

**Guidelines for Interest Club
Job Descriptions/Application**

Following are guidelines for making an initial application for an interest club supplemental pay position(s):

1. To receive supplemental pay, all the criteria of Policy 4142 must be followed.
 - A. Each building principal or designee will be responsible for submitting a completed supplemental pay job description application.
 - B. The application must be submitted to the AAA Committee by October 15 to receive consideration for payment for the first semester.
 - C. The application must be submitted to the AAA Committee by February 15 to receive consideration for payment for the second semester.
2. This initial application process needs to be completed only once during the existence of a job position.
3. Name(s) of staff member(s) filling this position, once approved, must be submitted annually.
4. The following criteria must be used for evaluating new job descriptions as established by the AAA Committee.
 - A. Such duties and responsibilities for a full time teacher are in addition to the teaching assignment for which normal preparation and performance are expected.
 - B. The activity must have functioned at least one (1) semester prior to submission to the AAA Committee. If accepted, pay is retroactive only to the beginning of the semester of approval.
 - C. There must be a minimum of ten (10) students engaged in the activity or the building principal or designee may submit a written justification for a small number. This should accompany the job description at the time of AAA review.
 - D. The activity advisor must have a minimum meeting time with students in that school to ensure that the activity is appropriate.
 - E. Interest clubs must be open and available to all students in that school to whom the activity is appropriate.
 - F. The availability of this same/similar type of program in the school community will be a factor in consideration of a new job description.
5. It is the responsibility of the school administrator in charge of submitting supplemental pay assignments in each building to ensure that the clubs are active and fulfilling the

TEACHING PERSONNEL

Policy: 4142.2

responsibilities as outlined in the club job description.

- Schools will be limited to the number of interest clubs they request to have funded by supplemental pay.

<u>Type of School</u>	<u>Maximum Assignments</u>
High Schools	27
Middle Schools	18
Elementary Schools	9

- It is the responsibility of the school administrator in charge of submitting supplemental pay assignments in each building to ensure that the number of interest clubs have not exceeded the maximums listed in section six (6) above.

Approved by Superintendent, Monte C. Moses, October 14, 2002