

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.

| | | <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 |
| Small Learning Community (SLC) Facilitator | | TBD | TBD |
| 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 |
| 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 (if teaching Yearbook class)* | | 2.75 | 539 |
| <u>Other</u> | | | |
| Administrative Designee | | 6.5 | 1275 |

* denotes site funds

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 | |
|------------------------------------|-----------|--|

High School - One Subject

| | | |
|------------------|------|-----|
| 10 - 19 Sections | 6.0 | 807 |
| 20 - 39 Sections | 6.25 | 840 |
| 40 + Sections | 6.5 | 874 |

High School - Two Subjects

| | | |
|------------------|------|-----|
| 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 |

District Theatrical Production

| | | |
|--------------|-----|-----|
| 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 |

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 above, shall be determined commensurate with the duties involved.

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 |
| STAR Test Coordinator - PHS & Casa Grande*** | 910 |
| STAR Test Coordinator - Alternative High Schools*** | 385 |

- * 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 |
| STAR Test Coordinator - Crossroads** | 193 |
| 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 |

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 |
| 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 |
| Saturday School* | 25.44/hour |

* denotes site funds

** must be certificated