

Lyons Elementary School District Stipend Job Descriptions

The Extra Duty Job Description committee is composed of Mary Jo Vladika, Toni Brandt, Kim Ontiveros, Elizabeth Hanses, Mary Hendrix, and Julie Jalove. We met and created the following job descriptions as required by the 2014-2018 Teacher Contract. Four provisions for each job descriptions were required:

- A. the number of meetings per season/week/month or other appropriate time frame for the activity
- B. the method by which make-up meetings will be scheduled
- C. the method by which meetings and cancellations will be reported
- D. the minimum number of students attending before a meeting is cancelled or a program terminates. (The minimum number of students required for a program to exist, can be found in the general description, while the number needed for a meeting is located under letter D)

Any changes to staffing of the following programs will be at the principal's discretion and approved by the superintendent. *Note: Clubs/Athletics need to be submitted to the district office using the **Activity Form** in teamsites.

Student attendance needs to be taken and submitted to the principal after each meeting. If a student misses three consecutive sessions, sponsor must contact parents and notify principal.

K-5 Schools

Assistant to the principal- When the principal is not in the building or otherwise unavailable, this person steps in to assume the general duties of the principal, as well as miscellaneous duties determined by collaboration between the principal and the assistant. In addition, he or she acts as support for the staff as needed.

Outdoor Education (overnight) - Supervise students as needed, be in communication with parents and chaperones.

Patrol - Ensure safety of students, primarily upon arrival and dismissal of students.

- A. Meet with students once a month to remind them of safety rules
- B. Announcements
- C. Announcements
- D. Varies depending on school size

Lunch Duty - Monitor and supervise student behaviors and assist with opening lunches, and clean-up. Up to 3 people allowed.

Bus Duty - Monitor students and buses to assure safe arrival and departure (until the last bus leaves), create list of students on buses. Expected to be on duty 10 minutes before buses arrive, and to stay until all buses have left.

Lyons Elementary School District Stipend Job Descriptions

Yearbook - Work with students to create a history of the school year. Minimum student participation 5
Additional sponsor added above 15 students

- A. Minimum of 6 meetings per school year
- B. Announcements/Letters/Phone calls
- C. Announcement/Letters/Phone calls
- D. Minimum of 1 student to have the meeting

Boys Basketball - Competition- Plan, develop, implement skills of students; reinforce through practices and games. Minimum student participation 5

- A. Two practices per week from November through March
- B. Announcements/Letters/Phone calls
- C. Announcement/Letters/Phone calls
- D. Minimum of 1 student to practice

Girls Basketball - Competition - Plan, develop, and implement skills of students; reinforce through practices and games. Minimum student participation 5

- A. Two practices per week from November through March
- B. Announcements/Letters/Phone calls
- C. Announcement/Letters/Phone calls
- D. Minimum of 1 student to practice

Student Council - Work with students in service to school and outside community. Activities take place throughout the year. Minimum student participation 10. Additional sponsor added above 20 students.

- A. Minimum 10 meetings per year
- B. Announcements/Letters/Phone calls
- C. Announcements/Letters/Phone calls
- D. Minimum number of students per meeting 1

Daily Detention - Supervise and manage student behaviors, and take attendance. Monitor students' completion of reflection sheet.

- A. 1 hour a day, 5 days a week
- B. Announcements
- C. Announcements
- D. Minimum number of students 1

Saturday Detention - Supervise and manage behaviors of students at GWMS, (separated from middle school students) from 8am-12pm until the last student is picked up.

Cheerleading - Plan, develop, and implement skills of students; reinforce through practices and performances. Minimum student participation 5

- A. Two practices per week from November through March
- B. Announcements/Letters/Phone calls
- C. Announcement/Letters/Phone calls
- D. Minimum of 1 student to practice

Lyons Elementary School District Stipend Job Descriptions

K-5 Music Concerts - Music teachers prepare, direct and attend evening music concerts. Two concerts per building.

- A. None outside of the school day
- B. N/A
- C. N/A
- D. N/A

Collage - Fine Arts performance. Each sponsor who participate in Collage is paid stipend

- A. N/A
- B. N/A
- C. N/A
- D. N/A

Homework club - Assist students with homework completion, provide re-teaching as necessary.
Meets from 3:15-4:00

- A. Up to 4 days per week
- B. N/A
- C. Announcements/Letters/Phone calls
- D. Minimum number of students 1

Clubs - To be considered for Club designation, submit description, grade levels involved, meeting dates and times to principal for prior approval. Final recommendation to the board made by the Superintendent. Minimum student participation 10

Club 1x/week all year

Club 2x /month all year

Club 1x/month all year

Chorus - Middle School stipend schedule – Supervise and enhance the love of choral music, prepare students for performances, and direct and attend performances. Minimum student participation 10.
Additional sponsor added above 25 students

- A. Minimum 1 meeting per week
- B. Announcements/Letters/ Phone calls
- C. Announcements/Letters/Phone calls
- D. Minimum number of students at practice 10

Band & Orchestra - Middle School stipend schedule -Plan, supervise, and teach the skills necessary for performances. Minimum student participation 10.

- A. Minimum 4 meetings per week
- B. Announcements/Letters/ Phone calls
- C. Announcements/Letters/Phone calls
- D. Minimum number of students at practice 1

Lyons Elementary School District Stipend Job Descriptions

DRAMA and NEHS – Use Middle School Stipend (to be approved by BOE)

Middle School

Chorus - Supervise and enhance the love of choral music, prepare students for performances, and direct and attend performances. Minimum number of students 10 Additional club sponsor added above 25 students Minimum student participation 10

- A. Minimum 1 meeting per week
- B. Announcements/Letters/ Phone calls
- C. Announcements/Letters/Phone calls
- D. Minimum number of students at practice 10

Band - Plan, supervise, and teach the skills necessary for performances. Minimum student participation 10. Stipend based on the number of out - of- school performances.

- A. Minimum 10 performances per school year
- B. Announcements/Letters/ Phone calls
- C. Announcements/ Letters/ Phone calls
- D. Minimum number of students at practice 1

Orchestra - Plan, supervise, and teach the skills necessary for performances. Minimum student participation 10. (See above in K-5.)

Boys Basketball - competition - Plan, develop, implement skills of students; reinforce through practices and games. Minimum student participation 5

- A. Minimum of 10 hours devoted to teams per week
- B. Announcements
- C. Announcements
- D. Minimum number of students 1

Girls Basketball - competition- Plan, develop, implement skills of students; reinforce through practices and games. Minimum student participation 5

- A. Minimum of 10 hours devoted to teams per week
- B. Announcements
- C. Announcements
- D. Minimum number of students 1

Boys Volleyball - competition - Plan, develop, implement skills of students; reinforce through practices and games. Minimum student participation 6

- A. Minimum of 10 hours devoted to teams per week
- B. Announcements
- C. Announcements
- D. Minimum number of students 1

Lyons Elementary School District Stipend Job Descriptions

Girls Volleyball - competition - Plan, develop, implement skills of students; reinforce through practices and games. Minimum student participation 6

- A. Minimum of 10 hours devoted to teams per week
- B. Announcements
- C. Announcements
- D. Minimum number of students 1

Co-ed Soccer - Plan, develop, and implement skills of students; reinforce through practices and games. Minimum student participation 11

- E. Minimum of 10 hours devoted to teams per week
- F. Announcements
- G. Announcements
- H. Minimum number of students 1

Yearbook - Work with students to create a history of the school year. Minimum student participation 10
Additional sponsor added above 15 students

- A. Minimum of 12 meetings
- B. Announcements
- C. Announcements
- D. Minimum number of students 1

NJHS - Service and scholarship of 6th, 7th, and 8th grade students. Work with students and organizations to seek out and perform service to school, district, and community at large. Keep track of the hours, and grades. Communicate with students as they make progress toward their service and academic goals. Plan and implement induction ceremony. Minimum student participation 10. Additional sponsor added above 20 students

- A. Minimum 3 meetings per year
- B. Announcements
- C. Announcements
- D. Minimum number of students 10

Student Council - Work with students in service to school and outside community. Activities take place throughout the year. Minimum student participation 10. Additional sponsor added above 20 students

- A. Minimum 10 meetings per year
- B. Announcements
- C. Announcements
- D. Minimum number of students 10

Lyons Elementary School District Stipend Job Descriptions

Cross Country - Plan, develop, implement skills of students; reinforce through practices and meets. Minimum student participation 10. For safety purposes, an additional coach is needed when the numbers reach 35.

- A. Minimum 10 hours per week
- B. Announcements
- C. Announcements
- D. Minimum number of students 1

Cheerleading - Plan, develop, and implement skills of students; reinforce through practices and games. Minimum student participation 10.

- A. Minimum 10 hours per week
- B. Announcements
- C. Announcements
- D. Minimum number of students 1

Saturday Detention - Supervise students from 8-12am until the last student is picked up. Additional supervisor if necessary, upon approval of Superintendent.

Patrol - Ensure safety of students, primarily upon arrival and dismissal of students.

- A. Meet with students once a month to remind them of safety rules
- B. Announcements
- C. Announcements
- D. Minimum number of students 10

Drama - Plan, coordinate, and put on a performance. Minimum student participation 10. Up to two moderators

- A. Minimum 10 hours a week for the duration of the preparation for the performance
- B. Announcement
- C. Announcement
- D. Minimum number of students 5

Lunch Duty – Supervising and managing student behaviors. For safety reasons, up to three supervisors per lunch

Team Leader - Primary point of contact for administrators, parents, staff, and students. Coordinate events, schedules, and miscellaneous activities between teams, and throughout the school. Attend Administrative Council meetings twice a month. Lead team meetings daily and set and follow through with goals for the team. Assist teachers new to the profession or our school. Perform additional duties as assigned by the principal.

Bus Duty - Manage and supervise student before and after school. Expected to be on duty 10 minutes before buses arrive, and to stay until all buses have left.

Lyons Elementary School District Stipend Job Descriptions

Softball - Plan, develop, implement skills of students; reinforce through practices and games. Minimum student participation 9

- A. Minimum of 10 hours devoted to teams per week
- B. Announcements
- C. Announcements
- D. Minimum number of students 1

Daily Detention - Supervise and manage student behaviors, and take attendance. Monitor students' completion of reflection sheet. Additional supervisor may be added after 20 students.

- A. 1 hour a day, 5 days a week
- B. Announcements
- C. Announcements
- D. Minimum number of students 1

Outdoor Education (overnight) - Supervise students as needed, be in communication with parents and chaperones.

Clubs - To be considered for Club designation, submit description, grade levels involved, meeting dates and times to principal for prior approval. Final recommendation to the board made by the Superintendent. Minimum student participation 10.

Club 1x/week all year

Club 2x/month all year

Club 1x.month all year

Homework club - Assist students with homework completion, provide re-teaching as necessary from 2:45-3:45. 1 club per team, Monday- Thursday

Scoreboard/Book/Supervision- Crowd control, manage the books, and run the admission door for all athletic events.

**** For all extra duty assignments where supervisors are with students after regular school hours, supervisors are expected to be with students until all students have gotten on their buses or have been picked up. A plan should be in place at all buildings to plan for the possibility of parents or buses being late.