual agreement of the administrators and the staff member to be observed.

***Selection of and compensation.***

Each year secondary department and elementary primary/intermediate teachers shall recommend to the principal the name of a representative to serve as department chairperson. The principal shall notify the Superintendent no later than the third week of the fall semester of the teachers selected as chairpersons.

Compensation shall be paid at the rate of one hundred dollars (\$100) per year per teacher in primary grades, upper elementary grades, or middle school/high school department.

***Suspension of program.***

The Department/Grade-Level Chairperson Program is suspended indefinitely.

*Adopted:* date of manual adoption

LEGAL REF.: A.R.S. 15-502

CROSS REF.: GCBA - Professional Staff Salary Schedules