



Certified Extracurricular Activities STIPEND HANDBOOK

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Oklahoma City Public Schools Extracurricular Stipend Program Information

Overview

Stipend payments will be made to qualified certified district employees for extracurricular activities performed outside of their regular teaching duties and compensated in addition to base pay.

Extracurricular stipends expire at the end of the assignment period and are not protected by continuing contract law.

Stipend amounts will be based upon the provisions of the current collective bargaining agreement with the Oklahoma City AFT Local 2309, of the American Federation of Teachers AFL-CIO of Oklahoma City, Oklahoma. The extracurricular activity must be approved by the appropriate Principal and ILD or Executive Director prior to the start of work.

Employee Criteria

- The extracurricular stipend recipient must be a current employee of Oklahoma City Public Schools.
- Employees must be able to perform the essential duties satisfactorily per the applicable job summary contained within this handbook.
- Employee must be familiar with all applicable district policies and/or regulations, rules and eligibility requirements of the specified activity.
- Secondary employees must be familiar with applicable Oklahoma Secondary Schools Activities Association (OSSAA) available at www.ossaa.com.

The requirements for each position are listed on the following pages, beginning on page 5, and are representative of the knowledge, skill and/or ability necessary.

Payment Information

Stipend payments will be paid semi-monthly and are subject to employee and employer statutory deductions.

An employee who is separated from the District is not eligible to accrue additional earnings past his or her effective separation date. A new hire is not eligible to earn supplemental pay previous to his or her effective start date.

Deductions and Recovery of Funds

If an employee fails to meet the criteria stipulated the stipend may be prorated, stopped, or recovered. Any compensation overpayments will be recouped from the employee in compliance with Department of Labor and OKCPS District policies and regulations.

Contact Information

Please direct questions and / or concerns to: payroll@okcps.org or call 405-587-0365.

Stipend Deadline All approved stipends are due 2 business days before payroll cutoff. See schedule below.



OKLAHOMA CITY PUBLIC SCHOOLS
Payroll Processing Calendar for FY2023
 July 1, 2022 through June 30, 2023

**** Stipend Cutoff is 2 business days before payroll cutoff**

	Paycheck Date	Stipend Cutoff Date EOD**	Payroll Cutoff Date 3:00 pm
13	July 15, 2022	07/05/22	07/07/22
14	July 29, 2022	07/19/22	07/21/22
15	August 15, 2022	08/03/22	08/05/22
16	August 31, 2022	08/19/22	08/23/22
17	September 15, 2022	09/02/22	09/07/22
18	September 30, 2022	09/20/22	09/22/22
19	October 14, 2022	10/04/22	10/06/22
20	October 31, 2022	10/19/22	10/21/22
21	November 15, 2022	11/02/22	11/04/22
22	November 30, 2022	11/16/22	11/18/22
23	December 15, 2022	12/05/22	12/07/22
24	December 30, 2022	12/14/22	12/16/22
1	January 13, 2023	01/03/23	01/05/23
2	January 31, 2023	01/20/23	01/23/23
3	February 15, 2023	02/03/23	02/07/23
4	February 28, 2023	02/15/23	02/17/23
5	March 15, 2023	03/03/23	03/06/23
6	March 31, 2023	03/21/23	03/23/23
7	April 14, 2023	04/04/23	04/06/23
8	April 28, 2023	04/18/23	04/20/23
9	May 15, 2023	05/03/23	05/05/23
10	May 31, 2023	05/19/23	05/22/23
11	June 15, 2023	06/05/23	06/07/23
12	June 30, 2023	06/20/23	06/22/23

Extra-Curricular Activity Stipend Payment Schedules

Stipend lines 1 – 62 are paid as ‘Equalized’; meaning the total *Amount* of the stipend will be divided by the number of pay periods during the fiscal year. The results of that equation will be added to each of the staff member’s pay checks.

Line #	Stipend Description	Amount
Elementary School Stipend Schedules		
1	ES Art (F)	\$350
2	ES Music (F)	\$350
3	ES PE (A)	\$350
4	ES SPED Lead Teacher *NEW FY23	\$400
5	<i>DISCRETIONARY FUNDS: To be used for approved activities with specific expectations.</i>	\$650
Middle School Stipend Schedules		
6	MS Chair English	\$500
7	MS Chair History/Social Studies (<7 Teachers)	\$750
8	MS Chair History/Social Studies (≥7 Teachers)	\$1,250
9	MS Chair Math (<7 Teachers)	\$750
10	MS Chair Math (≥7 Teachers)	\$1,250
11	MS Chair Science (<7 Teachers)	\$750
12	MS Chair Science (≥7 Teachers)	\$1,250
13	MS Chair - SPED (2 - 5 Teachers)	\$500
14	MS Chair - SPED (6 - 9 Teachers)	\$1,000
15	MS Chair - SPED (≥ 10 Teachers)	\$2,000
16	MS English Language Arts (ELA) - Dept Chair (<7 Teachers)	\$750
17	MS English Language Arts (ELA) - Dept Chair (≥7 Teachers)	\$1,250
18	MS English Language Development (ELD) - Dept Chair (≥4 Teacher)	\$1,000
19	MS English Language Development (ELD) - Dept Chair (<4 Teachers, Min. 1)	\$500
20	MS Band (with HS Collaboration) (F)	\$4,545
21	MS Band without Collaboration (Belle Isle Only) (F)	\$3,545
22	MS Dance (F)	\$500
23	MS Drama (F)	\$500
24	MS Strings (F)	\$1,700
25	MS Piano (F)	\$750
26	MS Vocal Music (F)	\$1,800
27	MS Yearbook/Newspaper	\$975
28	MS STEM *NEW FY23	\$500
29	<i>DISCRETIONARY FUNDS: To be used for approved activities with specific expectations.</i>	\$1,500

High School Stipend Schedules		
Line #	Stipend Description	Amount
30	HS Chair - English (< 7 Teachers)	\$1,000
31	HS Chair - English (≥ 7 Teachers)	\$2,000
32	HS Chair - History/Social Studies (<7 Teachers)	\$1,000
33	HS Chair - History/Social Studies (≥ 7 Teachers)	\$2,000
34	HS Chair - Math (<7 Teachers)	\$1,000
35	HS Chair - Math (≥7 Teachers)	\$2,000
36	HS Chair - Science (< 7 Teachers)	\$1,000
37	HS Chair - Science (≥ 7 Teachers)	\$2,000
38	HS Chair - SPED (2 - 5 Teachers)	\$500
39	HS Chair - SPED (6 - 9 Teachers)	\$1,000
40	HS Chair - SPED (≥ 10 Teachers)	\$2,000
41	HS Chair - English Language Development (ELD) (≥ 4 Teachers)	\$1,000
42	HS Chair - English Language Development (ELD) (<4 Teacher, Min 1)	\$500
43	HS Academic Coach	\$1,810
44	HS Freshman Sponsor	\$350
45	HS Sophomore Sponsor	\$350
46	HS Junior Sponsor	\$1,500
47	HS Senior Sponsor	\$1,500
48	HS Junior/Senior Sponsor	\$1,500
49	HS Band (with MS Collaboration) Ⓐ	\$7,700
50	HS Band OSSAA Sweepstakes Ⓐ	\$720
51	HS Choir OSSAA Sweepstakes Ⓐ	\$720
52	HS Orchestra OSSAA Sweepstakes Ⓐ	\$720
53	HS Vocal Music Ⓐ	\$3,585
54	HS Guitar Ⓐ	\$2,685
55	HS Piano Ⓐ	\$2,685
56	HS Strings Ⓐ	\$2,685
57	HS Dance Ⓐ	\$1,930
58	HS Debate Ⓐ	\$2,180
59	HS Drama Ⓐ	\$1,930
60	HS Student Council	\$1,000
61	HS Newspaper	\$1,260
62	HS Yearbook	\$1,735
63	<i>DISCRETIONARY FUNDS: To be used for approved activities with specific expectations.</i>	\$2,230
64	Advanced Placement (AP) Teachers (see listing for pay details)	
65	International Baccalaureate Teachers (see listing for pay details)	

Ⓐ = This stipend is created by the Athletic Staff | Ⓕ = This stipend is created by the Visual Performing Arts Staff

Stipend Position Summaries

Elementary School

1 - ES Art

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct additional art lessons and will incorporate a variety of visual art techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Coordinates and teaches an extra-curricular visual art club or other art-focused group (example - honors art club, ceramics, mural committee, etc.). Program must provide an art gallery for school or community twice per year.
- Attends and participates in fine arts meetings and professional development.
- Participates in district events (i.e., Super Saturday art gallery, gallery at the Foundation for OKCPS).

2 - ES Music

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

Teaches, directs and coordinates an extra-curricular choir and/or instrumental program (example - honor choir, percussion ensemble, recorder club, etc.). Program must provide performances twice per year for school or community.

- Attends and participates in fine arts meetings and professional development.
- Participates in district events (i.e., Elementary Music Counting Bee and Elementary Music Choral Festival).

3 - ES PE

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Directs an extra-curricular physical activity program before school, after school, or on Saturdays. Examples: walking or running clubs, jump rope teams, archery clubs, PAL programs (volleyball, basketball, soccer, flag football, cheer, etc.).
- Provides appropriate student development activities and supervision of students to ensure safety and completion of activities.
- Provides program information to the principal, students, and parents and commits to giving all students a fair opportunity to be a part of the program.
- Provides program documentation to principal who will complete a final evaluation of the program's success.

4 - ES SPED Lead Teacher *NEW

5 - DISCRETIONARY FUNDS: To be used for approved activities with specific expectations. (\$650 annual maximum per school)

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program not previously defined in the extra-curricular handbook that results in students who achieve their potential academically, athletically, socially and/or morally.

- Attends contests, performances, and other activities.
- Provides appropriate student development activities and supervision of students to ensure safety and completion of activities.
- Schedules, communicates with staff and parents, and hosts meetings/practices to discuss performances and any needed improvements/changes as requested by the Principal.
- Provides program information to the principal who will complete the final evaluation of the program's success.
- Supports activities before school, after school, Saturdays, summer school as needed or any actual work beyond the contract day.
- Performs other duties as assigned.

Middle School

6 - MS Chair English	12 - MS Chair Science (≥ 7 Teachers)
7 - MS Chair History/Social Studies (< 7 Teachers)	13 - MS Chair SPED (2 - 5 Teachers)
8 - MS Chair History/Social Studies (≥ 7 Teachers)	14 - MS Chair SPED (6 - 9 Teachers)
9 - MS Chair Math (< 7 Teachers)	15 - MS Chair SPED (≥ 10 Teachers)
10 - MS Chair Math (≥ 7 Teachers)	16 - MS Dept ELA Chair (< 4 Teacher, Min. 1)
11 - MS Chair Science (< 7 Teachers)	17 - MS Dept ELA Chair (≥ 4 Teacher, Min. 1)
	18 - MS Dept ELD Chair (< 4 Teacher, Min. 1)
	19 - MS Dept ELD Chair (≥ 4 Teacher, Min. 1)

Department Chairs support the learning of their colleagues by modeling how to solve problems of practice, promote a culture of learning, and improve student outcomes through effective planning and instruction that aligns to the district priorities for teaching and learning.

- Serves as a liaison between other departments as well as site- and district-leadership.
- Provides input and teacher voice at both the site- and district-level.
- Attends and participates in all district professional development relative to the content area.
- Attends and participates in all district department chair meetings throughout the entire school year.
- Provides training, as needed, to support the successful implementation of subject area curriculum resources.
- Gathers and provides instructional resources to share with teachers.
- Collaborates with site leadership and instructional coaches to ensure consistency across the school.
- Facilitates additional subject area professional development, as needed, to instructional staff.
- Disseminates essential content-specific information and expectations from department chair meetings in staff meetings and/or professional learning communities (PLCs).
- Leads the department's tracking, analysis, and response to formative, interim and summative student-related data.
- Collaborates with the other department chairs across the district relative to content.
- Models instructional best practices for colleagues within the department by planning and delivering instruction that is engaging and differentiates to students with diverse needs and interests.

20 - MS Band (with HS Collaboration)

Directs and manages the overall program of instrumental music and marching band at the assigned site. Provides students with an opportunity to participate in extracurricular band activities and ensures compliance with all state and district requirements. Supports band activities, rehearses, and directs musical experiences for the school and community. Position is responsible for organizing the program at the assigned school. Position conducts practices, motivates students, and instructs students in performance strategies and techniques.

- Oversees fundraising activities and serves as the liaison between the booster group and school.
- Organizes and conducts auditions / tryouts for the band.
- Teaches, directs, and coordinates band rehearsals and performances. Coordinates logistics for camps, groups, parades, and field trips.
- Provides leadership to all band students in music styles, marching styles, and instrument operation for marching and concert formats.
- Directs the selection, purchase, maintenance and security of instruments and appropriate equipment.
- Attends and participates in fine art meetings, committees, and events.
- Schedules and performs at least four (4) performances a year. This can include but is not limited to:
 - 1) Winter and spring concert (required).
 - 2) Participation in at least one (1) OSSAA solo/ensemble contest and/ or large group contest.
 - 3) One (1) or more participation in any of the following: Pawnee Band Day, Heartland Music Festival and Contest, Arbuckle Wilderness Contest, Tri State, Langston University, University of Central Oklahoma, parades, arts festivals, and other activities to showcase the band.
 - 4) Performs at school athletic venues as agreed upon with building principal.
- Provides the Principal and the district Band Chair with program documentation (e.g. printed program, contest schedule, school or band calendar, parade schedules, etc.).

Collaboration Expectations: Starting with the 2021-2022 school year, middle school and high school band directors will be working together to promote greater recruitment and retention of band students throughout their middle school and high school years. This collaboration also promotes greater alignment in instructional practices.

- Middle school director participates in marching band practice and performances throughout the fall semester. This includes daily practices, as schedules allow. It also includes football games, and marching band activities such as parades and pep assemblies.
- Works with the high school band director to plan collaboratively for the school year. For example, this might include a parent meeting, fundraiser, recruitment event, and/or practices.
- Plans middle school lessons in a way that utilizes the presence of the high school director on the days/class periods they will be at the middle school. For example, sectionals, individual lessons, assist with copying/distributing sheet music, etc.
- In addition to the fall semester's marching band expectations, MS director will assist and/or collaborate with both winter and spring concerts.

21 - MS Band without Collaboration (Belle Isle Only)

Directs and manages the overall program of instrumental music and marching band at the assigned site. Provides students with an opportunity to participate in extracurricular band activities and ensures compliance with all state and district requirements. Supports band activities, rehearses, and directs musical experiences for the school and community. Position is responsible for organizing the program at the assigned school. Position conducts practices, motivates students, and instructs students in performance strategies and techniques.

- Oversees fundraising activities and serves as the liaison between the booster group and school.
- Organizes and conducts auditions / tryouts for the band.
- Teaches, directs, and coordinates band rehearsals and performances. Coordinates logistics for camps, groups, parades, and field trips.
- Provides leadership to all band students in music styles, marching styles, and instrument operation for marching and concert formats.
- Directs the selection, purchase, maintenance and security of instruments and appropriate equipment.
- Attends and participates in fine art meetings, committees, and events.
- Schedules and performs at least four (4) performances a year. This can include but is not limited to:
 - 5) Winter and spring concert (required).
 - 6) Participation in at least one (1) OSSAA solo/ensemble contest and/ or large group contest.
 - 7) One (1) or more participation in any of the following: Pawnee Band Day, Heartland Music Festival and Contest, Arbuckle Wilderness Contest, Tri State, Langston University, University of Central Oklahoma, parades, arts festivals, and other activities to showcase the band.
 - 8) Performs at school athletic venues as agreed upon with building principal.
- Provides the Principal and the district Band Chair with program documentation (e.g. printed program, contest schedule, school or band calendar, parade schedules, etc.).

22 - MS Dance

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs, and coordinates performances and rehearsals.
- Provides leadership, training and education to all dance students.
- Helps recruit and retain dance students. Works to build the program.
- Directs the selection, purchase, maintenance and security of appropriate equipment for dance at the school site.
- Attends and participates in fine art meetings, committees, and events.
- Schedules and performs at least two (2) performances a year.
- Participates in at least one performance outside school building to include any elementary schools, Learning Community events, festivals, etc.
- Provides the Principal and the district Dance Chair with program documentation (e.g. printed program, practice schedule, performance schedule, etc.).

23 - MS Drama

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs, and coordinates performances and rehearsals.
- Spends adequate time after school hours to direct and produce performances.
- Provides leadership, training and education to all drama/theatre students.
- Helps recruit and retain drama/theatre students. Works to build the program.
- Directs the selection, purchase, maintenance and security of appropriate equipment for drama/theatre at the school site.
- Attends and participates in fine arts meetings, committees, and events.
- Maintains a complete, updated inventory of all fine arts equipment and provides the principal and district Drama/Theatre Chair with a copy of inventory each year.
- Provides one (1) performance every nine (9) weeks in the form of a skit, monologue, ensemble or mime in class or for the school.
- Participates in at least one (1) performance outside the school building to include:
 - 1) Elementary Schools;
 - 2) Learning Community Event;
 - 3) Festivals, etc.
- Takes students to attend at least one (1) performance outside the school. Can be at another school or a professional event.
- Provides the Principal and the district Drama/Theatre Chair with program documentation (e.g. printed program, practice schedule, performance schedule, etc.).

24 - MS Strings

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs, and coordinates performances and rehearsals.
- Provides leadership, training and education to all orchestra students.
- Coordinates recruitment and retention of orchestra students.
- Directs the selection, purchase, maintenance and security of instruments and appropriate equipment.
- Attends and participates in fine arts meetings, committees, and events.
- Schedules and performs at least three (3) performances a year. This can include but is not limited to:
 - 1) Winter and spring concert (required).
 - 2) One (1) should be from any of the following arts expos; Learning Community events and other activities where your orchestra is showcased.
- Provides the Principal and district Orchestra Chair with program documentation (e.g. printed program, contest schedule, band calendar, etc.).
- Participates in at least one (1) contest every year. For example: Tri State, Pawnee Band Day, Heartland Music Festival and Contest, and any OSSAA District or State Contest are acceptable.
- Teacher agrees where funding and support are provided including transportation, proper equipment and materials.

25 - MS Piano

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs, and coordinates a minimum of two (2) performances per year.
- Provides leadership, training and education to all piano students.
- Coordinates recruitment and retention of piano students.
- Directs the selection, purchase, maintenance and security of equipment.
- Attends and participates in fine art meetings, committees, and events.
- Provides the Principal and the district Piano Chair with program documentation (e.g. printed program, contest schedule, school calendar, etc.).

26 - MS Vocal Music

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs, and coordinates performances and rehearsals.
- Provides leadership, training and education to all vocal music students.
- Helps recruit and retain vocal music students and build the choral program.
- Directs the selection, purchase, maintenance and security of keyboards, pianos and any instruments or appropriate equipment for vocal music.
- Develops and manages annual site budget while adhering to all Oklahoma City Public Schools and state and federal educational policies and procedures.
- Attends and participates in fine art meetings, committees, and events.
- Schedules and performs at least four (4) performances a year. This can include but is not limited to:
 - 1) Winter and Spring concert (required).
 - 2) School assemblies, school-to-school performances, contests, arts expos, Learning Community events and other activities where choir students are showcased.
 - 3) Participation in at least one (1) OSSAA District or State Large Group and/or Solo and Ensemble Contest.
- Encourages vocal students to participate in District, Region, and State Honor Choir auditions/events.
- Provides the Principal and district Secondary Vocal Chair with program documentation (e.g. printed program, contest schedule, band calendar, etc.).
- Attends and participates in district fine art meetings, committees, and events.

27 - MS Yearbook/Newspaper

Supervises the publication of the school newspaper and/or yearbook that is informative, amusing and influential.

- Ensures that copyright laws and other literary policies and guidelines are abided by.
- Trains students in news gathering techniques through direct observation, proper interviewing techniques, reference materials, and the use of background information.
- Trains students in writing new stories, editorials and feature articles, also trains staff on how to sell advertising to merchants and parents.
- Teaches students the basic skills necessary for copy writing, proofing and editing, cropping photographs, basic photography, establishing a theme and carrying it throughout the publication, layout styles, etc.
- Instructs students on how to design a newspaper and/or yearbook so that it is balanced and attractive.
- Organizes the student staff to ensure that all responsibilities have been delegated properly.
- Serves as the liaison between the administration/faculty and the newspaper/yearbook staff.
- Solicits bids for the printing of the newspaper/yearbook.
- Establishes a budget for the production of the newspaper/yearbook. Maintains financial records of all expenditures and funds raised.
- Organizes the layout of the paper/book, including the selection of the cover, the number of pages, etc. according to available funds.
- Conducts ad sales, with the principal's approval. Maintaining records of ads sold and bill businesses for unpaid ads. Ensures that ads are set up to meet the businesses' specifications.
- Types requisitions to ensure that bills are paid.
- Arranges for photographers, as necessary. Ensures picture identification throughout the yearbook.

28 - MS STEAM Coordinator *NEW

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Provides appropriate student development activities and supervision of students to ensure safety and completion of activities.
- Provides program information to the principal, students, and parents and commits to giving all students a fair opportunity to be a part of the program.
- Provides program documentation to principal who will complete a final evaluation of the program's success.

29 - DISCRETIONARY FUNDS: To be used for approved activities with specific expectations. (\$1,500 annual maximum per school)

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program not previously defined in the extra-curricular handbook that results in students who achieve their potential academically, athletically, socially and/or morally.

- Attends contests, performances, and other activities.
- Provides appropriate student development activities and supervision of students to ensure safety and completion of activities.
- Schedules, communicates with staff and parents, and hosts meetings/practices to discuss performances and any needed improvements/changes as requested by the Principal.
- Provides program information to the principal who will complete the final evaluation of the program's success.
- Supports activities before school, after school, Saturdays, summer school as needed or any actual work beyond the contract day.
- Performs other duties as assigned.

High School

30 - HS Chair English (< 7 Teachers)

31 - HS Chair English (≥ 7 Teachers)

32 - HS Chair History/Social Studies (<7 Teachers)

33 - HS Chair History/Social Studies (≥ 7 Teachers)

34 - HS Chair Math (<7 Teachers)

35 - HS Chair Math (≥7 Teachers)

36 - HS Chair Science (< 7 Teachers)

37 - HS Chair Science (≥ 7 Teachers)

38 - HS Chair SPED (2 - 5 Teachers)

39 - HS Chair SPED (6 - 9 Teachers)

40 - HS Chair SPED (≥10 Teachers)

41 - HS Chair ELD (<4 Teachers, Min. 1)

42 - HS Chair ELD (≥4 Teachers)

Department Chairs support the learning of their colleagues by modeling how to solve problems of practice, promote a culture of learning, and improve student outcomes through effective planning and instruction that aligns to the district priorities for teaching and learning.

- Serves as a liaison between other departments as well as site- and district-leadership.
- Provides input and teacher voice at both the site- and district-level.
- Attends and participates in all district professional development relative to the content area.
- Attends and participates in all district department chair meetings throughout the entire school year.
- Provides training, as needed, to support the successful implementation of subject area curriculum resources.
- Gathers and provides instructional resources to share with teachers.
- Collaborates with site leadership and instructional coaches to ensure consistency across the school.
- Facilitates additional subject area professional development, as needed, to instructional staff.
- Disseminates essential content-specific information and expectations from department chair meetings in staff meetings and/or professional learning communities (PLCs).
- Leads the department's tracking, analysis, and response to formative, interim and summative student-related data.
- Collaborates with the other department chairs across the district relative to content.
- Models instructional best practices for colleagues within the department by planning and delivering instruction that is engaging and differentiates to students with diverse needs and interests.

43 - HS Academic Coach

Collaborates with students to develop and achieve academic and career goals through cultivating good study habits, preparation for college admissions, financial responsibilities, and exams, and evaluating student progress. Implementing prescribed interventions to help promote student success.

- Provides program information and enrollment assistance to students and parents.
- Assists students in creating and maintaining a learning plan.
- Reviews post-school goals and coordinates with local student advocates to help students create a “high school and beyond” plan.
- Schedules and coordinates student testing.
- Ensures students have the tools, supplies and support they need to maintain their goals.
- Monitors, tracks and records student communications and interactions.

44 - HS Freshman Sponsor

45 - HS Sophomore Sponsor

46 - HS Junior Sponsor

47 - HS Senior Sponsor

48 - HS Junior/Senior Sponsor

Works with class officers in supporting school spirit and traditions. Organizes approved fundraisers throughout the year in order to meet the needs of the class expenses. Conducts meetings, motivates and assists students in coordinating events and class activities.

- Provides leadership to organize the group with an established leadership plan; which includes training class officers to perform leadership roles in the organization and know the responsibilities of each office.
- Serves as liaison between the administration/faculty, other class sponsors, and the student organization.
- Approves and supervises all sponsored activities. Supervises all fundraising activities.
- Prepares a tentative calendar of scheduled events and activities.
- Maintains financial and membership records.
- Consults with the principal regarding proposed activities.
- Works closely with other department/organizations to coordinate special events (homecoming, prom, graduation, dances, commencement ceremony, college/career fairs, fund-raising activities, etc.).
- Assists students with any and all events/competitions; which may include supervising students on out-of-town activities. This may involve staying overnight and arranging for chaperones.

49 - HS Band (with MS Collaboration)

Directs and manages the overall program of instrumental music and marching band at the assigned site. Provides students with an opportunity to participate in extracurricular band activities and ensures compliance with all state and district requirements. Supports band activities, rehearses, and directs musical experiences for the school and community. Position is responsible for organizing the program at the assigned school. Position conducts practices, motivates students, and instructs students in performance strategies and techniques.

- Oversees fundraising activities as the liaison between the booster group and school.
- Teaches, directs, and coordinates band performances, training, and schedules including logistics for camps, groups, parades, field trips, and rehearsals.
- Provides leadership to all band students in music styles, marching styles, and instrument operation for marching and concert formats.
- Schedules and conducts summer marching band rehearsals, starting in mid-July. This includes a 1-2 week summer band camp, regularly scheduled practices, and small section rehearsals.
- Directs the selection, purchase, maintenance and security of instruments and appropriate equipment.
- Attends and participates in fine art meetings, committees, and events.
- Schedules and performs at least ten (10) performances a year. This can include but not limited to:
 - 1) Winter and spring concert (required),
 - 2) Two (2) or more of the following: parades, arts expos, Learning Community events, honor band, Pawnee Band Day, Heartland Music Festival and Contest, Arbuckle Wilderness Contest, Tri State, Langston University, University of Central Oklahoma and other activities to showcase the band,
 - 3) Participates in at least one (1) OSSAA District or State Contest (solo & ensemble and/or large group contest), and
 - 4) Performs at all home football games. Also performs at basketball games and at any other school athletic venue, such as pep rallies, as agreed upon with principal.

- Provides the Principal and district Band Chair with documentation (e.g. printed program, contest schedule, school or band calendar, etc.). The above requirements will be met where funding and support are provided (Equipment and Transportation).

Collaboration expectations: Starting with the 2021-2022 school year, middle school and high school band directors will be working together to promote greater recruitment and retention of band students throughout their middle school and high school years. This collaboration also promotes greater alignment in instructional practices.

- The high school director will help provide daily instruction at the feeder school(s) as schedules allow. This must include 6th grade and may include additional grade levels if schedules allow. The high school director will serve as a co-teacher during their time at the middle school rehearsals.
- Works with the middle school band director to plan collaboratively for the school year. For example, this might include a parent meeting, fundraiser, recruitment event, and/or practices.
- Plans high school lessons in a way that utilizes the presence of the middle school directors on the days/class periods/rehearsals they will be at the high school. For example, sectionals, individual lessons, assist with copying/distributing sheet music, etc.
- Includes middle schools students into the high school programs when possible. For example, choose one football game a year to invite 8th grade students to play with the band in the stands.
- HS director will assist and/or collaborate with both winter and spring concerts at the middle school.

50 - HS Band OSSAA Sweepstakes

51 - HS Choir OSSAA Sweepstakes

52 - HS Orchestra OSSAA Sweepstakes

The director of any band, orchestra or choir that wins the Sweepstakes Award at the OSSAA State Marching, Choir and/or Concert Band Contests will receive a bonus for each Sweepstakes Award.

53 - HS Vocal Music

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs, and coordinates performances and rehearsals.
- Provides leadership, training and education to all vocal music students.
- Helps recruit and retain vocal music students and works to build the choral program.
- Directs the selection, purchase, maintenance and security of keyboards, pianos and any instruments or appropriate equipment for vocal music.
- Develops and manages annual site budget while adhering to all Oklahoma City Public Schools and state and federal educational policies and procedures.
- Attends and participates in fine art meetings, committees, and events.
- Schedules and performs at least five (6) performances a year. This can include but is not limited to:
 - 1) Winter and spring concert (required).
 - 2) School assemblies; school-to-school performances; Contests; arts expos; Learning Community events and other activities where your choir and chorus group is showcased.
 - 3) Participation in at least one (1) OSSAA Large Group District or State Contest or equivalent (with Fine Arts Director Approval) where funding and support are provided.
- Encourages vocal students to participate in District, Region, and State Honor Choir auditions/events- where funding and support are provided.
- Attends and participates in district fine art meetings, committees, and events.
- Provides the Principal and district Secondary Vocal Music Chair with program documentation (e.g. printed program, contest schedule, school calendar, etc.).

54 - HS Guitar

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs, and coordinates performances and rehearsals.
- Provides leadership, training and education to all guitar students.
- Coordinates recruitment and retention of guitar students.
- Directs the selection, purchase, maintenance and security of instruments and appropriate equipment.
- Attends and participates in fine arts meetings, committees, and events.
- Schedules and performs performances, assemblies, expos, concerts, etc.
- Provides the Principal and the district Guitar Chair with program documentation (e.g. printed program, contest schedule, school calendar, etc.).

55 - HS Piano

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs, and coordinates performances and rehearsals.
- Provides leadership, training and education to all piano students.
- Coordinates recruitment and retention of piano students.
- Directs the selection, purchase, maintenance and security of equipment.
- Attends and participates in fine art meetings, committees, and events.
- Schedules and performs performances, assemblies, expos, concerts, etc.
- Provides the Principal and the district Piano Chair with program documentation (e.g. printed program, contest schedule, school calendar, etc.).

56 - HS Strings

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs, and coordinates performances and rehearsals.
- Provides leadership, training and education to all orchestra students.
- Coordinates recruitment and retention of orchestra students.
- Directs the selection, purchase, maintenance and security of instruments and appropriate equipment.
- Attends and participates in fine art meetings, committees, and events.
- Schedules and performs at least five (5) performances a year. This can include but is not limited to:
 - 1) Winter and spring concert (required).
 - 2) One (1) should be from any of the following: arts expos; Learning Community events and other activities where your orchestra is showcased such as arts festivals.
- Provides the Principal and district Orchestra Chair with school year event agenda (e.g. printed program, contest schedule, school calendar, etc.).
- Participation in at least one (1) contest every year. Tri State, Pawnee Band Day, Heartland Music Festival and Contest, and any OSSAA District or State Contest is acceptable.

57 - HS Dance

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs, and coordinates performances and rehearsals.
- Provides leadership, training and education to all dance students.
- Helps recruit and retain dance students and works to build the program.
- Directs the selection, purchase, maintenance and security of appropriate equipment for dance at the school site.
- Attends and participates in fine art meetings, committees, and events.
- Schedules and performs at least four (4) performances a year.
- Participates in performances outside school building to include any of the following:
 - 1) Elementary Schools,
 - 2) Middle Schools,
 - 3) Learning Community Event,
 - 4) Festivals, or
 - 5) OSSAA District or State Contest sponsored by the Oklahoma State Dance Team Directors Association, etc. (minimum two (2) where funding and support are provided).
- Provides the Principal and the district Dance Chair with program documentation (e.g. printed program, contest schedule, school calendar, etc.).

58 - HS Debate

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs, and coordinates performances and rehearsals.
- Spends adequate time after school hours to direct and produce performances.
- Provides leadership, training and education to all debate students.
- Helps recruit and retain debate students and works to build the program.
- Coordinates supportive staff, and advises supportive organizations.
- Directs the selection, purchase, maintenance and security of appropriate equipment for debate at the school site.
- Develops and manages an annual site budget while adhering to all Oklahoma City Public Schools and state and federal educational policies and procedures as it pertains to all bank accounts.
- Attends and participates in district meetings, committees, and events.
- Maintains a complete, updated inventory and submits a copy to principal annually.

59 - HS Drama

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs, and coordinates performances and rehearsals.
- Spends adequate time after school hours to direct and produce performances.
- Provides leadership, training and education to all theatre students.
- Helps recruit and retain theatre students and build the program.
- Directs the selection, purchase, maintenance and security of appropriate equipment for theatre at the school site.
- Attends and participates in fine art meetings, committees, and events.
- Maintains a complete, updated inventory of all fine arts equipment and provides district Drama/Theatre Chair with a copy of inventory each year.
- Schedules and performs at least two (2) main stage performances a year (1 per semester).
- Participates in at least one (1) OSSAA District or State contest annually.
- Participates in performances outside of the school building. May include any of the following: elementary schools, middle schools, Learning Community events, festivals, etc. (play, skit, monologue, ensemble or mime) minimum of one (1).
- Takes students to attend at least one (1) performance outside of the school. Can be at another school or a professional event.
- Provides the Principal and the district Drama/Theatre Chair with program documentation (e.g. printed program, contest schedule, school calendar, etc.).

60 - HS Student Council

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Consults with the principal regarding proposed activities.
- Prepares a tentative calendar of scheduled events and activities.
- Maintains financial and membership records.
- Serves as liaison between the administration/faculty and the organization.
- Organizes membership selection process pursuant to by-laws and requirements.
- Trains officers to perform leadership roles in the organization and know the responsibilities of each office.
- Organizes and supervises all fund-raising activities.
- Approves and supervises all sponsored activities.
- Provides for and supervises students at national, state and regional conferences.
- Organizes functions to broaden students' educational experiences.

61 - HS Newspaper

Supervises the publication of the school newspaper and/or yearbook that is informative, amusing and influential.

- Ensures that copyright laws and other literary policies and guidelines are abided by.
- Trains students in news gathering techniques through direct observation, proper interviewing techniques, reference materials, and the use of background information.
- Trains students in writing new stories, editorials and feature articles, also trains staff on how to sell advertising to merchants and parents.
- Teaches students the basic skills necessary for copy writing, proofing and editing, cropping photographs, basic photography, establishing a theme and carrying it throughout the publication, layout styles, etc.
- Instructs students on how to design a newspaper and/or yearbook so that it is balanced and attractive.
- Organizes the student staff to ensure that all responsibilities have been delegated properly.
- Serves as the liaison between the administration/faculty and the newspaper/yearbook staff.
- Solicits bids for the printing of the newspaper/yearbook.
- Establishes a budget for the production of the newspaper/yearbook. Maintains financial records of all expenditures and funds raised.
- Organizes the layout of the paper/book, including the selection of the cover, the number of pages, etc. according to available funds.
- Conducts ad sales, with the principal's approval. Maintaining records of ads sold and bill businesses for unpaid ads. Ensures that ads are set up to meet the businesses' specifications.
- Types requisitions to ensure that bills are paid.
- Arranges for photographers, as necessary. Ensures picture identification throughout the yearbook.

62 - HS Yearbook

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

Supervises the publication of the school newspaper and/or yearbook that is informative, amusing and influential.

- Ensures that copyright laws and other literary policies and guidelines are abided by.
- Trains students in news gathering techniques through direct observation, proper interviewing techniques, reference materials, and the use of background information.
- Trains students in writing new stories, editorials and feature articles, also trains staff on how to sell advertising to merchants and parents.
- Teaches students the basic skills necessary for copy writing, proofing and editing, cropping photographs, basic photography, establishing a theme and carrying it throughout the publication, layout styles, etc.
- Instructs students on how to design a newspaper and/or yearbook so that it is balanced and attractive.
- Organizes the student staff to ensure that all responsibilities have been delegated properly.
- Serves as the liaison between the administration/faculty and the newspaper/yearbook staff.
- Solicits bids for the printing of the newspaper/yearbook.
- Establishes a budget for the production of the newspaper/yearbook. Maintains financial records of all expenditures and funds raised.
- Organizes the layout of the paper/book, including the selection of the cover, the number of pages, etc. according to available funds.
- Conducts ad sales, with the principal's approval. Maintaining records of ads sold and bill businesses for unpaid ads. Ensures that ads are set up to meet the businesses' specifications.
- Creates requisitions to ensure that bills are paid.
- Arranges for photographers, as necessary. Ensures picture identification throughout the yearbook.

63 - DISCRETIONARY FUNDS: To be used for approved activities with specific expectations. (\$2,230 annual maximum per school)

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program not previously defined in the extra-curricular handbook that results in students who achieve their potential academically, athletically, socially and/or morally.

- Attends contests, performances, and other activities.
- Provides appropriate student development activities and supervision of students to ensure safety and completion of activities.
- Schedules, communicates with staff and parents, and hosts meetings/practices to discuss performances and any needed improvements/changes as requested by the Principal.
- Provides program information to the principal who will complete the final evaluation of the program's success.
- Supports activities before school, after school, Saturdays, summer school as needed or any actual work beyond the contract day.
- Performs other duties as assigned.

64 - Advanced Placement (AP) Teachers

Salary Supplement Plan for Advanced Placement Teachers:

- a. The maximum allowable for off-contract time tutoring is \$3,024 at \$28.00 per hour, three (3) hours per week, thirty-six (36) weeks.
- b. Student Achievement Bonuses: \$500 for each student that scores a 3, 4, or 5.

65 - International Baccalaureate Teachers

Salary Supplement Plan for International Baccalaureate Teachers:

- a. Teachers will receive \$1,810 for each IB course (not each class) taught.
- b. Student Achievement Bonuses:

IB exam score of 7	\$300
IB exam score of 6-5	\$200
IB exam score of 4	\$100

Extended Essay

Grade A (Excellent) 31-36	\$300
Grade B (Good) 26-30	\$200
Grade C (Satisfactory) 18-25	\$100

Theory of Knowledge

Grade A (Excellent) 26-30	\$300
Grade B (Good) 21-25	\$200
Grade C (Satisfactory) 17-20	\$100

Stipend lines 66 - 117 are paid as 'Equalized'; meaning the total *Amount* of the stipend will be divided by the number of pay periods during the fiscal year. The results of that equation will be added to each of the staff member's pay checks. **Athletic Stipends are created by the Athletic Department Staff.**

<i>High School Sports Athletic Stipend Schedules 66 - 95</i>				
Line #	Stipend Description	Amount	OSSAA Bonus Scale	
66	Athletic Coordinator	\$8,000	na	
67	Baseball Head Coach	\$5,000	\$2,000	
68	Baseball Assistant	\$2,400	\$400	
69	Basketball Head Coach	\$7,500	\$4,000	
70	Basketball Assistant	\$3,200	\$1,000	
71	Cheerleader Head Coach	\$3,500	na	
72	Cheerleader Assistant	\$1,880	na	
73	Cross Country Head Coach	\$2,600	\$1,000	
74	Cross Country Assistant	\$1,440	\$2,000	
75	Football Head Coach	\$9,900	\$4,000	
76	Football First Assistant	\$4,150	\$1,000	
77	Football Def/Off Coordinator	\$4,150	\$1,000	
78	Football All Other Assistants	\$3,675	\$1,000	
79	Golf Head Coach	\$2,435	\$1,000	
80	Golf Assistant	\$1,350	\$200	
81	Soccer Head Coach	\$5,500	\$1,000	
82	Soccer Assistant	\$2,500	na	
83	Softball Head Coach Fall and Spring Each	\$5,000	\$2,000	
84	Softball Assistant Fall and Spring Each	\$2,250	\$400	
85	Swimming Head Coach	\$3,385	\$1,000	
86	Swimming Assistant	\$1,950	\$200	
87	Tennis Head Coach	\$2,550	\$1,000	
88	Tennis Assistant	\$1,300	\$200	
89	Track Head Coach	\$3,500	\$2,000	
90	Track Assistant	\$1,800	\$400	
91	Volleyball Head Coach	\$3,600	\$1,000	
92	Volleyball Assistant	\$1,350	\$200	
93	Wrestling Head Coach	\$5,800	\$2,000	
94	Wrestling Assistant	\$2,555	\$400	
95	eSports *NEW FY23	\$2,000		

*Coaches advancing to the final team state championship game/match/meet recognized by the Oklahoma Secondary School Activities Association (OSSAA) but who do not win the state championship:

- a) Head Coach-\$500
- b) Assistant Coach-\$250

Middle School Sports Athletic Stipend Schedules 96 - 117

Line #	Stipend Description	Amount	Bonus Scale
96	Athletic Coordinator	\$4,100	na
97	Baseball Coach	\$1,600	na
98	Baseball Assistant	\$960	na
99	Basketball Coach	\$2,500	na
100	Basketball Assistant	\$1,250	na
101	Cheerleader Coach	\$1,920	na
102	Cheerleader Assistant	\$960	na
103	Cross Country Coach	\$1,500	na
104	Cross Country Assistant	\$750	na
105	Football Head Coach	\$3,250	na
106	Football Assistant	\$1,695	na
107	Soccer Coach	\$1,920	na
108	Soccer Assistant	\$1,000	na
109	Softball Coach	\$1,920	na
110	Softball Assistant	\$960	na
111	Track Coach	\$1,920	na
112	Track Assistant	\$960	na
113	Volleyball Coach	\$1,920	na
114	Volleyball Assistant	\$960	na
115	Wrestling Coach	\$2,600	na
116	Wrestling Assistant	\$1,300	na
117	eSports *NEW FY23	\$1,000	na

Appendix A – Other Stipends

Listed in Appendix A of the CBA

<i>Site Title I Funds</i>		
Line #	Stipend Description	Amount
1000	Elementary Science Lead <i>(qualified employees receive in Dec and May)</i>	\$500
1001	Elementary Social Studies Lead <i>(qualified employees receive in Dec and May)</i>	\$500
1002	Elementary ELA Lead <i>(qualified employees receive in Dec and May)</i>	\$500
1003	Elementary Math Lead <i>(qualified employees receive in Dec and May)</i>	\$500
1004	Secondary MasteryConnect Champion <i>(qualified employees receive May)</i>	\$400
1005	Elementary MasteryConnect Champion <i>(qualified employees receive May)</i>	\$400
1006	Secondary AVID Coordinator <i>(qualified employees receive May)</i>	\$400
1007	Lead Mentor Teacher <i>(qualified employees receive May)</i>	\$500

Stipend lines 1000 – 10003 are paid as ‘**Semi-Lump Sum**’; meaning the total *Amount* of the stipend will be divided by 2. The approved Staff member will receive the \$250 stipend in December and in May during the fiscal year.

Stipend lines 1004 – 1007 are paid as ‘**Lump Sum**’; meaning the total *Amount* of the stipend will be paid on the approved Staff members paycheck in May of the fiscal year.

1000 thru 1003 - Elementary Lead Teachers

As a member of the school's leadership team, the English Language Arts (ELA), Math, Science, and Social Studies lead teacher will support the implementation of district curricular resources at the site-level, and the learning of colleagues by motivating, influencing, and organizing teachers to solve problems of practice, promote a culture of learning, and improve student outcomes through effective planning and instruction that aligns to district priorities for teaching and learning.

- Attend and participate in district professional development relative to the content area.
- Facilitate additional subject area professional development or meet with teachers, as needed, to support the successful implementation of subject area curriculum resources.
- Participate in all district-level lead teacher meetings throughout the school year and disseminate essential content specific information and expectations from lead teacher meetings or emails in staff meetings and professional learning communities (PLCs).
- Serve as a liaison between teachers, school leadership team, and district coordinator to provide input or feedback to elevate teacher voice regarding curricular resources.
- Collaborate with site leadership and instructional coach(es) to ensure content related consistency across the school.
- Support and/or facilitate Professional Learning Communities (PLCs) throughout the school year to share content related best practices.
- Review and analyze standards and assessments to ensure student progress/success.
- Assist in leading the team's tracking, analysis, and response to data through instructional planning and differentiating.
- Expand mastery of content, lead others to plan and provide impactful and engaging instruction to students with diverse needs and interests, and model instructional best practices for colleagues.
- Assist teachers in acquiring necessary resources to successfully execute high-quality instruction, including texts, manipulatives, consumable materials, or technological resources.
- Build consistency, cohesiveness, and collaboration amongst teachers.
- Perform other duties as assigned.

1004 thru 1005 - MasteryConnect Champion

Support the implementation of MasteryConnect at the site-level by providing training, guidance, and assistance to instructional staff.

- Attend and participate in district professional development relative to MasteryConnect.
- Facilitate MasteryConnect professional development, as needed, to instructional staff.
- Participate in all district-level MasteryConnect site support meetings throughout the school year and disseminate information and expectations from meetings or emails in staff meetings and professional learning communities (PLCs).
- Assist instructional staff with acquiring and understanding reports within MasteryConnect for data analysis.
- Support instructional staff with the learning management system (LMS) and MasteryConnect integration.
- Troubleshoot any minor technology issues that any instructional staff encounters relative to MasteryConnect.
- Perform other duties as assigned.

1006 - AVID Site Coordinator

As a member of the school's leadership team, the AVID Site Coordinator will support the implementation of AVID and the learning of colleagues by motivating, influencing, and organizing teachers to solve problems of practice, promote a culture of learning, and improve student outcomes through effective planning and instruction that aligns to district priorities for teaching and learning.

- Advocate for the AVID system with other students, parents, educators and the community.
- Commit to the philosophy of AVID, including support for equity and access for all students.
- Lead the development of the site AVID plan.
- Facilitate regular AVID site team meetings to discuss implementation.
- Oversee data collection, maintain documentation, and complete AVID program reports.
- Collaborate with counselor(s) to ensure that AVID students are placed in rigorous courses that are appropriate to their interests and desire to learn.
- Organize the recruitment and interviewing of potential AVID students.
- Support and assist the AVID elective teacher in scheduling visits to college and university campuses, field trips, and guest speakers for the AVID class(es).
- Participate in AVID professional development activities throughout the year.
- Facilitate professional development on AVID methodologies, as needed, to the school instructional staff.
- Design and host an AVID parent night with the assistance of the AVID site team.
- Oversee tutor recruitment, training, and retention at the site level.
- Collaborate with the site leadership team to ensure that, over time, the AVID strategies are expanded schoolwide.

1007 - Lead Mentor Teacher

- Participate in quarterly Professional Development Meetings specific to the LM position.
- Collaborate with the building leadership team to identify the mentors and new teachers.
- Facilitate the initial meeting between the mentors and the new teachers.
- Provide training and/or meet with the mentor teachers on a monthly basis using the Mentor Checklists as suggestions to guide the learning.
- Gather and provide resources to the mentors.
- Generate and keep documentation of your monthly meetings with Mentors (agenda and sign-in sheet) to turn in to the Professional Development Department at quarterly meetings.
- Collaborate with the site Instructional Coaches (if applicable).

OKCPS OTHER STIPENDS		
Line #	Stipend Description	Amount
1008	Academies Coordinator	Base + \$4,200
1009	Administrative Interns (191 days)	\$6,000
1010	Agriculture Teacher (242 days)	Base + 30%
1011	District Chair Elementary – Art	\$1,600
1012	District Chair Elementary – Music	\$1,600
1013	District Chair Secondary – Band	\$1,600
1014	District Chair Secondary – Choir	\$1,600
1015	District Chair Secondary – Dance	\$1,600
1016	District Chair Secondary – Guitar	\$1,600
1017	District Chair Secondary – Orchestra	\$1,600
1018	District Chair Secondary – Piano	\$1,600
1019	District Chair Secondary – Theater	\$1,600
1020	District Chair Secondary – Visual Art	\$1,600
1021	District Chair Elementary – Social Studies	\$1,600
1022	District Chair PE (4 District PE Chairs – Each receives the full Stipend)	\$1,600
1023	English Language Learners (ELL) Instructional Facilitators (191 days)	\$6,000
1024	Homebound Teachers	\$600
1025	Instructional Coaches (191 days)	\$6,000
1026	JROTC	\$2,400
1027	JROTC: Master’s Degree	\$400
1028	Library Cataloger (8) Districtwide	\$500
1029	*Special Education: School Psychologist Specialist	\$1,500
1030	**Special Education: School Psychologist Autism Team	\$800
1031	Transformation Grade Level/Content Area Chair	\$10,000

* One stipend for the lead school psychologist in the following areas: Interns and PK, Bilingual, Behavior and Extended Educational Services.

** One stipend for each of the 6 school psychologists on the Autism Team. These individuals are responsible for evaluation of students for identifying or ruling out suspected Autism. Case review, Consultation services for other school psychologist.

Stipend lines 1008 – 1031 are paid as ‘Equalized’; meaning the total *Amount* of the stipend will be divided by the number of pay periods during the fiscal year. The results of that equation will be added to each of the staff member’s pay checks.

1008 - Academies Coordinator

(Academies of Arts, Engineering, Entrepreneurship, & Health Sciences)

Develops a program not previously defined in the extra-curricular handbook that results in students who achieve their potential academically, athletically, socially and/or morally. This activity is assigned to a teacher who performs duties outside of or in addition to their regular teaching duties which must be before or after school. This teacher will conduct practices, motivate students and instruct students in performance strategies and techniques.

- Motivates students to achieve their goals.
- Recruits and retains students, build the academy program.
- Maintains academy records and reports.
- Communicates with the principal regarding proposed activities.
- Provides leadership to organize the group with an established leadership plan.
- Builds business and industry partnerships.
- Shows respect and value for the skills, experiences, creativity, and contributions of group members.
- Exhibits relationship-building skills (industry and college partnerships).
- Supports activities before school, after school, Saturdays, summer internships as needed or any actual work beyond the contract day.
- Provides appropriate student development activities related to the academy and supervise students to ensure safety and completion of activities.
- Schedules and communicates with staff and parents, and hosts meeting to discuss academy business and plans.
- Provides academy information to the Career Connections Coordinator, principal, students, and parents and commits to giving all students a fair opportunity to be a part of the program.
- Attends and participates in district coordinator meetings and professional development.
- Organizes functions to broaden students' educational and industry experiences.
- Prepares a tentative calendar of scheduled events and activities.
- Coordinates supportive staff, and advise supportive organizations.

Required Monthly Meetings:

- District coordinator meeting – 1 per month (11) after school.
- Advisory Board meeting – 1 per month (11) typically after school or evening.
- Academy Team meeting – 1 per month (11) during school, after school or PLC.
- Work based Learning, Academy Recruitment, or Career Related Activities – 3-4 per month (9 months).
- Student Internships (junior/seniors) – approximately three meetings per student (1 with student for preparation, 1 with employer and 1 for OTJ visit per year).

1009 - Administrative Interns (191 days)

The Administrative Intern is a limited term assignment, generally one school year, designed to develop and prepare an aspiring principal for future leadership positions in the schools. This position provides additional administrative support to the School Principal in the assigned school. The Administrative Intern shall be responsible for various functions including, but not limited to, instructional leadership and organization of the school under the direction and guidance of the School Principal.

- Performs administrative level duties under general supervision to learn from practical experience the skills to resolve problems and to transition from a teacher to an administrator.
- Serves as Intern to the instructional leader of the building staff.
- Shadows the Building Administrator, learning to manage personnel through appropriate delegation, planning and evaluation.
- Helps foster an environment where staff and faculty work cooperatively together and hold each other accountable to reach high levels of student achievement.
- Observes teaching methods and examine learning materials to evaluate and standardize curricula and teaching techniques, and to determine areas where improvement is needed, with the guidance of the Building Administrator.
- Fosters a positive school climate by assessing, planning, and communicating with the school community; promoting distributive leadership while demonstrating understanding of and respect and appreciation for cultural diversity.
- Promotes a positive tone for collaborative school/community relations by articulating the mission, seeking community support, and fostering rapport with all stakeholders.
- Confers with parents and staff to discuss educational activities, policies, and student behavioral or learning problems.
- Learns to effectively evaluate teachers' classroom management, instructional practice, professional development pursuits, interpersonal and leadership skills, while identifying high- and low-effectiveness performers, and how to provide clear and actionable feedback, resources and support.
- Assists in providing ongoing professional development for staff, based on an analysis of school / assigned building data, best practices and instructional research.
- Develops skills to aid in the modeling and promoting of the continuous use of data to inform practice and drive decision making and instruction.
- Begins to manages school resources (fiscal, human capital, facilities and equipment, etc.) to support student achievement goals and in compliance with district policies.
- Assists in establishing an optimal learning environment within the school.
- Works with principal, staff and parents on strategies that assist in continuously improving students' achievement and instruction.
- Instills and promotes quality instructional programs in the school and to ensure high levels of achievement from all students.
- Performs other duties as assigned.

1010 - Agriculture Teacher (242 days)

Develops a program not previously defined in the extra-curricular handbook that results in students who achieve their potential academically, athletically, socially and/or morally. This activity is assigned to a teacher who performs duties outside of or in addition to their regular teaching duties which must be before or after school. This teacher will conduct practices, motivate students and instruct students in performance strategies and techniques.

1011 thru 1020 - District Chair Visual and Performing Arts (VPA)

Elementary - Art
Elementary - Music

Secondary - Band
Secondary - Choir
Secondary - Dance
Secondary - Guitar

Secondary - Orchestra
Secondary - Piano
Secondary - Theater
Secondary - Visual Art

Each district chair covers one of 10 Curriculum areas: Elementary Visual Art, Elementary General Music, Band, Dance, Drama / Theatre, Guitar, Orchestra, Piano / Keyboard, Secondary Visual Art, and Secondary Vocal Music. VPA department chairs improve the organizational structure of the art department by promoting growth and support for their designated arts team. VPA district chairs receive a stipend for this work for the school year. When a district chair position is split, the stipend will also be split.

- Meets/communicates with the art director as needed.
- Promotes and advocates for student learning in the arts. Serves as the primary curriculum coordinator for their subject area, and oversees mentorship for their team.
- Holds meetings within the discipline area at least once a quarter. This could include collaborative meetings Online, and/or professional development opportunities.
- Chairs and facilitates curriculum writing as needed, and helps to revise the OKCPS Academic Planning Guides for middle and high school as needed.
- Oversees Google Drive Team Folder, including inventory for the entire team.
- Oversees distribution of team materials and supplies.
- Serves on related committees when necessary (may include committees for curriculum, and for the acquisition of art materials, i.e. bond \$, textbook adoption, etc.).
- Serves as a workshop presenter for in-service sessions when necessary.
- Coordinates district and community events (performances and visual art exhibits, All-City events, etc.);
 - 1) Arranges adjudicators and/or clinicians for All-City events,
 - 2) Arranges site acquisition for All-City events,
 - 3) Coordinates and oversees vendor approval and related POs,
 - 4) Coordinates the printed program,
 - 5) Oversees repertoire selection for musical performances, and
 - 6) Organizes and helps set up visual art exhibits (visual art department chairs).

1021 – District Chair Elementary Social Studies

Pending Description

1022 District Chair PE (4 Total)

Pending Description

1023 - ELL Instructional Facilitators (191 days)

This position provides high-quality, EL-related, professional development, via coaching/modeling as well as in-services/trainings for OKCPS staff. EL Instructional Facilitators work with a number of schools within the district to assist schools in meeting Annual Measurable Achievement Objectives (AMAOs) for ELs, assisting with English Language Development program design and implementation.

- Plans and implements on-going training with administrators, ELD Site Coordinators, ESL teachers, bilingual paraprofessionals, regular classroom teachers, assistants and other staff.
- Provides ongoing modeling, mentoring and coaching for instructional personnel at school sites.
- Collaborates with OKCPS staff in implementing OKCPS approved programs of instruction for ELs.
- Assists teachers in the planning and delivery of lessons aligned with ELD/content standards.
- Performs analysis, assessment and design of customized prescriptive interventions and classroom placement for English Language Learners, ensuring that ELs are identified and placed, and served according to Federal, State, and District guidelines.
- Assists schools in meeting AMAOs.
- Promote the overall effectiveness of LCS by performing tasks and sharing responsibilities of other members of the Department, in accordance with Title III guidelines, during peak periods.

1024 - Homebound Teachers

Position is responsible for providing special education support for students as they complete work assigned by their teachers. They coordinate with the Home School to obtain work assignments for the student(s). Homebound services are intended to be short term while students recover. The teacher provides three (3) hours of instructions per week if the student is able.

1025 - Instructional Coaches (191 days)

Activity assigned to teachers that performs duties outside of or in addition to their regular teaching duties. This includes duties after and/or before school. Position is responsible for organizing the program at the assigned school(s).

- Monitors and supports instructional programs on assigned campus.
- Integrates the district's instructional guides into the school's instructional strategies to create an integrated campus action plan.
- Reviews campus instructional programs and recommend modifications where appropriate.
- Works with the site's administrator and instructional leadership team to monitor and support the implementation of the program's growth and improvement.
- Facilitates the identification of specific, measurable and attainable benchmarks for teacher and student performance. Assist teachers in aligning their instructional strategies with the District Standards, curriculum and assessments.
- Conducts classroom interactions in which the Instructional Coach and teacher demonstrate and observe essential elements of the school's instructional program and District Standards.
- Components of these interactions will include: planning conferences with teachers, demonstration observation sessions, and debriefing.
- Provides individualized, classroom follow up to support teachers in implementing research based instructional programs and strategies. Facilitate inquiry groups among teachers in which research on effective teaching practices are read and discussed.
- Provides technical assistance with the collection and analysis of data; prioritizing the needs to increase student achievement.
- Works with site administrators to ensure Professional Learning Community Meetings for grade level teacher teams to analyze and interpret student achievement data.
- Maintains an awareness of current research and curricula trends to provide job embedded professional development on instructional strategies that increase student achievement.
- Participates fully in (state and local) professional development for Instructional Coaches, including peer observations, professional research and mathematics, inquiry sessions and higher education opportunities.
- Identifies and disseminates information to teachers regarding "best practices" in instruction, assessment, technology, and equity.
- Facilitates the transformation of research-based knowledge into useful tools that can be readily integrated into the educational reform process.
- Collaborates with other instructional coaches to review performance data, reflect on themes, determine how to aggregate and prioritize needs, and allocate resources accordingly.
- This position may be assigned to multiple campuses and will be required to travel between locations to perform the duties mentioned above. Must have a reliable mode of transportation.

Performs other duties as assigned.

1026 - JROTC

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

JROTC Instructors are responsible for extra-curricular activities and community support outside a normal school day which consist of the followings:

- Scheduled Parades on non-school weekends. (MLK Day Parade, Fiesta De La Americas)
- Cadets/students after school hours,
- Marksmanship team (competitive competition),
- Drill team, Color Guard and Raiders Team,
- Provide Color Guard during Football and Basketball games opening ceremony,
- OKC Thunders Game Opening Ceremony,
- OKCPS School Board meetings,
- Veterans Day Events,
- 45th Infantry Division Masking of Colors,
- Pearl Harbor Day Ceremony,
- Annual OKCPS Drill Meet,
- Annual Military Ball, and
- Awards Banquet.

We provide an opportunity for students to participate in activities that allows them to be a part of a team environment filled with Esprit de corps.

1027 - JROTC: Master's Degree

All JROTC instructors with a Master's Degree will receive a stipend as listed in the 'Other Stipends' table line: *II JROTC: Master's Degree*.

1028 - Library Cataloger (8 Districtwide)

Activity assigned to librarians that performs duties outside of their regular library duties. These duties are performed as a group monthly and independently in the afternoons, evenings, and weekends, as needed. Position is responsible for maintaining the integrity of the union catalog, providing training to Destiny users, and providing training programs for library media specialists.

- Creates original cataloging records of print and non-print materials.
- Supervises the addition of materials to the library union catalog through vendor uploads and bibliographic databases.
- Performs cataloging maintenance on district union database.
- Creates and customize reports on the local and district library media centers collections.
- Trains and serve as a resource person to library media specialists and department directors/coordinators on the operation of the automated library, textbook, and resource systems.
- Trains library media specialists on new technologies, instructional strategies, and best practices.
- Travels monthly to designated sites to perform cataloging and training duties.

1029 & 1030 - Special Education: School Psychologist Specialist & Autism Team

Provide direct services to students, and training, and case management support to school psychologists and other school/district staff in specialist area through consultation and case review/compliance review. Specialists also support the learning of their colleagues by modeling how to solve problems of practice, and improve student outcomes through appropriate implementation of the OSDE and district/department policies and procedures for IDEA.

The Specialist goals are accomplished through:

- Collaboration with their supervisor, Special Education Director, Related Services Administrators, and Special Education Coordinators as well as colleagues.
- Prepare and present professional development
- Disseminate essential content-specific information and expectations from the School Psychologist Administrator (supervisor).
- Model best practices for colleagues within the department by providing small group and individual staffing opportunities for colleagues and collaborating on individual student cases.
- Work with supervisor to create and revise documents used for the initial Special Education referral process, student evaluation report templates, and other documentation.
- Promote the overall effectiveness of district School Psychologists by performing tasks and sharing responsibilities of other members of the Department, as determined by the Administrator of School Psychology and/or the Special Education Director.

Annual Stipend Range: \$800.00 to \$2,500.00

Requirements for School Psychologist Specialist

- Ten (10) or more years of experience as a school psychologist or an IDEA mandated need (i.e. bilingualism)
- Five (5) or more years working as a school psychologist with the OKCPS district or an IDEA mandated need (i.e. bilingualism)
- Content area expertise (training, education, and/or experience) in one of the areas targeted as a Department/District need, which can vary from year to year (see below).
- Thirty (30) hours of professional development shall be required each year
- A two (2) year commitment requiring annual ratification by both parties

School Psychologist Specialist Stipends currently proposed for the following areas of district need:

- 1. Autism Team:** Evaluation of students for identifying or ruling-out suspected Autism. Case review, consultation services for other school psychologists.
- 2. Intern/Entry Year Program:** Oversee training, internship and mentor programs for interns, and first-year school psychologists. May include job embedded training, liaison with university programs and supervision of school psychologists earning intern hours.
- 3. Behavior Specialist:** Preference given for a School Psychologist holding or working towards completion of the Board Certified Behavior Specialist (BCBA) licensure: Case review, consultation help provided to other school psychologists for collecting, analyzing and summarizing FBA data and creating evaluation report summary. Also completes FBAs and assists in development of student's Behavior Intervention Plan (BIP) as needed.
- 4. Extended Educational Sites:** Serving students in hospitals, juvenile and correctional facilities and similar. Requires extensive knowledge of medical/psychiatric document review, frequent travel to these sites, and planning and conducting evaluations under those circumstances as well as liaison with non-educators (nurses, psych-techs, counselors and psychologists).
- 5. Bilingual School Psychologist:** Evaluation of students in Spanish if this is determined to be the student's dominant and primary language and as stipulated under the IDEA.

1031 - Transformation Grade Level/Content Area Chair

Activity assigned to teachers that performs duties outside of or in addition to their regular teaching duties. This includes duties after and/or before school. Position is responsible for organizing the program at the assigned school. Position conducts practices, motivates students, and instructs students in performance strategies and techniques. Develops a program that results in students that achieve their potential academically, athletically, socially, and morally.

- Requires a three (3) year commitment requiring annual ratification by both parties.
- Thirty (30) hours of professional development shall be required prior to the start of the contract year for all Transformation Grade Level/Content Area Chairs, who will be paid at a rate per hour of \$32.00 per hour in accordance with the CBA. All other professional development is incorporated and compensated as part of the stipend listed in the 'Other Stipend' table.
- Subject to Teachers Retirement System contribution in accordance with law.

