



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 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.

OKCPS Certified Stipend Schedule

Line #	Stipend Description	Amount	Summary Pg #
Elementary School Stipend Schedules			
1	ES Art	\$350	5
2	ES Music	\$350	6
3	ES PE	\$350	7
4	ES STEM Coordinator (new FY2021)	\$400	8
5	<i>DISCRETIONARY FUNDS: To be used for approved activities with specific expectations.</i>	\$650	9
Middle School Stipend Schedules			
6	MS Chair English	\$500	10
7	MS Chair History/Social Studies	\$500	10
8	MS Chair Math	\$500	10
9	MS Chair Science	\$500	10
10	MS Chair - SPED (2 - 5 Teachers)	\$500	10
11	MS Chair - SPED (>=/> 6 - 9 Teachers)	\$1,000	10
12	MS Chair - SPED (>=/> 10 Teachers)	\$2,000	10
13	MS ELD - Dept Chair (>=/> 4 Teachers)	\$1,000	10
14	MS ELD - Dept Chair (<4 Teacher, Minimum 1)	\$500	10
15	MS Band	\$3,545	11
16	MS Band Collaboration	\$530	12
17	MS Dance	\$500	13
18	MS Drama	\$500	14
19	MS Strings	\$1,700	15
20	MS Piano (new FY2021)	\$750	16
21	MS Vocal Music	\$1,800	17
22	MS Yearbook/Newspaper	\$975	18
23	<i>DISCRETIONARY FUNDS: To be used for approved activities with specific expectations.</i>	\$1,500	19

High School Stipend Schedules

Line #	Stipend Description	Amount	Summary Pg #
24	HS Chair - English (< 7 Teachers)	\$1,000	20
25	HS Chair - English (>=> 7 Teachers)	\$2,000	20
26	HS Chair - History/Social Studies (<7 Teachers)	\$1,000	20
27	HS Chair - History/Social Studies (>=> 7 Teachers)	\$2,000	20
28	HS Chair - Math (<7 Teachers)	\$1,000	20
29	HS Chair - Math (>=>7 Teachers)	\$2,000	20
30	HS Chair - Science (< 7 Teachers)	\$1,000	20
31	HS Chair - Science (>=> 7 Teachers)	\$2,000	20
32	HS Chair - SPED (2 - 5 Teachers)	\$500	20
33	HS Chair - SPED (>=> 6 - 9 Teachers)	\$1,000	20
34	HS Chair - SPED (>=> 10 Teachers)	\$2,000	20
35	HS Chair - ELD (>=> 4 Teachers)	\$1,000	20
36	HS Chair - ELD (<4 Teacher, Minimum 1)	\$500	20
37	HS Academic Coach	\$1,810	21
38	HS Freshman Sponsor	\$350	22
39	HS Sophomore Sponsor	\$350	23
40	HS Junior Sponsor	\$1,500	23
41	HS Senior Sponsor	\$1,500	23
42	HS Junior/Senior Sponsor	\$1,500	23
43	HS Band	\$6,700	23
44	HS Band Collaboration	\$1,000	24
45	HS Band OSSAA Sweepstakes (per EA Award)	\$720	26
46	HS Choir OSSAA Sweepstakes (per EA Award)	\$720	26
47	HS Orchestra OSSAA Sweepstakes (per EA Award)	\$720	26
48	HS Vocal Music	\$3,585	27
49	HS Guitar	\$2,685	28
50	HS Piano	\$2,685	29
51	HS Strings	\$2,685	30
52	HS Dance	\$1,930	31
53	HS Debate	\$2,180	32
54	HS Drama	\$1,930	33
55	HS Student Council	\$1,000	34
56	HS Newspaper	\$1,260	35
57	HS Yearbook	\$1,735	36
58	<i>DISCRETIONARY FUNDS: To be used for approved activities with specific expectations.</i>	\$2,230	37

Stipend Deadline

All approved stipends are due 2 business days before payroll cutoff. See schedule below. (change 1-15-2020 to 1-15-2021)



OKLAHOMA CITY PUBLIC SCHOOLS Payroll Processing Calendar for FY2021 July 1, 2020 through June 30, 2021

Pay Period #	Paycheck Date	Payroll Cutoff Date 3:00 PM
13	July 15, 2020	07/06/20
14	July 31, 2020	07/22/20
15	August 14, 2020	08/05/20
16	August 31, 2020	08/20/20
17	September 15, 2020	09/03/20
18	September 30, 2020	09/21/20
19	October 15, 2020	10/06/20
20	October 30, 2020	10/21/20
21	November 13, 2020	11/04/20
22	November 30, 2020	11/18/20
23	December 15, 2020	12/04/20
24	December 31, 2020	12/11/20
1	January 15, 2021	01/06/21
2	January 29, 2021	01/20/21
3	February 12, 2021	02/03/21
4	February 26, 2021	02/17/21
5	March 15, 2021	03/04/21
6	March 31, 2021	03/22/21
7	April 15, 2021	04/06/21
8	April 30, 2021	04/21/21
9	May 14, 2021	05/05/21
10	May 28, 2021	05/19/21
11	June 15, 2021	06/04/21
12	June 30, 2021	06/21/21

Stipend Position Summaries

Elementary School

1 - ES Art

Activity assigned to certified teachers that perform duties outside of or in addition to their regular teaching duties. Position is responsible for organizing the program at the assigned school. The teacher develops a program that results in students that achieve their potential academically, artistically, socially and morally. If the program meets regularly during the school day instead, then they will still be involved in art galleries or other activities outside of school hours.

- 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

Activity assigned to certified teachers that perform duties outside of or in addition to their regular teaching duties. Position is responsible for organizing the program at the assigned school. The teacher develops a program that results in students that achieve their potential academically, artistically, socially and morally. If the program meets regularly during the school day instead, then they will still include performances or additional practices outside of school hours.

- 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

Activity assigned to certified teachers that perform duties outside of or in addition to their regular teaching duties. Position is responsible for organizing the program at the assigned school. Position conducts practices, motivates students, and instructs students in performance strategies and techniques. The teacher develops a program that results in students that achieve their potential academically, athletically, socially, and 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 STEM Coordinator

(approved by OKCPS Board of Education on 10.05.2020)

Activity assigned to certified teachers that perform duties outside of or in addition to their regular teaching duties. Position is responsible for organizing the program at the assigned school. Position conducts practices, motivates students, and instructs students in performance strategies and techniques. The teacher develops a program that results in students that achieve their potential academically, athletically, socially, and 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.

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

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.

- 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 - English

7 - History/Social Studies

8 - Math

9 - Science

10 - SPED (2 - 5 Teachers)

11 - SPED (>=> 6 - 9 Teachers)

12 - SPED (>=> 10 Teachers)

13 - Dept Chair (>=> 4 Teachers)

14 - Dept Chair (<4 Teacher, Minimum 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.

15 - MS Band

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.).

The above requirements will be met where funding and support are provided (Equipment and Transportation).

16 - MS Band Collaboration

Collaboration stipend recognizes school band directors who go beyond the requirements of their school position by working with the other school band directors to promote greater recruitment and retention of band students throughout their middle and high school years. The collaboration also promotes greater alignment in instructional practices.

- Works with the high school band director to plan collaboratively for the school year, including plans for parent meetings, fundraisers, recruitment events, practices, and concerts.
- Participates in marching/pep band practice OR performance with feeder high school, average of once per week during marching season.

17 - MS Dance

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, socially, and 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 OSSAA District or State Contest sponsored by the Oklahoma State Dance Team Directors Association, 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.).

The above requirements will be met where funding and support are provided (Equipment and Transportation).

18 - MS Drama

Teachers Grades 6 – 8 Only - 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.

- 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.)

The above requirements will be met where funding and support are provided (Equipment and Transportation).

19 - MS Strings

Responsible for organizing the program at the assigned school. Conducts practices, motivates students, and instructs students in performance strategies and techniques. Develops a program that results in students that achieve their potential academically, socially, and 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.

The above requirements will be met where funding and support are provided (Equipment and Transportation).

20 - MS Piano

(approved by the Board on 10.05.2020)

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, socially, and 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.)

The above requirements will be met where funding and support are provided (Equipment and Transportation).

21 - MS Vocal Music

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, socially, and 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.

The above requirements will be met where funding and support are provided (Equipment and Transportation).

22 - 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.

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

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.

- 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

24 - English (< 7 Teachers)	31 - Science (=/> 7 Teachers)
25 - English (=/> 7 Teachers)	32 - SPED (2 - 5 Teachers)
26 - History/Social Studies (<7 Teachers)	33 - SPED (=/> 6 - 9 Teachers)
27 - History/Social Studies (=/> 7 Teachers)	34 - SPED (=/> 10 Teachers)
28 - Math (<7 Teachers)	35 - ELD (=/> 4 Teachers)
29 - Math (=/>7 Teachers)	36 - ELD (<4 Teacher, Min. 1)
30 - Science (< 7 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.

37 - 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.

- 38 - HS Freshman Sponsor**
- 39 - HS Sophomore Sponsor**
- 40 - HS Junior Sponsor**
- 41 - HS Senior Sponsor**
- 42 - 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.

43 - HS Band

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.
- Organizes and conducts auditions for the band.
- 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.
- 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 eight (8) 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.
- Participates in at least one (1) OSSAA District or State Contest.
- Performs at home football and or basketball games and at any other school athletic venues, such as pep rallies, as agreed upon with building principal; minimum of five (5.)
- 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).

44 - HS Band Collaboration

Collaboration stipend recognizes school band directors who go beyond the requirements of their school position by working with the other school band directors to promote greater recruitment and retention of band students throughout their middle and high school years. The collaboration also promotes greater alignment in instructional practices.

Works with the middle school band director to plan collaboratively for the school year, including plans for parent meetings, fundraisers, recruitment events, practices, and concerts. High school directors shall take the greater initiative in coordinating these plans, as the high school collaboration stipend is greater than the middle school collaboration stipend.

- Participates in a minimum of one joint parent meeting, and one joint concert per school year.
- Incorporates the middle school director in marching/pep band practice OR performances in a way that can benefit both programs. Include middle school students into the high school programs when possible.
- High school director assists with middle school inventory and serves as a support to the middle school director(s.) This includes visiting the middle school program(s) and providing instruction and/or assistance when possible, and when it is agreed upon by the directors and principals involved.

- 45 - HS Band OSSAA Sweepstakes (per EA Award)**
- 46 - HS Choir OSSAA Sweepstakes (per EA Award)**
- 47 - HS Orchestra OSSAA Sweepstakes (per EA Award)**

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 in the amount of \$720.00 for each Sweepstakes Award.

48 - HS Vocal Music

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, socially, and 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.).

The above requirements will be met where funding and support are provided (Equipment and Transportation).

49 - HS Guitar

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.

- 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.).

The above requirements will be met where funding and support are provided (Equipment and Transportation).

50 - HS Piano

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, socially, and 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.)

The above requirements will be met where funding and support are provided (Equipment and Transportation).

51 - HS Strings

Responsible for organizing the program at the assigned school. Conducts practices, motivates students, and instructs students in performance strategies and techniques. Develops a program that results in students that achieve their potential academically, socially, and 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.

The above requirements will be met where funding and support are provided (Equipment and Transportation).

52 - HS Dance

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, socially, and 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,
 - 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.).

The above requirements will be met where funding and support are provided (Equipment and Transportation).

53 - HS Debate

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.

- 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.

54 - HS Drama

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.

- 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.).

The above requirements will be met where funding and support are provided (Equipment and Transportation).

55 - HS Student Council

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, socially, and 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.

56 - 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.

57 - HS Yearbook

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, socially, and 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.
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- 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.

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

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.

- 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.

Appendix A – Other Stipends

Listed in Appendix G of the CBA

OKCPS Other Stipend Schedules	
Stipend Description	Summary Page #
Academy of Arts UNDER CONSTRUCTION	iv
Academy of Engineering UNDER CONSTRUCTION	v
Academy of Entrepreneurship UNDER CONSTRUCTION	vi
Academy of Health Sciences UNDER CONSTRUCTION	vii
Transformation Grade Level/Content Area Chair	viii
Instructional Coaches (191 days)	ix
ELL Instructional Facilitators (191 days)	x
Administrative Interns (191 days) UNDER CONSTRUCTION	xi
Homebound Teachers UNDER CONSTRUCTION	xii
Agriculture Teacher (242 days) UNDER CONSTRUCTION	xiii
Academies Coordinator	xiv
JROTC: Master's Degree	xv
Visual and Performing Arts, District Chair <i>(approved by the Board on 10.05.2020)</i>	xvi
Cataloger / PD Trainer for Library Media Services <i>(approved by the Board on 10.05.2020)</i>	xvii

UNDER CONSTRUCTION

Academy of Arts

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.

UNDER CONSTRUCTION

Academy of Engineering

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.

UNDER CONSTRUCTION

Academy of Entrepreneurship

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.

UNDER CONSTRUCTION

Academy of Health Sciences

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.

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.

Will be payable in equal payroll increments over the contract year.

- 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 of \$28.00 per hour in accordance with the CBA. All other professional development is incorporated and compensated as part of the \$10,000.00 stipend created in Section 1.
- Subject to Teachers Retirement System contribution in accordance with law.

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.

ELL Instructional Facilitators (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. 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.

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.

UNDER CONSTRUCTION

Administrative Interns (191 days)

UNDER CONSTRUCTION

Homebound Teachers

UNDER CONSTRUCTION

Agriculture Teacher (242 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. 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.

Academies Coordinator

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.

- 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).

JROTC: Master's Degree

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, socially, and 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.

Visual and Performing Arts, District Chair

(approved by the Board on 10.05.2020)

Each department 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 department chairs receive a stipend of \$1,600.00 for this work for the school year. When a department 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).

Cataloger / PD Trainer for Library Media Services

(approved by the Board on 10.05.2020)

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.

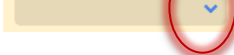
- Create original cataloging records of print and non-print materials.
- Supervise the addition of materials to the library union catalog through vendor uploads and bibliographic databases.
- Perform cataloging maintenance on district union database.
- Create and customize reports on the local and district library media centers collections.
- Train 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.
- Train library media specialists on new technologies, instructional strategies, and best practices.
- Monthly travel to designated sites to perform cataloging and training duties.

Appendix B – Cognito Form Completion and Submission

Helps and Tips

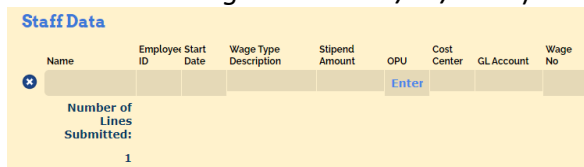
Cognito Form Completion and Submission Helps and Tips

- 1) **Manpower:** Please read the instruction regarding verifying team members at your location. After viewing the Manpower instructions, please use the back arrow (←) in the upper right hand corner of your screen to return to the Stipend form. Finally, verify that all team members are listed on the Manpower by clicking the bubble by 'Yes'.

- 2) **Site Information.** Begin by clicking the drop down arrow in the  field. From this field, choose the site name.

Next, click the drop down arrow in the  field. Click the suggestion provided.

- 3) **Staff Data:** Begin by entering your team member's Name, Employee ID and Start Date (*recommend entering start date 7/16/20XX*).



- a. The 'Wage Type Description' drop down will only offer descriptions for the grade levels.
- b. After the 'Wage Type Description' is selected all other drop downs (*with the exception of OPU, which is your 'Site Number'*) will offer only the items associated with the 'Wage Type Description' drop down. Click to accept each option presented in the drop down.
- c. As each row is complete, click the 'Add Item' button to add additional team members.

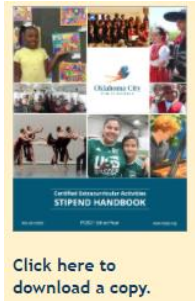
- 4) **Discretionary Funds:** If the Staff Data table completed in step 4 included a request for *Wage Type – Discretionary Funds*, click the bubble next to 'Yes'. Additional information will need to be entered for these stipends.



- Create a line item for each team member where Discretionary funds are being requested. Include Name, Description, & Stipend amount.
- An upload option is available for any additional documentation needed.

Please note: *Discretionary Fund Caps are: ES = \$650, MS = \$1,500, and HS = \$2.230.*

- 5) **Stipend Handbook.** For a copy of the most recent 'Stipend Handbook' click the icon to download.



6) **Preparer's Information.**

- **STOP HERE and SAVE the form by clicking the SAVE BOX in the bottom right corner.**
- **When prompted to enter your email address to send a link [Email me my link], please enter your Principal's email address.**
- **An email will be sent to your Principal containing a link to resume.**
- **The Principal can click the link in the email opening this stipend to review, sign and forward to the ILD for approval.**

Please **DO NOT** click Submit, choose the **Save button in the bottom right corner** of the form to save your entries. You will then be prompted to enter an email address.

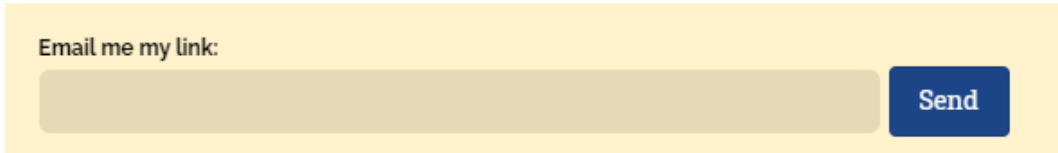
Email me my link:

Please enter your Principal's email and click the blue Send button. Your stipend will be forwarded to the Principal's email address allowing the Principal to review, sign and forward to the ILD for review and approval.

- 7) **Principal's information.** Review the information entered and then using your cursor, sign where specified. After signing, the message below will appear:

- **STOP HERE and SAVE the form by clicking the SAVE BOX in the bottom right corner.**
- **When prompted to enter your email address to send a link [Email me my link], please enter your ILDs email address.**
- **An email will be sent to your ILD containing a link to resume.**
- **The ILD can click the link in the email opening this stipend to review, sign and submit the fully approved stipend to Payroll for processing.**

Please **DO NOT** click Submit, choose the **Save button in the bottom right corner** of the form to save your entries. You will then be prompted to enter an email address.

A screenshot of a form section with a light yellow background. At the top left, the text "Email me my link:" is displayed. Below this text is a wide, light-colored rectangular input field. To the right of the input field is a dark blue rectangular button with the word "Send" written in white text.

Please enter your ILDs email and click the blue Send button. Your stipend will be forwarded to the ILD's email allowing the ILD to review, sign and submit to Payroll for processing.

8) **ILD's information.** Complete the information requested in this section and then using your cursor, sign where specified. After signing, the message below will appear:

- **Please click the Submit button in the bottom left corner after your approval signature is in place.**
- **To request revisions, click the save button and forward the link back to [insert Principal's Name] by entering [Principal's email address] in the box marked [Email me my link].**

Note: Fields followed by a (*) are required fields. Your stipend will not be submitted until these fields are complete. Cognito will display a message asking that all required fields be complete.

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