

**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.

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**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>Years</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
10	1.9

- Years means years of experience in the specific special assignment with Petaluma City Schools.
- 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).
- 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.

Compensation not specifically listed at either the elementary or secondary level for other extra assignments that are deemed necessary by the District or a specific site shall be paid the extra assignment pay unless otherwise negotiated by the District and the Federation, including per diem pay.

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The following special assignments shall be expressed in terms of a special assignments percentage multiplier applied to 50% of Step 1, Column 1 (base compensation), effective July 1, 2019. For the 2019-2020 school year, the base compensation is 46,170.

Example Situation based on the 2019-20 salary schedule:

Step 1, Column 1: \$46,170

Base Compensation (50% of Step 1, Column 1): \$23,085.

Academic Decathlon Coach Percentage is  $6.5 \times \$23,085 = \$1,500.53$ , Multiply the \$1,500.53 by the factor (years in position): Member is in 2nd year of Academic Decathlon Coach position:  $1.1 \times \$1,500.53 = \$1,650.58$  (for that school year). Note: maximum step factor is 1.9

**HIGH SCHOOL**

**PERCENTAGE**

Academic Decathlon Coach	6.5
Activities Director (plus a release period)	11.0
Administrative Designee	extra assignment rate
Agriculture Director	6.0
Band Director	8.0
Broadcasting Director	6.5
Choral Director	4.5
Culinary Director	4.5
Department Chair	see below
District Theatrical Production	see below
Drama Coach	6.5
Drama Coach, Assistant	3.0
English Learner Resource Teacher (ELRT)	release period
Future Business Leaders of America (FBLA) Advisor	6.5
Future Farmers of America (FFA) Advisor	6.5
Health Occupation Students of America (HOSA)	6.5
Intervention Facilitator	4.5
Intramural (semester)	6.5
Jazz Ensemble Director	3.0
Journalism Advisor	6.5
National Honor Society Coordinator	2.0
Outdoor Learning Garden Coordinator	6.0
Orchestra Director	4.5
PSAT Proctor	extra assignment rate
School Site Council Representative	10.0
Site Technology Leader	10.0
Skills USA	6.5
Small Learning Community (SLC) Facilitators	6.5
Speech Association Coach (JSA)	4.5
Student Peer Counseling Advisor (Link Crew)	6.5
WASC Coordinator (plus a release period) (in evaluation year only)	1.0
Yearbook Director	5.5

**JUNIOR HIGH SCHOOL**

Activities Director (if no Leadership class)	11.0
Activities Director (with Leadership class)	7.5
Administrative Designee	extra assignment rate

Band & Instrumental Director	6.5
Choral Director	3.0
Department Chair	see below
Detention Coordinator	7.0
District Theatrical Production	see below
Drama Coach	3.5
Drama Coach Assistant	2.0
English Learner Resource Teacher (ELRT)	release period
Intramural (semester)	5.0
Jazz Ensemble Director	2.0
Lead Counselor	6.0
School Site Council Coordinator	4.5
Site Technology Leader	4.5
Yearbook Director (if no Yearbook class)	5.5
Yearbook Director (with Yearbook class)	3.0

Secondary Department Chair

PERCENTAGE

One Subject

10 - 19 Sections	6.0
20 - 39 Sections	6.25
40 + Sections	6.5

Two Subjects

10 - 19 Sections	6.5
20 - 39 Sections	6.75
40 + Sections	7.0

Special Service Chairs (Nurses, Speech and Language Specialists, Psychologists, Full Inclusion Specialists)	6.5
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Secondary District Theatrical Production

Accompanist	0.5
Choreography	0.5
Chorus	1.0
Costumes	0.5
Drama/makeup	1.0
Lighting	0.5
Orchestra	1.0
Publicity	0.5
Sets	1.0
Sound	0.5

**ELEMENTARY SCHOOL / K-8**

Administrative Designee	10.0
Elementary Librarian of Record	16.0
Elementary Music Director	8.0
English Learner Resource Teacher (ELRT) (for sites with no on-site Bilingual Resource Teacher [BRT])	8.0
GATE Coordinator	3.0
Intramural	6.0
Mentor Reading Advisor - MCCV	\$1,000
SST Coordinator	6.0

## **ALL SCHOOLS**

### **California State Standardized Test Coordinator (must be certificated)**

PHS and Casa Grande	6.0
CD, SM, SA, VO	1.5
Crossroads	1.5
PJHS and KJHS	6.0
Sixth Grade Charter Academy	1.5
Elementary Schools (K-6 and K-8)	6.0

### **The following are not subject to the Special Assignment Experience Factor Schedule:**

District Professional Learning Instructor (District-wide, District approved trainings)	\$35/hour
Extra Assignment (such as, but not limited to, Homework Center Coordinator and Saturday School Teacher)	\$29/hour eff. 7/1/2019 \$30/hour eff. 7/1/2020

### **Independent Study Coordinator**

Contract Days:	100 days or less	\$500
(per year)	101-149 days	\$1,000
	150-199 days	\$1,500
	200-249 days	\$2,000
	250-299 days	\$2,500
	300 days and up	\$3,000

Outdoor Education Instructors and Instructors on overnight field trips, in District-approved programs in addition to their regular salary	\$228/night
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### **Peer Assistance and Peer Review (PAPR)**

PAPR Coach	extra assignment rate; maximum 28 hours/semester
PAPR Coordinator	3.0

Summer School (this rate is also listed on the Certificated Auxiliary Salary Schedule)	\$35/hour
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### **Teacher Induction Program (TIP)**

TIP Mentor	9.5
TIP Mentor to an Early Completion Option (ECO)	3.0
TIP Mentor to an Intern	4.0