

COMPENSATION RESOURCE BOOK

HUMAN CAPITAL MANAGEMENT

**Dallas
Independent
School
District**



2013-2014

3807 Ross Avenue ♦ Dallas, Texas 75204
(972) 925-4200 ♦ www.dallasisd.org



COMPENSATION
SUPPLEMENTAL EARNINGS
HANDBOOK

2013 - 2014 School Year

These guidelines are subject to and must be interpreted in compliance with all applicable federal and state laws and district policies. If a guideline conflicts in whole or part with any law or policy, the law or policy will control to the extent of any such conflict.

2013 – 2014 School Year

Effective September 1, 2013

DALLAS ISD 2013 – 2014 SUPPLEMENTAL EARNINGS GUIDELINES

Overview:

Supplemental earnings are payments made to full time, active Dallas ISD employees in addition to their standard base pay.

Supplemental earnings are not guaranteed earnings and may be decreased or eliminated at any time. Supplemental earnings are not included in annual salary quotes. Some earnings may qualify for TRS eligibility.

NOTE: Item 4 in the Educator's Term Contract states, "Supplemental duties, as defined by the District, and any payment and/or stipend that may be paid for such duties and/or assignments are not covered by this contract. Any such payments are not included as part of the annual salary under this contract. This contract does not create a property interest or right under this contract to the assignment of any such supplemental duties or any stipend or payment for such supplemental duties. No property right to continued employment exists in such supplemental duties."

This handbook provides a list of potential earnings outside base pay for active, fulltime employees. The handbook is not intended as an exhaustive list or an automatic authorization for the payments listed. Authorization to pay supplemental compensation requires pre-approval from the Department Head and Executive Director of the Campus/Department.

Supplemental earnings are not to be used as an alternative to overtime pay for non-exempt employees when duties performed within the calendar contract year fall within the employee's regular job description.

An extension of an employee's calendar contract days must be approved by the Executive Director of Human Capital Management prior to the days being worked.

Determining rates of pay is a function solely for the Compensation Department.

Eligibility Criteria:

Employees may be eligible for supplemental compensation at the corresponding rate, if all of the following criteria are met:

- The work has been pre-approved, and authorization to pay the supplemental earnings has been secured from the appropriate Department Head and Executive Director before the actual work begins.
- The person to perform the duty is a full time, active employee of the District. (Partial FTE positions will be considered on a case by case basis.)
 - a. An employee who is separated from the District is not eligible to accrue additional earnings past his or her effective separation date.
 - b. A substitute is not a full time, active Dallas ISD employee and is not eligible to receive supplemental pay other than the exceptions explicitly defined in this handbook.
- Supplemental duties/responsibilities should be voluntary, infrequent, distinctly different from the employee's normal job description, and take place outside of the employee's normal duty day or calendar contract days. Supplemental pay should not be used as an

alternative to overtime payment for nonexempt employees when overtime payment should be paid, or as a strategy to increase the employee's base salary.

Payment Schedules:

- Professional employees receive an hourly rate of \$20/hour for supplemental professional duties that would be exempt and are performed outside of the employee's normal duty day or calendar contract days. If a duty is support which would be non-exempt, a professional employee may perform the duty for the support duty rate of \$10/hour.
- Support employees receive an hourly rate of \$10/hour for support duties that would be non-exempt and are performed outside of the employee's normal duty day or calendar contract days. The duty must be, voluntary, infrequent, and distinctly different from the employee's normal job description. If a duty is considered professional which would be exempt, a support employee is not eligible to perform the duty.
- The primary criteria to determine the rate of pay is the type of work to be performed. It should be determined whether the work is professional which would be exempt or support which would be non-exempt.
- Substitute campus leadership, temporary or part-time employees receive the daily or hourly rate equivalent to the minimum pay rate for the assigned job classification.
- Temporary employees should not exceed 4.5 months of employment.
- Security personnel receive \$10/hour for performing security functions outside of their calendar contract days.

Deductions and Recovery of Funds:

- All stipends, incentives, awards, and supplemental earnings are subject to the employee and employer statutory deductions.
- If an employee does not work the complete school year contract, then any recurring stipend will be paid on a prorated basis of the actual days worked.
- If an employee fails to meet all of the criteria stipulated the stipend may be prorated, stopped, or recovered. The employee will then be notified of the terms for recovery by the Payroll Department.

Dallas ISD 2013 – 2014 Supplemental Earnings Summary Listing

DALLAS ISD		2013-2014 SUPPLEMENTAL EARNINGS				REVISED SEPTEMBER 1, 2013			
LINE	LEVEL	NAME	PAY CODE	TYPE	AMOUNT	PAYMENT SCHEDULE			
						ONE TIME	BI-WEEKLY	12 OR 10 MONTH	OTHER
CO-CURRICULAR									
ACADEMIC									
100	District	Academic Decathlon	ADDI	Stipend	up to \$4,000/year	X			
101	District	Destination Imagination	ADDI	Stipend	up to \$2,500/year	X			
102	District	Academic Pentathlon	TBD	Stipend	Up to \$2,000/year	X			
103	District	Lone Star Challenge	TBD	Stipend	Up to \$2,000/year	X			
104	District	Texas Math & Science Coaches Association	TBD	Stipend	Up to \$5000 per campus				x
ATHLETICS									
110	High School	HS Head Coach/Assistant Coach (coach two sports)	X132	Stipend	\$4,331/year		X	X	
111	High School	HS Assistant Coach/(coach two sports)	X133	Stipend	\$4,180/year		X	X	
112	High School	HS Head Coach – Female Athletics Coordinator	X129	Stipend	\$6,095/year		X	X	
113	Middle School	MS Coach – Athletics Coordinator (coach one sport)	X134	Stipend	\$4,000/year		X	X	
114	Middle School	MS Coach (coach two sports)	X135	Stipend	\$3,000/year		X	X	
115	Middle School	MS Initiative Coach (8 sport allocation per campus)	MSIC	Stipend	\$800 per sport		X	X	
116	District	Head Trainer (one district wide employee)	X160	Stipend	5% annual salary		X	X	
117	District	Assistant Coach Trainer	X138	Stipend	\$6,509/year			X	
118	District	Coaching Days	CODA	Stipend	Daily Rate	X			

119	District	Athletic Events	ATHL	Stipend	Refer to chart	X			
FINE ARTS									
120	High School	HS Band Director	X141	Stipend	\$9,000/year			X	
121	High School	HS Band Director Assistant	X142	Stipend	\$4,700/year			X	
122	High School	HS Choral Director	X031	Stipend	\$4,500/year			X	
123	High School	HS Choral Assistant	X032	Stipend	\$2,146/year			X	
124	High School	HS Dance Teacher	XN51	Stipend	\$2,150/year			X	
125	High School	HS Drama Teacher	XN61	Stipend	\$2,150/year			X	
126	High School	HS Orchestra Director	X081	Stipend	\$4,000/year			X	
127	Middle School	MS Band Director	X143	Stipend	\$4,500/year			X	
128	Middle School	MS Band Director Assistant	X144	Stipend	\$2,700/year			X	
129	Middle School	MS Choral Director	X033	Stipend	\$2,400/year			X	
130	Middle School	MS Dance Teacher	XN52	Stipend	\$1,600/year			X	
131	Middle School	MS Drama Teacher	XN62	Stipend	\$1,600/year			X	
132	Middle School	MS Orchestra Director	X080	Stipend	\$2,600/year			X	
JUNIOR ROTC									
140	High School	HS JROTC Instructor	X151	Stipend	\$3,235/year			X	
141	Middle School	MS JROTC Instructor	X152	Stipend	\$2,073/year			X	
142	Secondary	JROTC Supplemental	JROTC	Extra Duty	\$10 or \$20/hour	X			
NEWSPAPER/YEARBOOK									
150	High School	School Newspaper	NEWS	Stipend	\$1,000 to \$2,000/year	X			
151	High School	School Yearbook	YEAR	Stipend	\$1,000 to \$2,000/year	X			
SENIOR AND SENATE SPONSORS									
160	High School	Senior Sponsor*	SSPR	Extra Duty	Refer to chart	X			
161	High School	Senate Sponsor*	SENS	Extra Duty	\$1,000 per semester				X
SPEECH/MOCK TRIAL									
170	High School	HS Mock Trial	XN71	Stipend	\$3,811/year			X	

171a	High School	HS Speech Teacher	XN71	Stipend	\$3,000/year			X	
171b	High School	HS Speech Assistant Coach	XN71	Stipend	\$2,000/year			X	
172	Middle School	MS Speech Teacher	XN72	Stipend	\$3,677/year			X	
SPIRIT									
180	High School	HS Cheerleader Sponsor (Varsity)	X301	Stipend	\$1,952/year			X	
181	High School	HS Cheerleader Sponsor (JV)	X302	Stipend	\$1,952/year			X	
182	High School	HS Drill Team Sponsor	X101	Stipend	\$2,751/year			X	
UNIVERSITY INTERSCHOLASTIC LEAGUE									
190	All Schools	University Interscholastic League (UIL)	UIL/UIL H	Extra Duty	Variable	X			
DISTRICT WIDE PROGRAMS									
LEADERSHIP AND INSTRUCTIONAL DEVELOPMENT									
201	District	Interim Stipend	XSTI	Stipend	Up to 15% annual salary			X	
203	District	Staff Development* (Professional only)	SDEV	Extra Duty	\$20/hour	X			
204	District	Staff Development Instructor* (Professional only)	INST/INSF	Extra Duty	Variable	X			
205	District	Curriculum Writing* (Professional only)	CURR	Extra Duty	\$20/hour	X			
FACILITIES PROGRAM									
MAINTENANCE									
300	District	Asbestos Pay	XASB	Stipend	\$1,900 or \$2,500/year		X	X	
301	District	Mechanic Certification Program	XASE	Stipend	\$500/year		X	X	
FOOD SERVICES									
FOOD AND CHILD NUTRITION									
400	All Schools	AA Employee	XFAA	Stipend	\$0.50/hour		X	X	
401	All Schools	Dual Cafeteria Supervisor	XFSD	Stipend	\$3,000/year		X	X	
402	All Schools	Lead Person	XFSL	Stipend	\$0.50/hour		X	X	
403	All Schools	Satellite Responsibility	XFSV	Stipend	\$750/year		X	X	
404	All Schools	Satellite Responsibility	XFSV	Stipend	\$1200/year		X	X	

		(2 or more)							
405	All Schools	TASN Certification	XFSS	Stipend	Various		X	X	
406	All Schools	School Classification V+	XFS2	Stipend	\$400/ year		X	X	
408	All Schools	Training Supervisor (Paraprofessional)	XFST	Stipend	\$1500/ year		X	X	
HUMAN CAPITAL MANAGEMENT									
RECRUITMENT									
500	All Schools	Signing Incentive Speech, Occupational and Physical Therapist	SBSO	Recruitment Incentive	\$3,000/ year				X
501	Elementary Schools	Signing Incentive Critical Shortage Bilingual Teacher	SBBL	Recruitment Incentive	\$3,500/ year				X
502	Secondary Schools	Signing Incentive Critical Shortage Science Teacher	SBSI	Recruitment Incentive	\$2,000/ year				X
503	Secondary Schools	Signing Incentive Critical Shortage Math Teacher	SBMI	Recruitment Incentive	\$2,000/ year				X
INSTRUCTIONAL									
ADVANCED PLACEMENT/ENRICHMENT AND IB									
600	All Schools	Advanced Placement Incentive Pay (development)	APIP	Extra Duty	Up to \$1100/year	X			
600a	All Schools	Advanced Placement Incentive Award (AP exams passed)	APIP	Extra Duty	Variable	X			
601	High School	APGT Campus Manager	SGTC	Stipend	\$1,500/ year				X
603	High School	AP Lead Teachers	XTIF	Stipend	up to \$10,000.00	X		X	
ALTERNATIVE, ADULT EDUCATION AND EXTENDED YEAR									
610	District	ABE Adult Basic Education	ABE	Extra Duty	Variable	X	X	X	
611	District	Compensatory Education Home Instruction	S COMP CEHI	Extra Duty	\$12.86/ hour or \$20/hour	X			
612	District	Evening School	EVEN	Extra Duty	\$10/hour or \$20/hour	X			
613	District	Reconnection Center Facilitator	RECF	Extra Duty	\$2,000/ year				X
614	District	Summer Academic Sessions	DWSS	Extra Duty	Refer to chart	X			

CAMPUS									
620	All Schools	Before/After School*	ASCH	Extra Duty	\$10/hour or \$20/hour	X			
621	All Schools	Class Coverage TA's Full Day	CTAF	Substitute	\$37.00/day	X			
622	All Schools	Class Coverage TA's Half Day	CTAH	Substitute	\$18.55/day	X			
623	All Schools	Class Coverage (Professional Only)	CLAS	Substitute	\$20/hour	X			
624	Principals	Campus Size	SCSP	Stipend	Variable	X			
625	All Schools	Campus Test Coordinator*	TEST	Extra Duty	Refer to chart	X			
626	All Schools	Graduation Duty*	GRAD GRDC GRDN	Extra Duty	Refer to chart	X			
627	All Schools	Metal Detector Monitor* (Support duty rate only)	SMDM	Extra Duty	\$10/hour	X			
628	All Schools	Tutoring* (Professional employees only)	TUTR	Extra Duty	\$20/hour	X			
629	All Schools	Tutoring* (Certified Substitutes only)	TUTS	Extra Duty	\$12.86	X			
630	All Schools	Saturday School Tutoring* (Professional employees only)	TUTR	Extra Duty	\$20/hour	X			
631	All Schools	Summer Programs Campus Based*	SUMS	Extra Duty	\$10 or \$20/hour	X			
631a	High Schools	Campus Summer Gym Manager	CSGM	Extra Duty	\$20/hour	X			
632	All Schools	Supply Funds	OSUP	Stipend	\$200/year	X			
633	All Schools	Opening Schools*	OPEN	Extra Duty	\$10/hour or \$20/hour	X			
634	All Schools	Closing Schools*	CLOSE	Extra Duty	\$10/hour or \$20/hour	X			
635	All Schools	Text Book Duties*	TEXT	Extra Duty	\$10/hour or \$20/hour	X			
636	High Schools	Transcript Clerk (Support duty rate only)	TRAN	Extra Duty	\$10/hour	X			
CAMPUS LEADERSHIP									
641	All Schools	LPAC Chair	LPAC	Extra Duty	Variable				X
642	All Schools	Campus Leadership PhD	XPHD	Stipend	\$2,000/year			X	
COLLEGE READINESS									

645	All Schools	AVID Coordinator*	AVID	Extra Duty	\$2,000/year				X
MULTI-LANGUAGE									
650	District	Bilingual Stipend	XBLS	Stipend	\$2,000 or \$3,000/year			X	
STRATEGIC FEEDER PATTERN									
660	Select Schools	Strategic Feeder Pattern TRIPS	XTHS	Stipend	\$1,000/year			X	
662	Select Schools	Strategic Feeder Pattern Team Lead	XTLS	Stipend	\$1,500/year			X	
663	Select Schools	Strategic Feeder Pattern Department Lead	XDLS	Stipend	\$2,000/year			X	
INCENTIVE AWARDS									
665	District	Principal, Teacher, and Teacher Assistant of the Year Awards	Educ	Incentive	TBD	X			
MASTER/MENTOR TEACHERS									
670	District	Instructional Coaches (6777)	XINC	Stipend	\$2000/year		X	X	
671	District	Academic Facilitators (6778)	XINC	Stipend	\$3000/year		X	X	
672	MLEP	Instructional Coach (MLEP)	XINC	Stipend	\$5000/year		X	X	
673	Select Schools	TTIPS Master and Mentor Teachers	STIP	Stipend	\$10000/year \$8000/year				X
674	All Schools	AC Mentor Teacher	ACMS	Stipend	Variable				X
675	All Schools	Youth Mentoring Teacher	STIP		\$750/year				X
677	All Schools	African American Student Initiative (AASI)	AASI	Extra Duty	\$500/year				X
SPECIAL EDUCATION									
680	All Schools	Dyslexia Lead Teacher	XDLX	Stipend	\$5,000/year			X	
682	District	Level Interpreters for the Deaf	SUPL	Extra Duty	\$15/hour + 1 hour travel time	X			
683	District	Special Olympics Coach	XSOC	Stipend	\$2960/year			X	
684	District	SPED Supplemental (various)	SPEC IFCH	Extra Duty	Variable	X			
685	District	Diagnostician Evaluations	SESD	Extra Duty	Variable	X			

686	District	Speech Evaluations	SESE	Extra Duty	Variable	X			
687	District	Occupational, Physical, and Speech Therapist Supervisor	X586	Stipend	5% annual salary			X	
SUBSTITUTES									
689	All Schools	Substitutes	Various	Substitute	Refer to chart	X			
TITLE 1/GRANTS									
690	All Schools	Supplemental Education Service SES	LSES	Extra Duty	Refer to Description				X
693	Elementary Schools	MyFi Grant	STIP	Stipend	Up to \$500	x			
POLICE AND SECURITY									
POLICE AND SECURITY									
700	Police Dept.	Body Armor (vest)	VEST	Stipend	\$500	X			
701	Police Dept.	Police & Security Command Supervisor	PSCS	Extra Duty	Refer to chart				X
702	District	Security (Support duty rate only)	SECU	Extra Duty	\$10/hour	X			
703	Police Dept.	Night Shift Differential	XPSD	Stipend	\$2600 or \$2900			X	
UNDEFINED STIPENDS AND EXTRA DUTIES									
GENERIC SUPPLEMENTAL EARNINGS									
800	District	Stipend – Not listed in handbook	STIP	Stipend	TBD	X			
801	District	Extra Duty – Not listed in handbook	SUPL	Extra Duty	\$10/hour or \$20/hour	X			

* Contingent on the availability of Department or Campus funds

CO-CURRICULAR

Academic: Supplemental Earnings 100 - 101

100 – Academic Decathlon Supplemental earning is designed to compensate teachers who serve as the sponsor over an Academic Decathlon team. The United States Academic Decathlon (USAD) is a program that provides high school students an opportunity to experience the challenges of rigorous academic competition through participation in team activities. To be eligible, the teacher would be responsible for recruiting, coaching, and directing students for the Academic Decathlon district, regional, and state competition. The sponsor must schedule and attend practices, study sessions, and team meetings for both the district and regional competition. ***The supplemental earning amount is up to \$4,000/year (based on competition participation level), paid following district, region and state competitions.***

101 – Destination Imagination Supplemental earning is designed to compensate teachers who serve as the Destination Imagination team manager or campus liaison. Duties are as outlined in the DI team manager/liaison agreement. ***The supplemental earning amount is up to \$2,500/year (based on competition participation level), paid following the district, region and state tournaments.***

102 - Academic Pentathlon Supplemental earning is designed to compensate teachers who serve as the sponsor over an Academic Pentathlon team. The State Academic Pentathlon is a program that provides middle school students an opportunity to experience the challenges of rigorous academic competition through participation in team activities. To be eligible the teacher would be responsible for recruiting, coaching, and directing students for the Academic Pentathlon district competition. The sponsor must schedule and attend practices, study sessions, and team meetings for the district competition. ***The supplemental earning amount is up to \$2,000/year paid in June.***

103 - Lone Star Challenge Supplemental earning is designed to compensate teachers who serve as the sponsor over a Lone Star Challenge team. Lone Star Challenge is a state program that provides 4th and 5th grade students an opportunity to experience the challenges of rigorous academic competition through participation in team activities. To be eligible the teacher would be responsible for recruiting, coaching, and directing students for the Lone Star Challenge district competition. The sponsor must schedule and attend practices, study sessions, and team meetings for the district competition. ***The supplemental earning amount is up to \$2,000/year paid in June.***

104 – Texas Math & Science Coaches Association Supplemental earning is designed to compensate teacher who serve as coaches in the Texas Math & Science Coaches Association (TMSCA) competitions. Teachers must recruit students, build the team, and coach students using the competition study materials. Coaches must attend coach trainings and meetings as scheduled. The stipend is based upon the number of student competitors and the number of attended competitions. ***The supplemental earning is \$200 per competition with a minimum of 9 student competitors. The total campus allotment is \$5000. Each campus will be allotted an additional coach stipend for every 9 student competitors with a maximum of 3 coach stipends per event.***

Athletics: Supplemental Earnings 110 - 119

110 – 115 Athletic Coaches

Supplemental earnings are designed to compensate coaches and other approved staff in the athletic function(s). This is an incentive-based supplemental earning for district employees who serve as coaches of extracurricular athletic activities. The rules for the supplemental earning require that coaches meet district and University Interscholastic League (UIL) certification requirements. The Athletics Department is responsible for designating coaches based on the needs of the particular school. Coach designations must be communicated by the school to the Athletics Department and then to the Compensation Department in order for the coach to be

considered for the supplemental earning. Some extracurricular athletic activities may require coaches to serve in the respective position throughout the year in order to be eligible to receive the supplemental earning, including but not limited to athletic practices/contests and other activities and/or duties as assigned by the campus athletic coordinator. All athletic supplemental earnings at levels above the current supplemental earning schedule are grandfathered. ***These supplemental earnings amounts are paid according to the Athletic Department Supplemental Earnings 110 – 119 chart below, and are paid over 12 months from September through August.***

116 – District Athletic Head Trainer

Supplemental earning designed to compensate the Head Athletic Trainer to manage 5 Sports Medicine Clinics and supervise the Sports Medicine Department's 5 Clinic Coordinators and 4 Assistant Licensed Athletic Trainers. ***The supplemental earning amount is paid at the rate of 5% of the employee's annual salary and is paid over 12 months from September through August.***

117 – District Athletic Assistant Trainer

Supplemental earning designed to compensate the Assistant Coach Trainers to provide onsite emergency medical care and assistance to injured athletes during assigned Dallas ISD District Athletic events held at various sites. And also to provide rehabilitation services to injured athletes within the district. ***The supplemental earning amount is paid at the rate of \$6509/year, paid over 12 months (\$542.42/month from September to August)***

118 – CODA Coaching Days

Supplemental earning is designed to compensate HS coaches, for additional days served outside of the employee's calendar contract to prepare for the upcoming athletic season. The duties include unpacking, inventory, storage, and inspection of all athletic equipment; placing orders for busses for scheduled games; working on strategy and new techniques regarding their individual sport; and reviewing any potential changes in UIL regulations regarding their particular sport. ***The supplemental earning amount is paid at the daily rate of the employee in September. The actual number of days is variable depending on sport. Football and Volleyball have 12-15 CODA days. All other sports have 5-10 days depending on if coaching 1 or 2 sports.***

119 – Athletic Events

Supplemental earning is designated for the Athletic Department to compensate employees for working District UIL Athletic events performing duties such as keeping score, selling tickets and other duties as outlined by the Athletics Department. ***The supplemental earning amount is variable and is based on supplemental position and sport. See Appendix A***

ATHLETICS DEPARTMENT SUPPLEMENTAL EARNINGS 110 - 119					
LINE	POSITION	PAY CODE	ANNUAL AMOUNT	BI-WEEKLY	MONTHLY
110	HS Head Coach/Assistant Coach (coach two sports)	X132	\$4,331/year	\$166.58	\$360.92
111	HS Assistant Coach (coach two sports)	X133	\$4,180/year	\$160.77	\$348.33
112	HS Head Coach – Female Athletics Coordinator	X129	\$6,095/year	\$234.42	\$507.91
113	MS Coach – Athletics Coordinator (coach one sport)	X134	\$4,000/year	\$144.42	\$312.92
114	MS Coach (coach two sports)	X135	\$3,000/year	\$113.85	\$246.67
115	MS Initiative Coach (8 sports each campus allocation)	MSIC	\$800/sport	N/A	N/A
116	Head Trainer - one district wide employee	X160	5% annual salary	N/A	N/A
117	District Assistant Coach - Trainer	X138	\$6,509/year	\$250.35	\$542.42
118	Coaching Days	CODA	Daily Rate	X	X
119	Various duties to staff District UIL athletic events	ATHL	See Appendix A	X	X

Fine Arts: Supplemental Earnings 120 – 132

120 – HS Band Director

Supplemental earning is designed to compensate high school Band Directors. The teacher must be a full time employee of Dallas ISD and must meet all University Interscholastic League (UIL) requirements. And all district requirements as outlined by the Fine Arts Department. ***The supplemental earning amount is \$9,000/year paid over 12 months (\$750/month from September through August).***

121 – HS Band Director Assistant

Supplemental earning is designed to compensate high school Band Director Assistants. The teacher must be a full time employee of Dallas ISD and must meet all University Interscholastic League (UIL) requirements. And all district requirements as outlined by the Fine Arts Department. ***The supplemental earning amount is \$4700/year paid over 12 months (\$391.67/month from September through August).***

122 – HS Choral Director

Supplemental earning is designed to compensate high school Choral Directors. The teacher must be a full time employee of Dallas ISD and must meet all University Interscholastic League (UIL) requirements. And all district requirements as outlined by the Fine Arts Department. ***The supplemental earning amount is \$4,500/year paid over 12 months (\$375/month from September through August).***

123 – HS Choral Director Assistant

Supplemental earning is designed to compensate high school Choral Director Assistants. The teacher must be a full time employee of Dallas ISD and must meet all University Interscholastic League (UIL) requirements. And all district requirements as outlined by the Fine Arts Department. ***The supplemental earning amount is \$2,146/year paid over 12 months (\$178.83/month from September through August).***

124 – HS Dance Teacher

Supplemental earning is designed to compensate high school Dance Teachers and require a certification in dance. The teacher must be a full time employee of Dallas ISD and must meet all

University Interscholastic League (UIL) requirements. And all district requirements as outlined by the Fine Arts Department. ***The supplemental earning amount is \$2,150/year paid over 12 months (\$179.17/month from September through August).***

125 – HS Drama Teacher

Supplemental earning is designed to compensate high school Drama Teachers and require a certification in Theatre Arts. The teacher must be a full time employee of Dallas ISD and must meet all University Interscholastic League (UIL) requirements. And all district requirements as outlined by the Fine Arts Department including One Act Play and Spring Performance. ***The supplemental earning amount is \$2,150/year paid over 12 months (\$179.17/month from September through August).***

125a – HS One Act Play

Supplemental earning is to accommodate Magnet programs without a certified Theatre Arts teacher. A teacher not certified in Theatre Art can request to sponsor the UIL One Act Play with prior approval from the Fine Arts Department. The teacher MUST meet the HS One Act Play Sponsor stipend requirements. ***The supplemental earning amount is \$900, paid in June.***

126 – HS Orchestra Director

Supplemental earning is designed to compensate high school Orchestra Directors. The teacher must be a full time employee of Dallas ISD and must meet all University Interscholastic League (UIL) requirements and all district requirements as outlined by the Fine Arts Department. ***The supplemental earning amount is \$4,000/year paid over 12 months (\$333.33/month from September through August).***

127 – MS Band Director

Supplemental earning is designed to compensate middle school Band Directors. The teacher must be a full time employee of Dallas ISD and must meet all University Interscholastic League (UIL) requirements and all district requirements as outlined by the Fine Arts Department. ***The supplemental earning amount is \$4,500/year paid over 12 months (\$375/month from September through August).***

128 – MS Band Director Assistant

Supplemental earning is designed to compensate middle school Band Director Assistants. The teacher must be a full time employee of Dallas ISD and must meet all University Interscholastic League (UIL) requirements and all district requirements as outlined by the Fine Arts Department. ***The supplemental earning amount is \$2,700/year paid over 12 months (\$225/month from September through August).***

129 – MS Choral Director

Supplemental earning is designed to compensate middle school Choral Directors. The teacher must be a full time employee of Dallas ISD and must meet all University Interscholastic League (UIL) requirements and all district requirements as outlined by the Fine Arts Department. ***The supplemental earning amount is \$2,400/year paid over 12 months (\$200/month from September through August).***

130 – MS Dance Teacher

Supplemental earning is designed to compensate middle school Dance Teachers and require a certification in dance. The teacher must be a full time employee of Dallas ISD and must meet all University Interscholastic League (UIL) requirements and all district requirements as outlined by the Fine Arts Department. ***The supplemental earning amount is \$1,600/year paid over 12 months (\$133.33/month from September through August).***

131 – MS Drama Teacher

Supplemental earning is designed to compensate middle school Drama Teachers and require a certification in Theatre Arts. The teacher must be a full time employee of Dallas ISD and must meet all University Interscholastic League (UIL) requirements and all district requirements as outlined by the Fine Arts Department. ***The supplemental earning amount is \$1,600/year paid over 12 months (\$133.33/month from September through August).***

132 – MS Orchestra Director

Supplemental earning is designed to compensate middle school Orchestra Directors. The teacher must be a full time employee of Dallas ISD and must meet all University Interscholastic League (UIL) requirements and all district requirements as outlined by the Fine Arts Department. ***The supplemental earning amount is \$2,600/year paid over 12 months (\$216.67/month from September through August).***

Junior ROTC: Supplemental Earnings 140 - 142

140 – HS JROTC Instructor

Supplemental earning is designed to compensate high school JROTC instructors. This is an incentive for employees of the district who serve as high school JROTC instructors. To be eligible for this supplemental earning, the instructor is required to be certified by the U.S. Army as a JROTC instructor. ***The supplemental earning amount is \$3,235/year, paid over 12 months (\$269.58 from September to August).***

141 – MS JROTC Instructor

Supplemental earning is designed to compensate middle school Leadership Cadet Corps (LCC) instructors. This is an incentive for employees of the district who serve as middle school LCC instructors as compensation for the extracurricular activities that are required by the demands of the job. Demands includes developing competitive teams, participation in team competition, and other activities that require the instructor's presence after a normal duty day. To be eligible for this supplemental earning, the teacher would be responsible for recruiting, coaching and directing students for the district competitions and or chaperone field trips deemed by the Principal or the Director of Army Instruction that contribute to the academic and mental growth of the cadets. The position is carved from within the regular (job code 6000) teacher allocation. ***The supplemental earning amount is \$2,073/year, paid over 12 months (\$172.75 from September to August).***

142 – JROTC Supplemental

Supplemental earning is designed to compensate employees for the Annual JROTC Summer Camp held at Camp Bullis in San Antonio, TX. Over 300 students participating. Instructors are required to provide 24 hour supervision of cadets. Summer camp usually begins the second week of June and last for up to 7 days. ***The supplemental earning amount is \$10/hour support duties and \$20/hour professional duties and is paid as worked.***

Newspaper and Yearbook: Supplemental Earnings 150 - 151

150 – HS Newspaper

Supplemental earning is designed to compensate high school teachers who work with the school newspaper. See newspaper advisor sponsor agreement and department guidelines. ***The supplemental earning amount is \$1,000 - \$2,000/year based on number of pages and is paid in June.***

151- HS Yearbook

Supplemental earning is designed to compensate high school teachers who work with the school yearbook. See yearbook advisor sponsor agreement and department guidelines. ***The supplemental earning amount is \$1,000 - \$2,000/year based on number of pages and is paid in June.***

NEWSPAPER/YEARBOOK SUPPLEMENTAL EARNINGS 150-151		
CATEGORY	HS NEWSPAPER	ANNUAL AMOUNT
A	Fewer than 47 total pages	\$1,000
B	48-71 pages	\$1,500
C	72 or more pages	\$2,000
CATEGORY	HS YEARBOOK	ANNUAL AMOUNT
A	Fewer than 128 pages	\$1,000
B	129-250 pages	\$1,500
C	251 or more pages	\$2,000

Senior and Senate Sponsors: Supplemental Earnings 160 - 161

160 – Senior Sponsor

Supplemental earning is designed to compensate high school senior sponsor/s for coordinating senior activities such as senior picnic, senior trip, etc. The stipend amount is based on total student enrollment* see table below. **The supplemental earning amount is variable and is paid according to the chart below. It is based on student enrollment, paid in May and is contingent on the availability of campus funds. If more than one sponsor is selected, the total campus allocation is to be split between the sponsors.**

HS SENIOR SPONSOR SUPPLEMENTAL EARNING 160	
CAMPUS ENROLLMENT*	AMOUNT PER CAMPUS
0-499	\$250
500-1499	\$350
1500-2499	\$500
2500-3999	\$750
4000+	\$1,000
If more than one sponsor, the stipend will be split	
*Based upon official PIEMS data	

161 – Senate Sponsor

Supplemental earning is designed to compensate district high school teachers who serve as sponsor/s over senate activities such as Academic Affairs, Communications, Campus Life, Business Affairs, Finance, and Internal Development senate activities. To be eligible, the teacher is required to chaperone field trips to local and state capitol courts, teach about the government and judicial system, sponsor student council and junior Statesman of America clubs, and teach about political processes such as voter registration and presidential debates. **The supplemental earning amount is \$2,000/year (\$1,000 paid in December and May) and is contingent on the availability of campus funds. If more than one sponsor is selected, the total campus allocation is to be split between the sponsors unless official PIEMS enrollment exceeds 3500 students. If the campus enrollment exceeds 3500 students two sponsors may receive the full amount of the stipend.**

Speech and Mock Trial: Supplemental Earnings 170 - 172

170 – HS Mock Trial

Supplemental earning is designed to compensate high school teachers who serve as Mock Trial Sponsors. This supplemental earning is designed to compensate teachers of the district, nominated by the campus Principal, who serve as Mock Trial Coaches for high school students in an extracurricular activity. The rules for the supplemental earning require that a person be a full-time teacher of the Dallas ISD, attend Mock Trial Clinic with their student team in November, retain an attorney as advisor to the student team, monitor student grades, compete in the Dallas ISD Mock Trial Competition in January, and submit agendas and sign in sheets of mock trial meetings to the social studies department. **The supplemental earning amount is \$3,811/year paid over 12 months (\$317.58/month from September through August.)**

171 – HS Speech

Supplemental earning is designed to compensate high school Speech teachers that meet the requirements outlined in the signed Speech coach agreement.

The supplemental earning amount is \$3,000/year, paid over 12 months (\$250/month from September through August). An additional of up to \$600 per semester will be paid per signed coaches' agreement. Based on previous year tournament data, a recurring stipend of \$2000 will be provided for an assistant coach for those schools that meet the participation guidelines.

NOTE: All other speech teachers will be paid per event as scheduled in the Annual Compensation Plan (\$100/event). Per compensation guidelines, if you are the coach receiving the stipend, you will not be eligible to receive the additional payment for the District meet but you will be eligible to receive the \$100/event for the Regional meet and the State meet.

172 – MS Speech

Supplemental earning is designed to compensate middle school Speech teachers that meet the requirements outlined in the signed Speech coach agreement.

The supplemental earning amount is \$3,677/year, paid over 12 months (\$306.42/month from September through August.

NOTE: All other speech teachers will be paid per event as scheduled in the Annual Compensation Plan (\$50 per event). Per compensation guidelines, if you are the coach receiving the stipend, you will not be eligible to receive the additional payment.

Spirit: Supplemental Earnings 180 - 183

The rules for the following supplemental earnings require an employee be a full-time employee of the Dallas ISD. cheerleading and drill teams do not fall under UIL rules, but the regulations regarding No pass-No play, eight-hour practice limitation, athletic periods, one contest during the school week and extracurricular absences are applicable. Cheer and drill sponsors must also complete the mandatory emergency training as required by UIL.

180 – HS Varsity Cheerleader Sponsor

Supplemental earning is designed to compensate high school Varsity Cheerleader Sponsor. See sponsor agreement and department guidelines. **The supplemental earning amount is \$1,952/year, paid over 12 months (\$162.67/month from September to August).**

181 – HS JV Cheerleader Sponsor

Supplemental earning is designed to compensate high school JV Cheerleader Sponsor. See sponsor agreement and department guidelines. **The supplemental earning amount is \$1,952/year, paid over 12 months (\$162.67/month from September to August).**

182 – HS Drill Team Sponsor

Supplemental earning is designed to compensate high school Drill Team Sponsor. See sponsor agreement and department guidelines. **The supplemental earning amount is \$2,751/year, paid over 12 months (\$229/month from September to August).**

University Interscholastic League (UIL): Supplemental Earnings 190

190a – Academic UIL Competition Staff

Supplemental earning is designed to compensate Dallas ISD employees for assisting with the functions required for academic UIL competitions. **The supplemental earning is paid at \$18 per hour or flat rates as outlined by the Student Activities Department. Flat rates include: Contest Director - \$200 per event for contest event preparation, training of graders and proctors, and securing judges if applicable; Essay Grader - \$200 per competition; Essay Grader + contest proctor/grader - \$250.**

190b - Academic UIL Coaches

Supplemental earning is designed to compensate an employee that serves as an academic UIL coach. ***The supplemental earning amount for high school coaches is \$100 per event for district, region and state. The supplemental earning amount for middle and elementary school coaches is \$50 per event for district. Supplemental earning is paid following the district, region and state competitions.***

DISTRICT WIDE PROGRAMS

Leadership and Development: Supplemental Earnings 200-205

201 – Interim Stipend

Supplemental earning is designed to compensate campus-based employees, and selected positions, for additional interim duties. The supplemental earning amount is designated for job duties performed outside the normal scope of departmental work. This supplemental earning must be requested and approved prior to the effective date of the supplemental earning. The interim assignment should not exceed sixty days. The Executive Director of Human Capital Management must approve all interim supplemental earning and any extension beyond the normal 60 days. ***The supplemental earning amount is up to 15 percent of the employee’s annual salary, paid over 12 month schedule.***

203 – Staff Development

Supplemental earning is designed to compensate professional staff for attending training tied to classroom learning and programs.

Teachers will not be compensated for any district-wide optional professional development opportunity that they attend. However, teachers will receive continuing education professional development credit for their attendance at these sessions. Any required or compliance-based professional development needed for certification, compliance, or regulatory reasons will also not be compensated. Campus-based professional development above and beyond contract hours may be compensated at the discretion of the principal or the School Leadership Division. Professional development that is a requirement of a grant or partnership may also be compensated. ***The supplemental earning amount is \$20/hour professional duty rate and is only available for professional employees.***

Activities Which <i>May</i> Qualify for Supplemental Pay	Activities Which Do <u>Not</u> Qualify for Supplemental Pay
Campus-based professional development outside of contracted hours (at the discretion of the building principal or School Leadership Division)	District-wide optional professional development sessions (although teachers will receive continuing education professional development credit for their attendance)
Professional development that is required to fulfill the requirements of a grant or partnership	Professional development that is required for certification, compliance, or regulatory reasons
Presenting district-wide professional development	

204 – Staff Development Instructor

Supplemental earning is designed to compensate non-permanent Staff Development instructors. ***The supplemental earning amount is \$20/hour professional duty rate and is only available for professional employees. A flat rate of \$100/class or \$200/class with prep may be applied based on criteria as outlined by the Teaching and Learning Department.***

205 – Curriculum Writing

Supplemental earning is designed to compensate professional employees who aid in the writing and development of instructional curriculum and assessments. ***The supplemental earning amount is \$20/hour professional duty rate and is only available for professional employees.***

FACILITIES

Maintenance: Supplemental Earnings 300 - 302

300 – Asbestos

Supplemental earning is designed to compensate employees for the hazards of removing asbestos and working in areas where asbestos products exist. It is necessary that employees working in these areas be asbestos certified in order to protect themselves, students and staff from the hazards associated with asbestos and its removal. The acceptance to work in hazardous areas is determined by the job classification and/or duties and responsibilities. There are two levels of pay for the difference in duties and potential exposure. **The supplemental earning amount is \$1,900/year or \$2,500/year, as determined by the department.**

301 – Mechanic Certification

Supplemental earning is designed as a compensation incentive for the District’s fleet operations mechanics. The certification program, Automotive Service Excellence (ASE), signifies that the mechanics certified through this program are skilled, knowledgeable, and up to date on current and new technology relating to the automotive industry. Each certified mechanic under this program is required to re-certify every five years regarding automotive technology and development. **The supplemental earning amount is \$500/year for each ASE certification designation, maximum of eight (8), and paid over 12 months.**

FOOD SERVICES

Food and Child Nutrition: Supplemental Earnings 400 - 409

400 – 409 Food and Child Nutrition

Supplemental earnings are designed to compensate Food and Child Nutrition managers, supervisors, and employees holding various levels of the Texas School Food Service certification and/or additional responsibilities. **The supplemental earning amount is variable and is paid according to the chart below.**

NUTRITIONAL DEPT. SUPPLEMENTAL EARNINGS 400 - 409				
LINE	PROGRAM	DESCRIPTION	ELEM	AMOUNT
400	All Schools	AA Employee	XFAA	\$0.50/hour
401	All Schools	Dual Cafeteria Supervisor	XFSD	\$3,000/year
402	All Schools	Lead Person	XFSL	\$0.50/hour
403	All Schools	Satellite Responsibility	XFSV	\$750/year
404	All Schools	Satellite Responsibility (2 or more)	XFSV	\$1200/year
405	All Schools	TASN Certification	XFSC	\$0.05/hour to \$0.25/hour
406	All Schools	School Classification V+	XFSS	\$400/year
408	All Schools	Training Supervisor (Paraprofessional)	XFST	\$1500/year

400 – Food Service Assistant/Accurate Accountability (XFAA)

Stipend is to compensate Food Service Assistant for processing meal applications, which is an additional responsibility to the task performed as a Food Service Assistant (FSA/AA). Supplemental earning amount is an additional \$0.50/hour.

401- Dual Cafeteria Supervisor

Stipend is to compensate for supervising another cafeteria that is not staffed with a regular supervisor. Supplemental earning amount is \$3000/year paid over a 12 month schedule.

402 – Lead Person (XFSL)

Stipend for taking on leadership responsibility in the cafeteria that is not staffed with a regular supervisor. The Food Services Technician Lead is supervising a school of 300 or less students with one or two employees. The Food Services Assistant Lead is paid additional compensation for the leadership role in the After-School supper program. The employees is given 8 hours to work and additional responsibility as the in-charge person of dining services in the evening at school cafeteria. Supplemental earning amount is an additional \$0.50/hour.

403-404 – Satellite Responsibility (XFSV)

Supplemental earning is paid to cafeteria supervisor for providing leadership to another satellite school kitchen. Supplemental earning is \$750/year for one satellite responsibility or \$1200/year for two or more satellite responsibilities.

405 – TASN Certification (XFSC)

Supplemental earning is paid to cafeteria supervisor for completing/maintaining the TASN certification Level 1 to Level 4. **Supplemental earning amount is \$0.05/hour to \$0.25/hour.**

406 – School Classification V+

Supplemental earning is paid to cafeteria supervisor for serving larger number of students at campus.

- Level V Plus 1 – Received \$400 per year
- Level V Plus 2 – Received \$800 per year
- Level V Plus 3 – Received \$1200 per year
- Level V Plus 4 – Received \$1600 per year
- Level V Plus 5 – Received \$2000 per year
- Level V Plus 6 – Received \$2400 per year
- Level V Plus 7 – Received \$2800 per year
- Level V Plus 8 – Received \$3200 per year
- Level V Plus 9 – Received \$3600 per year

408 - Training Supervisor (XFST)

Stipend for providing training to supervisor trainee at campus. Supplemental earning amount is \$1500/year paid over a 12 month schedule.

HUMAN CAPITAL MANAGEMENT

Recruitment: Supplemental Earning 500-503

500 – Speech, Occupational and Physical Therapist Signing Incentive

Supplemental earning is designed as signing incentive to support the district's critical shortage objectives for Speech, Occupational, and Physical Therapists. ***The supplemental earning amount is a one-time payment of \$3,000, paid in first paycheck when hired.***

501 – Critical Shortage Bilingual Teacher Signing Incentive

Supplemental earning is designed as a signing incentive to support the District's critical shortage objectives for Elementary Bilingual Teachers. Must be a Certified teacher recognized by The State Board of Educator Certification with full time classroom instructional assignments in Elementary Bilingual. Available to new Dallas ISD employees and current employees in support positions (i.e. teaching assistants, teachers' aides, etc.) who are being hired into a full-time classroom instructional assignment in a critical shortage area after acquiring a degree and/or teaching certification. Incentive is also available to any candidate or employee hired, transferring,

or promoted into one of the critical shortage areas (Elementary Bilingual). Any employees already serving in full-time critical area (Elementary Bilingual) teaching position with the district are NOT eligible for the incentive. ***The total supplemental earning amount is \$3,500, with 50% paid on the first paycheck when hired and the remaining 50% paid on the June 15th,2014 paycheck. Incentive is contingent on the availability of funds.***

502 – Critical Shortage Science Teacher Signing Incentive

Supplemental earning is designed as a signing incentive to support the District's critical shortage objectives for Secondary Science Teachers. Must be a Certified teacher recognized by The State Board of Educator Certification with full time classroom instructional assignments in Secondary Science. Available to new Dallas ISD employees and current employees in support positions (i.e. teaching assistants, teachers' aides, etc.) who are being hired into a full-time classroom instructional assignment in a critical shortage area after acquiring a degree and/or teaching certification. Incentive is also available to any candidate or employee hired, transferring, or promoted into one of the critical shortage areas (Secondary Science). Any employees already serving in full-time critical area (Secondary Science) teaching position with the district are NOT eligible for the incentive. ***The total supplemental earning amount is \$2,000, with 50% paid on the first paycheck when hired and the remaining 50% paid on the June 15th,2014 paycheck. Incentive is contingent on the availability of funds.***

503 – Critical Shortage Math Teacher Signing Incentive

Supplemental earning is designed as a signing incentive to support the District's critical shortage objectives for Secondary Math Teachers. Must be a Certified teacher recognized by The State Board of Educator Certification with full time classroom instructional assignments in Secondary Math. Available to new Dallas ISD employees and current employees in support positions (i.e. teaching assistants, teachers' aides, etc.) who are being hired into a full-time classroom instructional assignment in a critical shortage area after acquiring a degree and/or teaching certification. Incentive is also available to any candidate or employee hired, transferring, or promoted into one of the critical shortage areas (Secondary Math). Any employees already serving in full-time critical area (Secondary Math) teaching position with the district are NOT eligible for the incentive. ***The total supplemental earning amount is \$2,000, with 50% paid on the first paycheck when hired and the remaining 50% paid on the June 15th,2014 paycheck. Incentive is contingent on the availability of funds.***

INSTRUCTIONAL

Advanced Placement and IB Programs: Supplemental Earnings 600 – 603

600 – Advanced Placement Incentive (Development)

Supplemental earning is designed to compensate AP English, AP Math, and AP Science teachers to further develop their classroom instructional strategies through the attendance of Vertical Team meetings, AP Prep sessions, Teacher Training sessions, and College Board Summer Institute as outlined by the department. The events held during and/or outside the normal duty day are fully compensated under this supplemental earning and as such will not be additionally compensated at the rate of \$20/hour. AP Lead Teachers who are receiving the AP Lead Teacher (Texas Instruments and O'Donnel Foundations) supplemental earning are not eligible. ***The supplemental earning is up to \$1100/year and is prorated based on events attended.***

600a – Advanced Placement Incentive Award

Supplemental earning is designed to compensate AP teachers and Principals for each student who passes the AP exam. ***The supplemental earning amount is variable and is contingent on continued donor support.***

601 – Advanced Placement Gifted and Talented (AP/GT) Manager

Supplemental earning is designed to compensate employees who serve as the campus Advance Placement/Gifted and Talented Managers. Eligible employees may be a classroom teacher or an

Assistant Principal. They are the primary contact at each high school to collaborate with the district Advanced Academics Department and Gifted and Talented Departments regarding processes and systems for PSAT, AP, GT and Professional Development. The person assigned will be responsible for attending the district level Advanced Placement Advisory Council meetings See the AP/GT Manager Agreement for a complete list of responsibilities. **The supplemental earning amount is \$1,500/year (\$750/month paid in December and May).**

603 – AP Lead Teacher (Texas Instruments and O’Donnel Foundations)

Supplemental earning is designed to compensate teachers hired to the AP Lead position for additional duties as defined by the Advanced Academics Department. Duties include the development, attendance, and monitoring of Vertical Team meetings, AP Prep sessions, Teacher Training sessions, and College Board Summer Institutes. The events held during and/or outside the normal duty day are fully compensated under this supplemental earning and as such will not be additionally compensated at the rate of \$20/hour. **The supplemental earning amount is \$10,000 paid over 12 months (\$833.34/month) and is split funded 60% from Central GO and 40% from O’Donnel Foundation. Supplemental earning is contingent on continued donor support.**

Alternative and Adult Education: Supplemental Earnings 610 – 614

610 – Adult Basic Education (ABE)

Supplemental earning is designed to compensate employees who work in the Adult Basic Education (ABE) Program. The Adult Basic Education Department is designed to provide free educational opportunities to adults in Dallas and Rockwall Counties. The ABE programs provide eligible adults with classes, which will allow them to acquire functional skills necessary to enhance the quality of their lives as workers, members of families, and citizens. ABE receives federal and state funds and is administered through the Dallas Independent School District. **The supplemental earning is variable and is paid according to the chart below.**

THE ADULT BASIC EDUCATION DEPARTMENT INSTRUCTIONAL PROGRAMS	
Adult Literacy Education	English in the Workplace
Adult Secondary Education	Citizenship
English as a Second Language (ESL)	English Literacy and Civics (EL Civics)
PART-TIME ABE EMPLOYEE’S COMPENSATION TABLE	
POSITION	AMOUNT
Teachers	\$22.44/hour
Administrative Assistant	\$12.86/hour
Senior TEAMS Analyst	\$32.00/hour

611 – Compensatory Education Home Instruction (CEHI)

Supplemental earning is designed to compensate employees for providing Compensatory Education Home Instruction (CEHI) to students in the Pregnancy Related Services (PRS). CEHI is the mandatory component districts offer in a PRS program. CEHI provides academic services to the student at home or hospital bedside when a valid medical necessity for confinement during the pregnancy prenatal or postpartum periods prevent the student from attending classes on a district campus. CEHI must consist of face-to-face instruction by a certified teacher of the district. The CEHI teacher must maintain a log to document the actual amount of prenatal and postpartum CEHI each student receives. **Only a Certified Substitute Teacher may sub for CEHI. The supplemental earning amount is \$12.86/hour Certified Substitute Teacher and \$20/hour DISD Certified Teacher.**

612 – Evening School

Supplemental earning is designed to compensate extra hourly employees who work with the Evening School Program. **The supplemental earning amount is \$10/hour support duty positions and \$20/hour professional duty positions.**

613 – Reconnection Center Facilitator

Supplemental earning is designed to compensate employees who facilitate the campus reconnection centers and programs during extended hours. The employees perform maintenance of program data, participate in training, lead the parent and student orientation process, and schedule the reconnection center(s) staff meetings. **The supplemental earning amount is \$2,000/year (\$1,000 paid in December and June).**

614 – Summer Academic Sessions

Supplemental earning is designed to compensate teachers and employees of the district who work the summer academic sessions for District Wide Summer School or Thriving Minds. Administrators are paid a daily rate for the duties performed outside of their normal contract calendar days. **The supplemental earning amount is compensated according to the chart below and is paid in June, July, and August.**

ALL SUMMER ACADEMIC SESSIONS		
ALL GRAD LEVELS		
POSITION	AMOUNT	
Teachers, Counselors, Community Liaisons and Other Professionals	\$20/hour	
Teacher Assistants/Paraprofessionals	\$10/hour	
Student Interns	\$7.61/hour HS Level \$10.02/hour College Level	
DISTRICT WIDE SUMMER SCHOOL ADMINISTRATORS		
ELEMENTARY SCHOOL		
POSITION	SITE SIZE	DAILY RATE
Principals	Up to 300 Students	\$141.67
	301-600 Students	\$150.00
	600 or more Students	\$158.33
Assistant Principals	All Levels	\$112.50
MIDDLE SCHOOL		
POSITION	SITE SIZE	DAILY RATE
Principals	1 - 599 Students	\$183.33
	600 or more Students	\$195.83
Assistant Principals	All Levels	\$137.50
HIGH SCHOOL		
POSITION	SITE SIZE	DAILY RATE
Principals	1 to 599 Students	\$241.67
	600 or more Students	\$258.33
Assistant Principals	All Levels	\$179.17

THRIVING MINDS SUMMER SCHOOL ADMINISTRATORS		
ELEMENTARY		
POSITION	SITE SIZE	DAILY RATE
Principals	Up to 300 Students	\$230.00
	301 - 599	\$243.57
	600 or more Students	\$257.14
Assistant Principals	All Levels	\$182.68
ESY- VISION; ESY-BEHAVIORAL UNIT; ESY-FSL/ADL/AUTISM		
POSITION	SITE TYPE	DAILY RATE
Principals	Elementary School	\$261.50
	Middle School	\$286.73
	High School	\$298.67
Assistant Principals	Elementary School	\$200.00
	Middle School	\$215.22
	High School	\$243.48

Campus: Supplemental Earnings 620 – 637

620 – Before and After School Programs (ASCH)

Supplemental earning is designed to compensate employees for work performed before and/or after the employee's normal work hours for District approved enrichment activities. All before and after school programs must be approved by the Summer Learning and Extended Day Services Department. ***The supplemental earning amount is \$10/hour for support duties that are distinctly different than the employee's normal job description and \$20/hour for professional duties performed by a professional employee. This supplemental earning is contingent on availability of Department or Campus funds.***

621 – Class Coverage TA Full Day

Supplemental earning is designed to compensate Teacher Assistant's for class coverage for 4 hours or more. Other support positions should not be used for this supplemental duty. ***The supplemental earning amount is \$37.00/day coded CTAF.***

622 – Class Coverage TA Half Day

Supplemental earning is designed to compensate Teacher Assistant's for class coverage for a minimum of 3 hours. Other support positions should not be used for this supplemental duty. ***The supplemental earning amount is \$18.50/day coded CTAH.***

NOTE: A Teacher Assistant may be used as Substitute Teacher only in an emergency need situation and cannot exceed three consecutive days. The time allotment includes covering for multiple teachers for lesser periods of time, but the time within one school day totals. No additional compensation is awarded for coverage less than 3 hours. Campus administrators should utilize the CTAF and CTAH pay code, using the substitute line code for the absent teacher to identify this compensation.

Teacher assistants for Pre-Kindergarten should only be used to serve as a Substitute Teacher with supplemental earnings for the unit to which they are assigned. No Special Education Teacher Assistants are to be used as Substitutes for General Education classrooms. The appointed Executive Director of the Feeder Pattern should be notified on each occasion of the Administrator's intent to utilize a Teacher Assistant as a Substitute Teacher with the above noted compensation. Administrators should continue to make every effort to identify a Substitute Teacher available to cover the absent Teacher.

623 – Class Coverage Teacher

Supplemental earning is designed to compensate classroom teachers for covering an extra class during their planning period. The teacher must stay past the contract hours to make up the planning period to be eligible for this supplemental pay. ***The supplemental earning amount is \$20/hour professional duty rate and is only available for professional employees.***

624 – Campus Size

Supplemental earning is designed to compensate Principals for campus size based on the school's student enrollment submitted to PEIMS during the month of October. ***The supplemental earning amount is variable according to the chart below and is based on the official PEIMS data, and is paid in February.***

CAMPUS SIZE STIPEND SUPPLEMENTAL EARNING 624		
ELEMENTARY SCHOOL		
POSITION	SITE SIZE	ANNUAL AMOUNT
Principals	Less than 1000 Students	\$0
	1001-1499 Students	\$1,500
	1500 or more Students	\$2,000
MIDDLE SCHOOL		
POSITION	SITE SIZE	ANNUAL AMOUNT
Principals	Less than 1200 Students	\$0
	1201-1599 Students	\$1,500
	1600 or more Students	\$2,000
HIGH SCHOOL		
POSITION	SITE SIZE	ANNUAL AMOUNT
Principals	Less than 1500 Students	\$0
	1501-1999 Students	\$1,500
	2000 – 2499 Students	\$3,000
	2500 or more Students	\$5,000

625 – Testing Coordinator

Supplemental earning is designed to compensate campus test coordinators who are responsible for extra activities that require the organizing and implementation of the testing program. Eligible positions are designated by the campus Principal but cannot include the Associate Principal, Assistant Principal, Counselor, or Media Specialist. Other positions, including but not limited to teachers, are eligible to be designated as the test coordinator for non-secure tests, such as benchmark tests. Special circumstances will be reviewed on an individual basis. ***The supplemental earning amount is paid according to the chart below and is contingent upon availability of campus funds.***

TESTING COORDINATOR SUPPLEMENTAL EARNING 625	
POSITION	AMOUNT
Support Duties (not TA's)	\$10/hour
Teacher Assistant Duties (TA)	SPS – Straight time or Overtime
Professional Duties	\$20/hour

626a – Graduation Duty

Supplemental earning is designed to compensate district employees who assist with specific functions necessary in holding district graduation ceremonies. **The supplemental earning is variable, paid according to the chart below and is contingent upon availability of campus/department funds.**

CATEGORY	DESCRIPTION OF DUTY	AMOUNT
General Graduation Duties	Ticket takers	\$10/hour
	Hospitality	
	Floater	
	Issuing diplomas	
	Preparation of graduation program and seating charts	
Graduation Chaperone	Professional campus staff assigned to assist in chaperoning the graduates (contingent on campus funds)	\$20/hour
Graduation Nurse	District Nurses in job code 6755 or 6750	\$20/hour

626b – Graduation Duty (Student Activities Department)

Supplemental earning is designed to compensate employees who assist the Student Activities Department with graduation ceremonies. **The supplemental earning amount is paid at the rate of \$18/hour.**

627 – Metal Detector Duty

Supplemental earning is designed to compensate employees who perform metal detector duties outside of regularly contracted hours/days. **The supplemental earning amount is \$10/hour support duty rate for support or professional employees. Note: Hall Monitors and Security personnel should be coded SPS during the school year and accrue any overtime/compensatory time due.**

629 – After School Tutoring

Supplemental earning is designed to compensate professional employees for tutoring activities using the code of TUTR. **The supplemental earning amount is \$20/hour professional duty rate and is only available for professional employees.**

NOTE: If the teacher of record is not available, a Certified Math/Science substitute may be enlisted for Math/Science tutoring and coded as TUTS. The supplemental earning amount is \$12.86/hour for Certified in Math/Science Substitutes.

630 – Saturday School Tutoring

Supplemental earning is designed to compensate professional employees for tutoring activities held on Saturday. **The supplemental earning amount is \$20/hour professional duty rate and is only available for professional employees. (TUTR)**

631 – Campus Based Summer Programs

Supplemental earning is designed to compensate employees who work campus based summer programs that do not fall under District Wide Summer School. **The supplemental earning amount is \$10/hour support duty positions and \$20/hour professional duty positions. (SUMS)**

631a – Campus Summer Gym Managers

Supplemental earning is designed to compensate athletic coaches who serve as summer gym managers at high school campuses during the strength training and conditioning sessions. The gym manager will monitor students while on the campus and oversee safety measures. **The**

supplemental earning amount is \$20/hour for professional employees only and is contingent upon the availability of campus funds.

632 – School Supply Stipend

Supplemental earning is designed to assist teachers, speech therapists, speech therapist assistants, and media specialists (librarians) with funds for supplies and materials. ***The supplemental earning amount is \$200/year, paid in September. (Employees hired on or after January 1st will receive \$100.)***

633 – Opening Schools

Supplemental earning is designed to compensate employees who work outside of their calendar contract days performing duties associated with launching the new school year. This supplemental earning is only offered up to 10 working days prior to the first day of the employee's calendar contract date. Note: If the employee is a new hire, the employee is not eligible to begin work prior to the official report to work date on their assignment letter. ***The supplemental earning amount is \$10/hour support duties and \$20/hour for professional duties.***

634 – Closing Schools

Supplemental earning is designed to compensate employees who work outside of their calendar contract days performing duties associated with wrapping up the current school year. This supplemental earning is only offered up to 10 working days following the last day of the employee's calendar contract date. Note: If the employee has resigned, been released or otherwise terminated the district, the employee is not eligible to perform supplemental duty past their effective separation. ***The supplemental earning amount is \$10/hour support duties and \$20/hour professional duties.***

635 – Text Book Duties

Supplemental earning is designed to compensate employees who aid in the organization, inventory, issuing, and return of campus text books. ***The supplemental earning amount is \$10/hour support duties and \$20/hour professional duties.***

636 – Transcript Clerk

The supplemental earning is designed to compensate employees for preparing official copies of transcripts for students during summer hours. ***The supplemental earning amount is \$10/hour support duty rate for support or professional employees and is contingent on availability of campus funds.***

Campus Leadership: Supplemental Earnings 640 – 642

641 – Language Proficiency Assessment Committee (LPAC)

Supplemental earning is designed to compensate employees who coordinate the activities of the LPAC and complete *all* duties and responsibilities as assigned in the district LPAC Manual. ***The supplemental earning amount is up to \$1,600/year, paid in December and May.***

642 – Campus Leadership PhD

Supplemental earning is designed to compensate campus leadership administrators that have a PhD degree. ***The supplemental earning amount is \$2,000/year, paid over 12 months (\$166.67/month from September through August).***

College Readiness: Supplemental Earnings 645

645 – AVID

Supplemental earning is designed to compensate employees who serve as the AVID coordinator on campuses listed on the Dallas ISD AVID contract. To be eligible, coordinator must meet the following requirements. Attend a two hour AVID training once per month, gather and input critical data required by AVID Center such as Data 1 & 2, ISS, CSS, and Senior Data reports; conduct monthly meetings with campus AVID site team; coordinate at least one AVID parent event per semester; develop an AVID college testing (ACT, SAT, PSAT, Readistep) plan; schedule field

trips to colleges and universities, invite speakers to be part of the AVID classroom at least once per month, and ensure the implementation of the AVID site plan. **The supplemental earning amount is \$2,000/year (\$1,000 paid in December and June) and is contingent on the availability of campus funds.**

Multi Language: Supplemental Earnings 650

650 – Bilingual Stipend

Supplemental earning is designed to compensate, qualified personnel in key positions as outlined below:

BILINGUAL PROFESSIONAL SUPPORT POSITIONS SUPPLEMENTAL EARNING 650	
Bilingual Counselors	Bilingual Social Workers
Bilingual Educational Diagnosticians	Bilingual Speech Therapists
Bilingual Licensed Specialists in School Psychology	Bilingual Staff Degreed Nurses
Bilingual Occupational Therapists	Bilingual Visiting Teachers
Bilingual Physical Therapists	Bilingual Special Education Teachers
Bilingual Speech Therapy Assistants	

Bilingual, for the purpose of this stipend, means demonstrated language proficiency in both English and Spanish. To be eligible, the employee must be bilingual as defined there; must have a valid certificate/probationary certificate/permit/license in the discipline area on file with the district's certification office; and, must be working in the specified discipline area.

The district awards the stipend on the criteria listed below.

1. The employee must have a valid certificate/probationary certificate/permit/license in the identified discipline area on file with the district's certification office and one of the following:
 - Bilingual [Spanish] teacher certification
 - Spanish Elementary or Secondary teacher certification
 - Minimum passing score or better on the TexES Bilingual Target Language Proficiency Test (BTLPT) Spanish test (taken as a PACT Candidate) [see Part 2 on page 3 for information]. This is the route most candidates for the stipend will take. Important to note: under this route, the employee is not seeking educator certification in Texas in order to receive the stipend.
2. The employee is in a job assignment in a discipline area that is eligible to earn the stipend. (See Eligible Recipients)
3. The employee seeking the stipend that worked in the Dallas ISD during the previous school year must have obtained a minimum of proficient or above on the last appraisal instrument rating in order to qualify for the stipend. In subsequent years, the employee must maintain a minimum rating of proficient or above on the previous year's performance appraisal to continue to be eligible for the stipend.
4. The employee must be employed fulltime with the district in order to qualify for the stipend. Current, new, and retired employees that are rehired to work in the district are eligible to receive the stipend.

Certification of Eligibility for the Stipend

A District Certification Specialist certifies the employee's eligibility to receive the stipend. All required paperwork, credentials, and exams required for eligibility to receive the stipend are the sole responsibility of the employee seeking the stipend. All required documentation for the stipend must be on file with the District's Certification Office before the stipend will be awarded.

When it is determined that the employee is eligible to receive the stipend, the Certification Specialist will notify the employee in writing.

CERTIFICATION SPECIALIST CONTACT INFORMATION		
NAME	PHONE	EMAIL
Tomeka Davis	(972) 925-4285	tdavis@dallasisd.org

Schedule for Stipend Payment

The schedule for payment of the stipend follows the district’s schedule for payment of bilingual stipends to bilingual teachers. If for any reason an employee receiving the stipend fails to complete the contract year, the stipend received shall be refunded to the district on a prorated basis.

Individuals who meet eligibility requirements on the first day of the discipline’s contract year work schedule receive the stipend in 10 monthly payments beginning in November. Employees who meet eligibility requirements after the contract year begins receive the stipend on a prorated basis determined by the date the employee meets the eligibility requirement for the earning.

The supplemental earning amount is \$2,000 for professional support positions listed above and \$3,000 for certified bilingual teachers. Both are paid over 10 months from November through August. (\$300/month teachers or \$200/month other professionals)

STRATEGIC FEEDER PATTERN INCENTIVE (660-664)

660 - Strategic Feeder Pattern Teacher Incentive

Supplemental earning is designed to encourage TRIPS employees to serve in the model design and implementation. ***The supplemental amount is \$1,000/year paid over a 12 month period.***

662- Strategic Feeder Pattern Team Lead Incentive

Supplemental earning is designed to encourage employees to serve as team leaders in the model design and implementation. Up to sixteen team leaders for each high school, twelve team leaders for each middle school, and six team leaders at each elementary school in the Strategic Feeder Pattern model. ***The supplemental amount is \$1,500/year paid over a 12 month period.***

663 - Strategic Feeder Pattern Department Lead Incentive

Supplemental earning is designed to encourage employees to serve as department leaders in the model design and implementation. Up to four department leaders for each high school and, four department leaders for each middle school in the Strategic Feeder Pattern model. ***The supplemental amount is \$2,000/year paid over a 12 month period.***

Incentive: Supplemental Earnings 665

665 – Principal, Teacher, and TA of the Year Awards

Supplemental earning is designed to compensate the Teacher of the Year, Teacher Assistant of the Year and Principal of the Year as well as runner up candidates as outline by the donor. ***The supplemental earning amount is variable and is contingent on continued donor support.***

Master/Mentor Teachers: Supplemental Earnings 670 – 677

670- Campus-Based Instructional Coach Stipend

Supplemental earning is designed to compensate campus-based Instructional Coaches. This is an incentive for teachers with special training to work with teachers to improve their teaching strategies. ***The supplemental earning amount is \$2,000/year, paid over 12 months.***

671- Academic Facilitator Stipend

Supplemental earning is designed to compensate Academic Facilitators in the 6778 job code. **The supplemental earning amount is \$3,000/year, paid over 12 months.**

672- Instructional Coach (Multi-Language Enrichment Program)

Supplemental earning is designed to compensate Multi-Language Enrichment Program's Instructional Coaches. The applicable duties include developing and delivering specialized campus-based and district-wide training for bilingual/ESL teachers after a normal duty day. These can include, but are not limited to, Sheltered Instruction Observation Protocol (SIOP), Dual Language Training Institute, Alternative Certification Academy, Two-Way Dual Language PLC, Dual Language Leadership Institute, Newcomer's PLC, and other trainings, as needed. Additionally, the demands include creating supportive instructional tools and resources to provide rigorous instruction for all English language learners and expand consistent program implementation.

The qualification requirements to be a M-LEP Instructional Coach are: a valid Teacher Certification, Bilingual or ESL certification with a Master's degree preferred; five years of successful teaching experience working with English language learners; knowledge of the district Destination 2020 plan, second language acquisition knowledge and campus leadership experience; extensive knowledge of curriculum and instructional resources related to Dual Language and/or English as a second language/Newcomer; and program development, implementation and training skills.

To be eligible for this stipend, you must be in a 6776 job code. The supplemental earning amount is \$5,000/year, paid over 12 months (\$416.67/month from September through August).

673 – TTIPS Master and Mentor Teachers (TAP)

Supplemental earning is designed to compensate Master and Mentor Teachers from select schools based on criteria of eligibility as outlined by the TTIPS grant. This supplemental earning is contingent on the availability of grant funding. ***The supplemental earning amount is up to \$10,000/year for Master Teachers and \$8000/year for Mentor Teachers (\$5000 or \$4000 paid in Dec and May) Additional amounts can be awarded based on rollover funds as outlined in the TEA approved amendment.***

674 – AC Mentor Teacher

Supplemental earning is designed to compensate teachers who serve as AC Mentors according to the criteria as outlined by the Alternative Certification Department. ***The supplemental earning amount is variable and is paid in July.***

675 – Youth Mentor

Supplemental earning is designed to compensate employees who serve as the campus coordinator for the youth mentoring program. Eligible employees are designated by the campus Principal to work collaboratively with student mentors and recruit students into the program. ***The supplemental earning amount is up to \$750/year, paid in January and June.***

677 – African American Student Initiative (AASI)

Supplemental earning is designed to compensate employees who are assigned to coordinate the AASI program who meet all the criteria as outlined by the department. ***The supplemental earning amount is \$500/year.***

Special Education: Supplemental Earnings 680 – 687

680	All Schools	Dyslexia Lead Teacher	XDLX	\$5,000/year
682	District	Interpreters for the Deaf	SUPL	\$15-\$20/hr + 1 hour travel time
683	District	Special Olympics Coach	XSOC	\$2,960/year
684	District	SPED Supplemental	SPEC	Variable
685	District	Special Education Evaluation/Assessment	SESD	Variable
686	District	Compensatory Therapy Services	SEDF	\$50/hour
687	District	Speech Therapist Supervisor	X586	5% annual salary

680 – Dyslexia Lead Teacher

Supplemental earning is designed to provide the area Lead Dyslexia teachers in the form of a supplemental earning to attract and retain highly qualified staff for these positions in order to deliver specialized educational services to meet the district's obligation to serve students with dyslexia. These teachers have area wide responsibility to provide monitoring, training, technical assistance, identification and placement of students, and recommendations for the instruction of students with dyslexia and related disorders. Lead Dyslexia Teachers have school case loads of 20-30 schools where they provide all of the formal assessments for dyslexia as the professional who is trained in the evaluation of students for dyslexia in compliance with Texas Administrative Code §74.28 and Section 504 (§504). To comply with §504, Lead Dyslexia Teachers serve on each of their campuses §504 Committees as the person knowledgeable of the meaning of the evaluation data and the service options. Lead Dyslexia Teachers are hired to the position based on their background in reading and working with students with reading difficulties and disabilities. ***The supplemental earning amount is \$5,000/year, paid over twelve months (\$416.67/month from September through August). Eligible Job Code: 6310 Teacher, Itinerant Dyslexia Services***

682 – Level Interpreters for the Deaf

Supplemental earning is designed to compensate sign language interpreters during any school related activity where a deaf student, staff or parent is to participate. The sign language interpreter could be any staff member in the Deaf Education Program of Dallas ISD. If these services are provided during the regular school year, then each person would be paid according to their hourly rate; overtime may apply. If services are performed during non-school hours, the following pay scale is used:

- *Non-Certified, Board of Evaluators for the Deaf (BEI) Level 1 or equivalent - \$15 per hr.*
- *BEI Level 2 or equivalent- \$17 per hr.*
- *BEI Level 3 or equivalent, or teacher - \$20 per hr.*

The supplemental amount is \$15-\$20 per hour plus an hour travel time per event.

Eligible Job Codes: 5645 Level 1 Interpreter, 5640 Level 2 Interpreter, or any qualified personnel as described above

683 – Special Olympics Coach

Supplemental earning is designed to compensate Adapted P.E. Teachers to serve as Special Olympics Coaches. The following are a list of activities that are performed:

- Any after-school activities involving Special Olympics: for all sports students on the team practice after school and for Basketball and track and field activities this involves a Friday night and all day Saturday competition.
- State games in May, all night Thursday and Friday and all day Saturday until parent's pickup their students.
- Training for all coaches on the campuses participating in competitions and Special Olympics.
- Training for MAPT Program activities.
- Saturday annual conferences to continue required certification.

- Any paperwork required for students to participate in any competition, i.e. entry forms, field trip proposals for each school, classifications prior to competition.

The supplemental earning amount is \$2,960/year paid over twelve months, (\$246.67/month from September through August). Eligible Job Code: 6061 Teacher.SpecEd/Adaptive PE.Teacher (187)

684 – Special Education (SPED) Supplemental

Supplemental earning is designed to compensate for various extra duties, assist in the operation, management, and monitoring of training and program development activities for SPED and General Ed. employees. Teachers are compensated for attending special education training. (Off contract, and during non-work hours) Various general and special education staff are compensated for planning and attending critical ARD meetings during non-work hours. Specialized services are performed as needed such as assistance with assistive technology/equipment. (Teachers/related instructional/professional support.) *The supplemental earning amount is \$20/hour, professional. Support, non-exempt staff regular extra duty work - \$10/hour.*

685 – Special Education Evaluation/Assessment (SESD)

Supplemental earning is designed to compensate 6880 Diagnostician/ 6890 LSSP/ 6940 Speech Therapist or related service evaluators or instructional evaluators (i.e.6940 Speech Therapist, 6935 Occupational Therapist/ 6938 Physical Therapist) for conducting special education evaluations/assessments after normally scheduled work hours or on non-scheduled work days. This supplemental pay is to assist the district in meeting state and federally mandated timelines during peak work periods or during staff shortages. The staff should hold appropriate Texas certification or licensure. *The supplemental earning amount will be variable by type and duration.*

EVALUATION/ASSESSMENT CHART - 685		
Evaluation Type	Range	Explanation For Use of Range
6880 Diagnostician/ 6890 LSSP	\$400-\$700	The scope of the evaluation, such as the complexity of the case; the areas of suspected disability that must be addressed; monolingual or bilingual assessments needed; the coordination needed to include all evaluators to address all suspected disabilities and related services.
6940 Speech Therapist	\$300-\$550	The scope of the evaluation, such as whether it is monolingual or bilingual; the areas of speech concerns involved; whether the case is primary speech or secondary and the coordination needed to collaborate on the case completion.

686 – ESY/Compensatory Therapy Supplemental (SEDF)

Supplemental earning is designed to pay for therapy services that are provided as part of an ARD-determined need for ESY services, as part of a TEA decision or to compensate for services determined in the ARD process but not fulfilled during the regular school day. 6935 Occupational Therapist, 6938 Physical Therapist, or 6940 Speech Therapist provide these services after regular school days and during ESY school days.

Therapy for ESY/Compensatory (\$50/hour)

687 – Speech Therapist Supervisor

Supplemental earning is designed to compensate speech therapist supervisors, occupational therapist supervisors, and physical therapist supervisors who spend at least 20% of work time performing supervisor duties.

Speech Therapist Supervisory Duties may include:

- State-required speech supervision of licensed speech pathology assistants
- State-required speech supervision of licensed speech pathology interns
- State- and federally-required speech supervision of speech therapy services being billed for SHARS/Medicaid reimbursement
- State-required speech supervision of graduate students through the TETN/TWU distance learning program

- District monitoring of speech staff performance, including mentoring of new staff, TEA compliance, best practices in speech-language pathology, and co-appraisals of campus-based speech staff members

To be eligible for the stipend, the Occupational or Physical therapist must:

- Serve as the PRIMARY supervisor of at least one (1) Certified Occupational Therapist Assistant (COTA) or at least one (1) Physical Therapist Assistant.
- License certification by the State of Texas
- Experience in their field ranging from minimum 3 years to 34+ years
- Degree: Bachelor, Masters or Doctorate

The supplemental earning amount is 5 percent of the employee's annual salary and is paid over 12 months. (Eligible Job Codes: 6940.THERAPIST.SPEECH.TEAC; 6938.THERAPIST.PHYSICAL.THER, and 6935.THERAPIST.OCCUPATIONAL.THER)

Substitutes: Supplemental Earning 689

689 – Substitutes

Supplemental earning is designed to compensate the various positions of substitutes for performance of duties as outlined in the Substitute Handbook. **The supplemental earning amount is variable according to the chart below and is based on position as well as consideration for number of continuous days served in the same assignment.**

SUBSTITUTE PAY SCALE		
INDIVIDUAL DAY ASSIGNMENT		
SUBSTITUTE CATEGORY	PAY ELEMENT	AMOUNT PER DAY
Teacher Assistant; Administrative Assistant; Clerk	SUBI	\$58.00
Teacher Degreed - Non Certified	SUBI	\$75.00
Teacher Degreed - Certified	SUBI	\$90.00
Nurse	TBA	\$90.00
Counselor	SUBA	\$260.00
Assistant Principal	SUBA/SUBR	\$279.36
Principal	SUBA/SUBR	\$374.50
*Rate applies to serving as an Administrator, if serving as a Teacher see Teacher Certified Rate		
CONTINUOUS DAY ASSIGNMENT		
Absence or Leave of Absence (NOT A VACANCY)		
CERTIFIED TEACHER OR ADMINISTRATOR IN THE CLASSROOM		
DAYS IN POSITION	PAY ELEMENT	AMOUNT PER DAY
Continuous 1-10 days	SUBI	\$90.00
Continuous 11-30 days	SUBI/SUBR	\$100.00
Continuous 31+ days	SUBI/SUBR	\$224.60
DEGREED - NON CERTIFIED TEACHER IN THE CLASSROOM		
DAYS IN POSITION	PAY ELEMENT	AMOUNT PER DAY
Continuous 1-10 days	SUBI	\$75.00
Continuous 11-30 days	SUBI/SUBR	\$80.00

Continuous 31+ days	SUBI/SUBR	\$100.00
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CONTINUOUS DAY ASSIGNMENT		
For a Vacancy if Substitute is certified in subject content area		
CERTIFIED TEACHER OR ADMINISTRATOR IN THE CLASSROOM		
DAYS IN POSITION	PAY ELEMENT	AMOUNT PER DAY
Continuous 1-10 days	SUBI	\$90.00
Continuous 11-30 days	SUBI/SUBR	\$100.00
Continuous 31+ days	SUBI/SUBR	\$224.60
CONTINUOUS DAY ASSIGNMENT		
For a Vacancy if Substitute is <u>NOT</u> certified in subject content area		
CERTIFIED TEACHER OR ADMINISTRATOR IN THE CLASSROOM		
DAYS IN POSITION	PAY ELEMENT	AMOUNT PER DAY
Continuous 1-10 days	SUBI	\$90.00
Continuous 11-20 days	SUBI/SUBR	\$100.00
Day 21 must be removed from assignment to comply with NCLB**	N/A	N/A
DEGREED - NOT CERTIFIED		
DAYS IN POSITION	PAY ELEMENT	AMOUNT PER DAY
Continuous 1-10 days	SUBI	\$75.00
Continuous 11-20 days	SUBI/SUBR	\$80.00
Day 21 must be removed from assignment to comply with NCLB**	N/A	N/A
**No Child Left Behind (NCLB)		
Continuous means the substitute works at the same school, in the same classroom with no absences. When a substitute is due an additional amount for continuous days, a separate entry is made using SUBR for the additional amount only.		

Title 1/Grants: Supplement Earnings 690

690 – Supplemental Education Service (SES)

Supplemental earning is designed to compensate Supplemental Education Service (SES) Campus Liaisons, for duties performed in association with the SES program that include coordinating with the vendor contracted for tutoring services. The duties are fully outlined by the Grants Department. Supplementary educational services are tutoring opportunities that occur outside of the school day either before school, after school, or on weekends. Any Title 1 campus in Stage 2 or higher of mandated improvement must offer SES to all students from low-income families. All costs for SES are incurred by the campus from its School Improvement Program 21M funds. **The supplemental earning amount is \$20/hour professional duty rate and is only available for professional employees. There is a maximum of 20 hours per week.**

693 – MyFi Supplemental Pay

Supplemental earning is designed to compensate one Coordinated School Health champion from each school receiving the MyFi grant. This person will be identified by the Principal of the campus to serve as the coordinator of the program. The duties are outlined by the Department and the Mayor's Youth Fitness initiative MyFi program and funding is contingent upon the continuation of the grant. **The supplemental earning amount should not exceed \$500 per year and is paid in May.**

POLICE AND SECURITY

Police and Security: Supplemental Earnings 700 – 702

700 – Body Armor

Supplemental earning is designed to provide additional safety protection for school police and patrol officer positions in the Police and Security Services Department through the Body Armor supplemental earning. ***The supplemental earning amount is a one-time \$500 reimbursement.***

701 - Non-Security Personnel

Supplemental earning is designed to compensate non-security employees who provide security for the district in an emergency or on a part-time basis. ***The supplemental earning amount is \$10/hour support duty rate for support or professional employees.***

702 – Police and Security Command Level Supervisor

Supplemental earning is designed to compensate command level staff for extra activities that require their supervisory presence at multiple district events on a 24/7 on call schedule. Eligible positions include the Assistant Chief, Deputy Chief, and Police Lieutenants. Command level staff must be sworn peace officers, and must be approved by the Chief of Police to cover the event(s) in advance. Event coverage would be subject to review and adjustment based on police intelligence prior to the time of the event. A minimum of 5 events each semester are necessary to be eligible for the stipend. See chart below. ***The supplemental earning amount is up to \$5,000/year (up to \$2,500 paid in December and May).***

COMMAND LEVEL SUPERVISOR STIPEND	
EVENTS PER SEMESTER	AMOUNT
5-10 events	\$1000/semester
11-20 events	\$2000/semester
20+ events	\$2500/semester

703 – Night Shift Differential

Stipend is designed to compensate Police Officers and Sergeants that work the 6:00pm to 6:00am shift. Stipend will be paid as long as the employee is on the night shift. If the Officer should change shifts, the stipend will be removed. ***The supplemental earning amount is \$2,600 for Police Officers and \$2,900 for Police Sergeants and is paid over a 12 month schedule and prorated accordingly.***

UNDEFINED STIPENDS AND EXTRA DUTIES

Undefined Stipends and Extra Duties: Supplemental Earnings 800-801

800 – Stipend payment undefined in Handbook

Supplemental earning is designed to compensate employees who have performed duties in association with a stipend which has been approved after the posting of this handbook. This pay element can also be used in conjunction with an approved stipend payment listed in the handbook which does not have a specific pay element assigned. This should not be used as a way to compensate employees for a stipend that has previously been eliminated or to supplement a stipend that has been reduced. ***The supplemental earning amount will be determined on a case by case basis and will be distributed as approved by the appropriate levels.***

801 – Supplemental Duty undefined in Handbook

Supplemental earning is designed to compensate employees who have performed hourly duties that are not defined in this handbook and are performed outside of the normal duty day or

calendar contract days. ***The supplemental earning amount is \$10/hour support duties and \$20/hour professional duties unless defined otherwise through a board approved grant or donation agreement.***

NOTE: The Oracle element codes of STIP and SUPL are to be used only by the Compensation/Payroll Departments who will keep records of all authorized payments that do not have a specifically designated earning element.

Appendix A

ATHLETIC EVENT POSITIONS						
FOOTBALL - VARSITY ONLY						
POSITION	1 GAME	2 GAMES	3 GAMES	4 GAMES	5 GAMES	6 GAMES
Manager	\$20.00/hour	N/A	N/A	N/A	N/A	N/A
Ticket Taker	N/A	\$42.00	\$42.00	\$42.00	\$42.00	N/A
Ticket Seller	N/A	\$45.00	\$45.00	\$45.00	\$45.00	N/A
Clerk	\$42.00	N/A	N/A	N/A	N/A	N/A
Field Supervisor	\$42.00	N/A	N/A	N/A	N/A	N/A
Announcer	\$50.00	N/A	N/A	N/A	N/A	N/A
Parking Guard	\$42.00	N/A	N/A	N/A	N/A	N/A
Time	N/A	\$48.00	N/A	N/A	N/A	N/A
Chain Crew	N/A	N/A	\$40.00	N/A	N/A	N/A
Press Supervisor	\$42.00	N/A	N/A	N/A	N/A	N/A
End Zone Camera Operator	\$50.00	N/A	N/A	N/A	N/A	N/A
25 Second Clock Operator	\$43.00	N/A	N/A	N/A	N/A	N/A
FOOTBALL - FRESHMAN JV						
POSITION	1 GAME	N/A	N/A	N/A	N/A	N/A
Ticket Taker	\$30.00	N/A	N/A	N/A	N/A	N/A
Ticket Seller	\$32.00	N/A	N/A	N/A	N/A	N/A
Timer	\$32.00	N/A	N/A	N/A	N/A	N/A
FOOTBALL - MIDDLE SCHOOL						
POSITION	1 GAME	N/A	N/A	N/A	N/A	N/A
Ticket Seller	\$32.00	N/A	N/A	N/A	N/A	N/A
Ticket Taker	\$30.00	N/A	N/A	N/A	N/A	N/A
Timer	\$32.00	N/A	N/A	N/A	N/A	N/A
BASKETBALL						
POSITION	1 GAME	2 GAMES	3 GAMES	4 GAMES	5 GAMES	6 GAMES
Seller	\$36.00	\$53.00	\$70.00	\$85.00	\$100.00	\$120.00
Taker	\$36.00	\$52.00	\$68.00	\$82.00	\$98.00	\$118.00
Cashier/Seller	\$37.00	\$53.00	\$71.00	\$86.00	\$105.00	\$125.00
Parking Guard	\$36.00	\$52.00	\$68.00	\$82.00	\$98.00	\$118.00
Scorer(Varsity)	\$40.00	\$55.00	\$70.00	\$85.00	\$100.00	\$120.00
Timer	\$40.00	\$55.00	\$70.00	\$85.00	\$100.00	\$120.00
Announcer	\$40.00	\$55.00	\$70.00	\$85.00	\$100.00	\$120.00

ATHLETIC EVENT POSITIONS						
VOLLEYBALL - VARSITY ONLY						
POSITION	1 GAME	N/A	N/A	N/A	N/A	N/A
Assistant Manager	\$50.00	N/A	N/A	N/A	N/A	N/A
2 Games Seller/Taker	N/A	\$42.00	N/A	N/A	N/A	N/A
1 Game Seller/Taker	\$28.00	N/A	N/A	N/A	N/A	N/A
Scorer (Playoffs Only)	\$25.00	N/A	N/A	N/A	N/A	N/A
SOCCER						
POSITION	1 GAME	2 GAMES	3 GAMES	4 GAMES	N/A	N/A
Assistant Manager	\$50.00	\$65.00	\$80.00	\$95.00	N/A	N/A
Seller	\$35.00	\$50.00	\$65.00	\$80.00	N/A	N/A
Taker	\$35.00	\$50.00	\$65.00	\$80.00	N/A	N/A
Timer	\$35.00	\$50.00	\$65.00	\$80.00	N/A	N/A
BASEBALL/SOFTBALL - VARSITY ONLY						
POSITION	1 GAME	2 GAMES	3 GAMES	4 GAMES	5 GAMES	6 GAMES
Seller	\$33.00	\$50.00	\$70.00	\$85.00	\$100.00	\$120.00
Taker	\$33.00	\$50.00	\$68.00	\$82.00	\$98.00	\$118.00
Scorer	\$33.00	\$50.00	\$71.00	\$86.00	\$105.00	\$125.00
Trainer	\$33.00	\$50.00	\$68.00	\$82.00	\$98.00	\$118.00
Clerk	\$33.00	\$50.00	\$70.00	\$86.00	\$105.00	\$125.00
Field Sup.	\$50.00	\$65.00	\$80.00	N/A	N/A	N/A
RENTALS						
POSITION	AMOUNT	N/A	N/A	N/A	N/A	N/A
Manager	\$20.00/hour	N/A	N/A	N/A	N/A	N/A
Asst. Mgr. Mgr. Absence Only	\$20.00/hour	N/A	N/A	N/A	N/A	N/A
Swimming Pool Manager	\$20.00/hour	N/A	N/A	N/A	N/A	N/A

AUDIO AND VIDEO POSITIONS						
FOOTBALL – VARSITY						
POSITION	1 GAME	N/A	N/A	N/A	N/A	N/A
Per Crew Member	\$50.00	N/A	N/A	N/A	N/A	N/A
Director	\$65.00	N/A	N/A	N/A	N/A	N/A
FOOTBALL MS PLAYOFFS						
POSITION	1 GAME	2 GAMES	N/A	N/A	N/A	N/A
Per Crew Member	N/A	\$50.00	N/A	N/A	N/A	N/A
Director	N/A	\$65.00	N/A	N/A	N/A	N/A
BASKETBALL – VARSITY						
POSITION	1 GAME	2 GAMES	N/A	N/A	N/A	N/A
Per Crew Member	\$35.00	\$65.00	N/A	N/A	N/A	N/A
Director	\$45.00	\$80.00	N/A	N/A	N/A	N/A
BASKETBALL MS PLAYOFFS						
POSITION	N/A	2 GAMES	N/A	4 GAMES	N/A	N/A
Per Crew Member	N/A	\$40.00	N/A	\$65.00	N/A	N/A
Director	N/A	\$50.00	N/A	\$80.00	N/A	N/A
TOURNAMENTS						
POSITION	N/A	N/A	N/A	4 GAMES	6 GAMES	8 GAMES
Per Crew Member	N/A	N/A	N/A	\$79.00	\$133.00	\$165.00
Director	N/A	N/A	N/A	\$89.00	\$143.00	\$175.00
SPECIAL EVENT TOURNAMENTS						
POSITION	1 GAME	N/A	N/A	N/A	N/A	N/A
Per Crew Member	\$30.00	N/A	N/A	N/A	N/A	N/A
TRACK EVENTS						
POSITION	1 GAME	N/A	N/A	N/A	N/A	N/A
Per Crew Member	\$30.00	N/A	N/A	N/A	N/A	N/A
ALL NON-ATHLETIC EVENTS						
POSITION	EVENT	N/A	N/A	N/A	N/A	N/A
Per Crew Member	\$20.00/hour	N/A	N/A	N/A	N/A	N/A

PAYMENT OF OFFICIALS AND DIRECTORS

SPORT	ASSIGNED DUTY	RATE	NOTES
CROSS-COUNTRY	MEET DIRECTOR	\$20.00 PER HOUR	
	MEET OFFICIAL	\$100.00 PER DAY	
	MEET WORKER	\$30.00 PER DAY	
GOLF	TOURNAMENT DIRECTOR	\$100.00 PER TOURNAMENT	
SOCCER	TOURNAMENT DIRECTOR	\$20.00 PER HOUR	
SOFTBALL	TOURNAMENT DIRECTOR	\$20.00 PER HOUR	
SWIMMING	MEET OFFICIAL	TBD	
TRACK AND FIELD	HYTEK (SCORING SYSTEM)	\$125.00 PER DAY/\$75.00 (MS)	
	FINISHLYNX (TIMMING SYSTEM)	\$100.00 PER DAY/\$75.00 (MS)	
	PALM PILOT (FIELD EVENT HEAD OFFICIAL)	\$75.00 PER DAY	
	SCOREBOARD OPERATOR	\$100.00 PER DAY	
	STARTER	\$125.00 PER DAY	
	BACK-UP STARTER	\$75.00 PER DAY	
	ANNOUNCER	\$100.00 PER DAY	
	MEET DIRECTOR	\$125.00 PER DAY/\$60.00 (MS)	
	MARSHALL	\$100.00 PER DAY	
	GAMES COMMITTEE	\$50.00 PER DAY/PER PERSON	
	CERTIFIED USATF OFFICIAL (VARIOUS DUTIES)	\$50.00 PER DAY	
	START CLERK	\$75.00 PER DAY	
	FINISH CLERK	\$75.00 PER DAY	
	CLERK OF COURSE/HIP#S CHECK-IN	\$75.00 PER DAY	
	WEIGHT IMPLEMENT INSPECTOR	\$50.00 PER DAY	
	RESULTS / AWARD	\$75.00 PER DAY	(MANUAL SCORE KEEPER)
	TIMING SYSTEM DIRECTOR	\$300.00 PER MEET	(WITH EQUIPMENT)
	MS MEET WORKER-DISTRICT MEET	\$25.00 PER DAY	
	MS MEET WORKER-CITY MEET	\$30.00 PER DAY	
	JV MEET WORKER	\$30.00 PER DAY	
VARSITY PRELIMS MEET WORKER	\$50.00 PER DAY		
VARSITY FINALS MEET WORKER	\$60.00 PER DAY		
SOUND /SCOREBOARD	\$60.00 PER DAY		
TENNIS	TOURNAMENT DIRECTOR	\$100.00 PER TOURNAMENT	
WRESTLING	TOURNAMENT DIRECTOR	\$20.00 PER HOUR	
	MEET OFFICIAL	\$45.00 PER MATCH	

2012 - 2013 Campus Liaison Roles and Responsibilities

Supplemental Educational Services

The following is a list of the roles and responsibilities of a Campus SES Liaison. Liaisons must make sure they have the time and ability to adhere to all the duties that are assigned to them in this resource guide. If a liaison is not in compliance with this guide, a notice will be given to their direct supervisor/campus principal.

1. **Market and Promote SES on campus-** Liaisons should make every effort to ensure that SES is promoted to parents at parent events such as conferences, PTA, SBDM, and other activities. Make sure flyers and posters are visible throughout the campus, especially during open enrollment periods. Advertise on marquee, newsletters, and through the use of call outs. Make sure that students, parents, and campus staff are made aware of provider schedules and changes throughout the school year. Ensure that campus staff is familiar with SES and who the SES contact persons are. Keep track of all marketing done on the campus.

2. **Make sure enrollment center is available to parents during open enrollment periods-** Dallas ISD will participate in the online enrollment pilot. Each campus must designate a computer or location that parents may use during open enrollment periods. The SES binder containing the English and Spanish directions for online enrollment must be kept in the enrollment center. The enrollment period will begin November 26, 2012. Dallas ISD will have one continuous enrollment until capacity is reached for the 2012 – 2013 school year. No paper enrollment forms will be accepted by the Grants Management Department.

3. **Assist with enrollment of students-** Meet and conference with parents, if requested, in order to explain providers' programs, choose a provider (this is done by helping parents narrow down choices based on preferences and student needs), and answer questions regarding the online application process. If a parent is unable to enroll their child online, an Enrollment Acknowledgement Form must be filled out by the parent, and *only* an Administrator (Principal, Associate Principal, or Assistant Principal) must enroll the child online. Campus liaisons must maintain these forms once the Administrator has enrolled the child. Note: One cannot tell a parent or student which provider to choose or not to choose. You must remain unbiased and neutral.

4. **Pull student information for providers-** Providers may not ask for whole campus information. They can *only* request contact information, such as new phone numbers and addresses, on students who have been assigned to them in EZSES. A list of which providers have requested information and when must be submitted monthly to the Grants Management Department. Student TAKS/STAAR profiles *should not* be requested from providers. The Grants Management Department will be handling all student profiles and student learning plans (SLPs).

5. **Monitor and keep count of student enrollment-** Liaisons should check EZSES regularly to obtain the current count of enrolled SES students to ensure all students are receiving services.
6. **Maintain ongoing parent communication-** Keep an ongoing updated Parent Contact Log of parent communication, which will be submitted monthly to the Grants Management Department. Liaisons need to assist providers in monitoring student behavior and attendance and contacting parents to correct any problems. Liaisons should also periodically check with students and parents to make sure contact information is up to date.
7. **Keep track of On-Campus Group Student Sign In and Out Sheets-** Liaisons need to ensure that students who are tutoring on-campus sign in and out daily with them, along with signing in with their assigned provider. Elementary schools only may have the students' names pre-typed by the liaison in the 'Student Name' column. *The sheets are to have blue or red ink only; white-out is not accepted; strike-through with initials only.* Liaisons need to be in the same central location every day of SES tutoring so that the students and tutors can sign in and out with them. Liaisons are NOT to drop off the group sign in and out sheets to the providers and collect later. Original On-Campus Group Student Sign In and Out Sheets will be collected monthly by the Grants Management Department. Liaisons need to ensure that sheets are kept daily and placed in an organized SES binder by provider and date, with the earliest date on top. *These sheets are not to be given to providers. In addition, providers should not allow liaisons to use completed copies of their own sign in and out sheets.*
8. **Collect Off-Campus Group Student Sign In and Out Sheets from Off-Campus Providers-** Off-campus providers are required to keep daily group student sign in and out sheets as well. Elementary schools only may have the students' names pre-typed by the provider or liaison in the 'Student Name' column. *The sheets are to have blue or red ink only; white-out is not accepted; strike-through with initials only.* They must submit the originals to the campus liaison on a weekly basis. These sheets are due to the liaisons by the Friday following the week of tutoring, or they will be considered late and not accepted by the Grants Management Department. *(Ex. Tutoring took place the week of Nov. 5 through Nov. 9, 2012. Those sign-in sheets are due to the campus liaison by Nov. 16, 2012 or they are late.)* If a provider is not submitting the originals weekly, please advise the Grants Management Department. Original Off-Campus Group Student Sign In and Out Sheets will also be collected monthly by the Grants Management Department. Liaisons need to ensure that sheets are collected weekly and placed in an organized SES binder by provider and date, with the earliest date on top. Liaisons need to fill out the 'For Campus Liaison/Office Use Only' box on each sheet. *These sheets are not to be kept by providers or given back to providers. In addition, providers should not allow liaisons to use completed copies of their own sign in and out sheets.*
9. **Conduct monthly random progress report checks and parent phone calls-** Liaisons must conduct random EZSES progress report checks on 50 students assigned in EZSES for their campus each month. If a campus has 50 or fewer students total enrolled in EZSES, the liaison must conduct progress report checks on all students assigned.

The liaison will complete an EZSES Progress Report Check Form on those students and submit it monthly to the Grants Management Department.

In addition, the liaison will call the parents of those 50 students that were selected each month to verify that a progress report was communicated by the provider. The liaison will complete a Parent Call Form and submit it monthly to the Grants Management Department.

- 10. Assist students and parents seeking to transfer or drop provider-** If a parent and/or student wish to change providers, the liaison must ensure that they fill out the Change Provider Form accurately and that the parent has included a letter or statement as to why they wish to have their child changed. Liaisons need to turn that form in ASAP to the Grants Management Department.
- 11. Keep track of students who have dropped or transferred to another school/school district-** Contact the registrar or data controller regularly to check for students who have withdrawn from the school or transferred and were SES-assigned students. Please inform the Grants Management Department so that the student may be removed from EZSES.
- 12. Maintain a list of campus-based tutorial programs-** Liaisons are to submit to the Grants Management Department, twice a school year, an updated list of what types of tutoring and enrichment are being done on campus outside of SES.
- 13. Keep updated scheduling information for on-campus providers-** Ensure that at least twice a school year a current schedule of where and when providers will be servicing students is submitted to the Grants Management Department.
- 14. Complete monthly service log-** After clocking out on the biometric clock at the end of the school day, liaisons should clock in and out for supplemental pay each day on their respective campuses for the days that they are working with SES, using the activity code set up by their Office Manager. This includes any time before-school, after-school, and/or on Saturdays. They must also keep a Monthly Service Log of what duties and activities they performed for SES, and it must be reviewed and signed by their SES administrator or principal. Liaisons are allowed a maximum of 20 hours per week of extra-duty pay. Monthly service logs are to be submitted monthly to the Grants Management Department.
 - a. Monthly service logs will be compared and checked with the Audit Supplemental Pay Report that the Office Managers will run at the end of every pay period, which will be turned into the Grants Management Department, to ensure the liaisons do not exceed their maximum hours. Liaisons will not exceed the maximum 20 hours/week of extra-duty pay. If there is more than one liaison on a campus, the **combined** hours of the liaisons will not exceed the maximum 20 hours/week of extra-duty pay.
- 15. Address concerns between providers, parents, and/or campus-** If there are concerns or questions regarding SES or building use, address the concern as best as possible. Make sure to document any problems and resolution attempts that arise in regards to building use or student supervision. If need be, a provider may be asked to tutor at another location, so

please make sure you have appropriate documentation. If unable to come to a resolution, please contact the Grants Management Department.

- 16. Keep the Grants Management Department updated on problems, concerns, or commendations at campuses.**
- 17. Attend all required trainings and meetings for SES Campus Liaisons-** Monthly meetings will be held to review any necessary items to assist liaisons on their campuses. Multiple absences will result in a conference with the Campus Administrator.
- 18. Turn in all Monthly Submissions and Semester Submissions complete and on time.**
- 19. Maintain a well-organized SES binder(s)-** Keep an organized SES binder with all the documentation and submissions in it. Before turning in *original* monthly and semester submissions, please make a copy of all of your documentation and place back in your binder under the appropriate tabs. The location of this binder must be submitted twice a school year to the Grants Management Department. **This binder may be viewed at any time by Campus, District, State, and Federal personnel.**
- 20. Maintain the Green Provider/Tutor Sign In Log-** Any time ANYONE is providing SES services on a campus, even when marketing, they must sign in. This includes outside tutors and on-campus staff that are hired as tutors. This green binder must be kept in an accessible area (main office) and will be checked periodically. The location of this binder must be submitted twice a school year to the Grants Management Department. The provider/tutor sign in sheets will be turned in monthly to the Grants Management Department. *Reminder: Any teacher or campus staff must clock out as district staff before signing in on the log and beginning SES tutoring services.*

Questions may be referred to the Grants Management Department SES Coordinator, SES Liaison Specialist, SES Budget Specialist, or Director.