

NON-ATHLETIC SPECIAL ASSIGNMENTS

EXHIBIT "D"

Special assignments are defined as services which are necessary and desirable in the function of the schools, and which require time and assumption of responsibilities by members of the bargaining unit beyond their normal duties.

It shall be policy to consider both normal duties and special assignments of the school as part of the teaching load of the school. The immediate supervisor, under the supervision of the Superintendent or his/her designee, shall endeavor to effect equitable distribution of the workload among members of the unit. In instances where it is impractical or impossible to make an adjustment in the normal duties, extra compensation shall be paid. The following constitutes the total list of approved Special Assignments.

The following special assignments shall be expressed in terms of a special assignments percentage multiplier applied to the sum of \$19,618 effective July 1, 2007.

SPECIAL ASSIGNMENT EXPERIENCE FACTOR SCHEDULE

The actual compensation paid for a given special assignment shall be determined by multiplying the base compensation times the appropriate experience factor obtained below.

<u>Step</u>	<u>Factor</u>
1	1.0
2	1.1
3	1.2
4	1.3
5	1.4
6	1.5
7	1.6
8	1.7
9	1.8

- a. Step means years of experience in the specific special assignment with the Petaluma High School District.
- b. An employee who is moved to a special assignment in the same field having a higher base compensation range shall be allowed up to five years of experience credit for service rendered the District in a special assignment in the same field having a lower base compensation (Example: Junior High Band to High Band).
- c. An employee who is moved to a special assignment in the same field that has a lower base compensation shall be given full experience credit for services rendered the District in a special assignment in the same field having a higher base compensation.

Rates of compensation at either the elementary or secondary level for other such extra-duty assignments deemed necessary by the District, but not specifically listed, shall be determined commensurate with the duties involved.

	<u>Base</u>	<u>Compensation</u>
<u>High School</u>		
Academic Decathlon Coach	4.1	\$ 804
Activities Director* (plus a free period)	11.1	2178
Advisor: Student Peer Counseling*	9.0	1766
Agriculture Director	5.9	1157
Band Director	8.0	1569
Choral Director	6.0	1177
Debate Coach	3.7	726
Drama Coach	6.5	1275
Drama Coach, Assistant	3.0	589
FBLA Advisor	4.5	883
Golden Gate Speech Association Coach	4.3	844
Jazz Ensemble Director	2.8	549
Orchestra Director	3.0	589
Writing Project Director	5.5	1079
Yearbook Director*	5.5	1079
Journalism Advisor*	5.5	1079
<u>Junior High School</u>		
Activities Director* (if no Leadership class)	10.0	1962
Activities Director* (with Leadership class)	7.5	1471
Band & Instrumental Director	3.5	687
Choral Director	3.2	628
Drama Coach	3.2	628
Homeroom Coordinator (semester)	5.5	1079
Jazz Ensemble Director	2.0	392
Yearbook Director* (if no Yearbook Class)	5.5	1079
Yearbook Advisor* (with Yearbook class)	2.75	539
<u>Other</u>		
Administrative Designee	6.5	1275

The following special assignments shall be expressed in terms of a special assignments percentage multiplier applied to the sum of \$13,442, effective July 1, 2007.

Department Chairs

Junior High School Department Chairperson	5.9	\$793
High School Department Chairperson	See Below	
<u>High School - One Subject</u>		
10 - 19 Sections	6.0	807
20 - 39 Sections	6.25	840
40 + Sections	6.5	874

* denotes site funds

	<u>Base</u>	<u>Compensation</u>
<u>Department Chairs - continued</u>		
<u>High School - Two Subjects</u>		
10 - 19 Sections	6.5	874
20 - 39 Sections	6.75	907
40 + Sections	7.0	941
Special Service Chairs (Nurses, Speech and Language Specialists, Psychologists, Full Inclusion Specialists)		
2 - 4 FTEs	6.0	807
5 - 8 FTEs	6.25	840
9 + FTEs	6.5	874
<u>District Theatrical Production</u>		
Accompanist	0.7	94
Choreography	0.5	67
Chorus	1.0	134
Costumes	0.5	67
Drama/makeup	1.0	134
Lighting	0.4	54
Orchestra	1.0	134
Publicity	0.5	67
Sets	1.0	134
Sound	0.4	54

**The following special assignments are expressed in terms of the total stipend;
no experience factors are applied to these:**

High School

Audio Visual Director*	\$1070	
Site Technology Leader**	2140	
Intramural (semester)	1195	
PSAT Proctor*		based on program participation and will be revenue neutral
SIP Coordinator*	5564	
SLC Lead Teacher	807	
STAR Test Coordinator - PHS & Casa Grande***	910	(paid in spring only)
STAR Test Coordinator - Alternative High Schools***	385	(paid in spring only)

- * denotes site funds
- ** denotes parcel tax funds
- *** must be certificated

Junior High School

Detention Hall Coordinator*	\$2247	
Intramural (semester)	931	
SIP Coordinator*	5564	
Technology Coordinator*	2247	
STAR Test Coordinator - PJHS & KJHS***	589	(paid in spring only)
STAR Test Coordinator - Crossroads***	193	(paid in spring only)
Title I Coordinator*	3371	

Elementary

Choral Music Director	706	
Instrumental Music Director	706	
Intramural	931	
Outdoor Education Instructors and Instructors on overnight field trips, in district-approved programs (in addition to their regular salary)*	80.25/night	
STAR Test Coordinator***	385	(paid in spring only)

Independent Study Coordinator

Contract Days:	95 days or less	428
	96-143 days	856
	144-191 days	1284
	192-239	1712
	240-days and up	2139

English Learner Resource Teacher

Four substitute days to complete required tasks, plus:

For schools with less than 46 English Learners	803
For schools with 46-90 English Learners	1070
For schools with 91-150 English Learners	1338
For schools with 151 or more English Learners	1605

PAR

BTSA Support Provider	2028
BTSA Support Provider Early Completion Option (ECO)	600/semester
PAR Coach	2028
PAR Consultant	37.45/hour
PAR Professional Development Seminar Participant	535
PAR Seminar Presenter	88.34/seminar hour

Other

Extra Assignment	25.44/hour
Gate Coordinator - Elementary	642
Gate Coordinator - Secondary	1284
Homework Center Coordinator*	25.44/hour
Honor Society Coordinator	248
Language! Lead Teacher	2028
Saturday School*	25.44/hour
Mentor Reading Advisor - MCSCV	1000

* denotes site funds

*** must be certificated