

Article 4
EMPLOYEE WORKDAY AND DUTY OBLIGATIONS

- 4.0 The Association and the District recognize that the varying nature of a unit member's day-to-day professional responsibilities does not lend itself solely to a workday of rigidly established length.
- 4.0.1 Unit members other than those listed in Section 4.2 below are expected to be at school fifteen (15) minutes prior to the start of their first assigned period and to be on duty after their last period assignment for a sufficient amount of time to perform their duties.
- 4.0.2 In addition to instructional duties, which the District and the Association recognize to be of primary importance, a unit member's duties include, but are not limited to, classroom or job-related responsibilities; planning, selecting and preparing materials for instruction; evaluating work of pupils; keeping records; conferring with pupils, parents, staff and administrators; supervising the work of assigned aides; attending faculty and department team meetings; participating in District-sponsored professional activities relating to the unit member's assignment; assuming responsibility for the proper use and control of District property, materials, equipment, supplies under the jurisdiction of the unit member; and participating in Back-To-School Night and other school programs.
- 4.0.3 The District and the Association recognize that the unit members are responsible for performing their duties on an assigned or voluntary basis. The District agrees to make reasonable efforts to see that the additional duties of unit members are equitably distributed among the staff, with volunteers considered prior to making an assignment. The assignment of these duties shall be scheduled as far in advance as possible, so that the unit members may plan their instructional activities.
- 4.1 An individual unit member's daily starting and/or ending time may be adjusted after the commencement of the regular school year (to allow for 0 and 7th period offerings) provided the number of school-based hours are in accordance with this article and the change is agreed to by the unit member. The Association shall be notified ten (10) days in advance of any such change in the unit member's workday. Notification shall be sent to the current Association President at his/her District e-mail address.
- 4.2 All guidance counselors, peer helper teachers, library media teachers, school work-experience teachers, program specialists, nurse and adult education teachers shall report for work, as directed by the site administrator at the school of assignment, and remain on duty for a minimum of seven (7) hours, exclusive of the lunch period, and also remain for a sufficient amount of time to perform the duties which are related to their normal assignment. Guidance counselors who are assigned to perform services in the Senate Bill 813 funded counseling program beyond their regular workday shall be compensated at one-seventh (1/7th) their daily rate for each hour of such extra service provided that the extra service is substantially the same as their normal duties. The District is not obligated hereby to assign guidance counselors to this counseling program.
- 4.2.1 Counselors performing duties specifically required by Assembly Bill 1802, The Middle High School Supplementary Counseling Act, beyond their regular workday shall be compensated at 1/6th of their daily rate for each hour of extra service provided, provided AB 1802 funding exists and the District is a part of the state program.
- 4.2.2 School Work Experience teachers will receive a regular preparation period, plus one (1) period for processing work experience permits of students enrolled in their Work Experience classes. Additionally, School Work Experience teachers will receive a release period(s) to evaluate job sites of students for whom they have issued work permits, exclusive of permits issued to students enrolled in their Work Experience classes, according to the following schedule.

1 to 100 students: one (1) release period
101 to 200 students: two (2) release periods
More than 200 students: three (3) release periods

- 4.2.2.1 School Work Experience teachers will evaluate job sites of students for whom they have issued work permits at least once a quarter. Proof that the job sites were evaluated will be provided to their supervisors.
- 4.2.2.2 School Work Experience teachers will be limited to 7 classes. A Work Experience Department will be created, with a Department Chair and a department budget. The department budget amount will be set by the District. The Department Chair will report the activities of the entire Department to a District representative; overall, the activities of the Department will be accountable to the District representative. The Work Experience teachers are responsible to report site specific work experience issues to the respective site principals. The Work Experience teachers will continue to be supervised and evaluated by their respective site principals.
- 4.3 On days when unit members are scheduled to work but pupils are not scheduled to be present for a full day, including, but not limited to student minimum days and final days, the school-based assignment hours shall be six and three-quarters (6 3/4) hours, exclusive of lunch period, unless otherwise determined by the site administrator to be less than six and three-quarters (6 3/4) hours. Sites and individuals with lesser workday hours shall not be affected by this provision.
- 4.4 Full-time unit members will be assured a thirty (30) minute duty-free lunch period each workday as scheduled by the site administrator, except in emergency situations. Generally, the unit member's lunch period shall be of the same duration of time as provided for students.
 - 4.4.1 Unit members shall normally be provided a morning relief break of the same duration as the nutrition break for students, as scheduled by the site administrator.
- 4.5 Unit members who are assigned or who volunteer to serve as period substitutes during conference/preparation period shall receive compensation according to the following:
 - First five (5) periods per month at the hourly rate of \$32.77
 - Any additional periods per month at the hourly rate of \$38.99
- 4.5.1 Any unit member may become a volunteer period substitute by signing up for this duty with the appropriate site administrator at any time during the school year.
- 4.5.2 Volunteer period substitute names will be listed on a roster and the District will call on them, on a rotating basis, prior to requesting non-volunteer period substitutes.
 - 4.5.2.1 District order of priority for attempting to contact volunteer substitutes:
 1. A volunteer on their conference or preparation period.
 2. A volunteer on non-contracted AVUHSD time.
 3. A non-volunteer on their conference or preparation period.
- 4.5.3 Volunteer period substitutes will be obligated to substitute when asked, with exception of prior District obligation, medical appointment, personal emergency, full day absences, etc. By volunteering for the substitute list the unit member waives their rights under Section 4.5.4.
- 4.5.4 Unit members who do not volunteer to period substitute will not be asked to do so unless no volunteer substitutes are available. Anyone can be called upon to substitute if necessary. Unit members may not be required to period substitute more than five times per month.
- 4.5.5 In the event of period substitution on a block schedule day, the teacher will be paid for two (2) periods of substitution for each block period. (A block period is any period in excess of 62 minutes. A regular period is equal to 25 – 62 minutes.) This provision does not apply to sites implementing minute banking.

- 4.5.5.1 Unit members on a block schedule day who are assigned or who volunteer to serve as period substitutes during conference/prep period shall receive compensation according to the following:
- First (2 ½) periods per month at the hourly rate of \$32.77
Any additional periods per month at the hourly rate of \$38.99
- 4.5.6 Unit members wishing to be removed from the volunteer list must make written request one month prior to their intended removal date. The one-month requirement may be waived at the discretion of the site administrator.
- 4.5.7 In the event a unit member is assigned multiple classes during one period they shall receive the district hourly rate per class for each additional class covered or they may be compensated by release time at one hour per class covered.
- 4.5.8 Volunteer substitutes selecting release time will earn one day of release time after accumulating a total of six (6) periods of substitution. This release time must be used during the school year it is accumulated. Release time may be used in any month following the accumulation of six (6) periods of substitution.
- 4.5.9 Unit members desiring to use release time after accumulation of six (6) hours of period substitute credit shall request a full day substitute through regular procedures using the designated phone-in procedures.
- 4.5.10 Unit members not accumulating a total of six (6) hours of period substitute time, or not having requested release time by the conclusion of the last pupil school day for the month of May, will automatically be reverted to the hourly rate and paid on the last warrant for that year.
- 4.5.11 Unit members may not earn more than a total of five (5) days of release time per school year. Any additional substitution beyond that will be compensated at the regular hourly rate.
- 4.5.12 Use of release time must be approved by the principal or designee.
- 4.5.13 Unit members serving in Special Education assignments will not be required to period sub during their conference period.
- 4.6 There shall be a ratio of five teaching periods to one conference/preparation period for each two-week time period for unit members. Where a teacher agrees to undertake an assignment of an additional period of teaching beyond the regular five (5) periods of teaching, such unit member shall receive additional compensation at the prorated salary which is 0.1667 times the salary for five teaching periods for each day he/she actually teaches the additional period and for each day he/she is scheduled to teach the additional period but is absent on a paid leave. All regular assignments shall include at least one conference/preparation period during each regular school day. If the District determines that there is a need for an overall increase in the number of semester class sections, the District will give notice thereof to the Association.
- 4.7 One-Sixth assignments shall be distributed according to the following priorities:
- a) Program needs.
 - b) Master Schedule considerations may limit the period in which a section is offered and/or the manner in which sections may be moved or rearranged.
 - c) Credential authorization.
 - d) The District shall, where possible, give priority to teachers who are already teaching within a department which is adding sections.
 - e) Seniority of unit members.
 - f) Recency of experience in teaching the content of the section.

4.8 Unit members shall not be required to sign in or out at the beginning or at the end of the workday. However, before leaving campus during the unit member's school-based assignment hours, the unit member must receive approval from the site administrator, or his designee. The unit member's lunch period is specifically excluded from the school-based assignment hours.

4.9 Site administrators shall use their best efforts to post and distribute the faculty meeting and make-up faculty meeting schedules for each semester within the first two (2) weeks of each semester. Except for emergencies, unit members shall be notified three (3) days in advance of faculty meetings that are not part of the posted semester schedule so that unit members may plan accordingly. Unit members may submit a proposed agenda for consideration by the site administrator. Emergency is defined in this subsection to mean an unforeseen circumstance of such a serious or severe nature that it could not be conveyed in written form and that requires immediate attention.

4.10 **DEPARTMENT ORGANIZATION**

4.10.1 Selection of Department Chairpersons

4.10.1.1 **ELIGIBILITY**

4.10.1.1.1 A minimum of three years teaching experience in the District is preferred but others may be considered depending on the circumstances at the discretion of the District.

4.10.1.1.2 Candidates shall be currently teaching in the department.

4.10.1.2 **SELECTION**

4.10.1.2.1 Under the guidance of the Principal's designee, department chairpersons and head counselors shall be elected by a majority of the department, subject to final approval by the Principal and the Board of Trustees.

4.10.1.2.2 The number of votes cast by each unit member shall equal the number of periods taught in the department or area and shall be by secret ballot. Should the unit members fail to hold an election, or they make no recommendation, the Principal shall make the appointment. For purposes of voting for department chairpersons, all sections falling within a department shall count including ROP and other specially funded classes.

4.10.1.2.3 Unit members on leave at the time of an election may participate in an election in accordance with their assignment at the time that the leave was granted.

4.10.1.2.4 There will be fourteen (14) department chairperson positions at each comprehensive high school and one (1) position at Adult Education for the specific use of the Desert Haven Program. Principals, in conjunction with the teacher and counseling staff at each school, will determine the configuration and distribution of these assigned positions, including which departments will exist and which will be elected in even and odd years. One-half of all department chairs shall be elected each year and chairs shall serve two years with the term of office to begin in February.

4.10.1.2.5 The vice-principal or other administrator shall submit the results of the elections to the Principal by December 15th of each year. In the event the principal does not concur with the department's selection, he/she shall inform the department and request another candidate.

4.10.1.2.6 The Principal shall submit the candidate's names to the Superintendent for approval by the Board.

4.10.1.2.7 The final approval for all department chair positions rests with the Board.

4.10.1.3 **TERM OF OFFICE**

4.10.1.3.1 The department chairperson shall serve a term of office equal to two (2) consecutive school years commencing at the beginning of the second semester.

4.10.1.3.2 Department chairpersons are eligible to serve additional or consecutive terms of office.

4.10.1.3.3 Nothing in this article shall prohibit a department chairperson from resigning or being recalled by procedures similar to the election process before the end of a unit member's term of office. Final decisions in such matters rest with the Principal and Board.

4.10.2 **RESPONSIBILITIES**

4.10.2.1 The department chairperson's prime responsibility is to foster the achievement of the necessary climate for effective teaching and learning and to serve as a communications link between unit members and the principals.

4.10.3 **EVALUATION PROCEDURE**

4.10.3.1 Each February of the year the department chairperson is elected, he/she shall meet with the principal and review the department chairperson's job description and establish goals for the remainder of the year. This shall be followed by a review of those goals at the commencement of the following two (2) school years.

4.10.3.2 The principal or designee shall be responsible for the ongoing evaluation of department chairpersons.

4.10.3.3 Department chairpersons with an unsatisfactory evaluation in that role shall be notified in writing and given a minimum of thirty (30) school days to correct such areas of deficiency. This should precede, when possible, the next election date for the department.

4.10.3.4 In the event that the deficiencies are not corrected to the satisfaction of the principal, the chairperson shall be removed from office at the end of the current semester.

4.10.4 **DUTIES OF THE DEPARTMENT CHAIRPERSON**

4.10.4.1 The department chairpersons and head counselors are directly responsible for the discharge of their duties and are accountable to the Principal or vice principal as specified in the organizational plan of the individual schools.

4.10.4.2 The following is a list of department chairperson's responsibilities and duties in that role that are to be used as a guide for principals in the development of job specifications that meet the needs of the individual schools and these shall be the basis for performance evaluation as a department chair or head counselor.

4.10.4.2.1 Call and chair a minimum of at least one (1) department meeting each month outside of normal work hours.

- 4.10.4.2.2 Arrange for the taking and distribution of accurate minutes for all department meetings. Distribution shall include the principal or supervising vice principal.
- 4.10.4.2.3 Approve and coordinate requisitions and purchasing of necessary department supplies, equipment, textbooks, etc., originating from within the department.
- 4.10.4.2.4 Maintain records as necessary to ensure that requisitions recommended for approval are within department allocations.
- 4.10.4.2.5 Present department textbook recommendations to District level task force.
- 4.10.4.2.6 Coordinate departmental recommendations for supplementary materials and submit to administration as appropriate for purchase considerations.
- 4.10.4.2.7 Coordinate use of departmental instructional hardware necessary to facilitate program needs.
- 4.10.4.2.8 Maintain an inventory of equipment and materials assigned to the department.
- 4.10.4.2.9 Delegate tasks when necessary to appropriate members of the department.
- 4.10.4.2.10 Lead department members in developing, implementing and revising curriculum guidelines. Facilitate professional dialogue utilizing data gathered from the administration of District developed benchmark exams.
- 4.10.4.2.11 Assist department members in the understanding and achievement of District goals and objectives for each course offered by the department.
- 4.10.4.2.12 Advise the administration of department needs in the areas of curriculum, personnel, scheduling (assigning students to appropriate learning levels), class size, selection of texts, supplementary materials and equipment.
- 4.10.4.2.13 Stimulate and encourage reading within the department of professional journals and pertinent written materials in order to remain current in each field.
- 4.10.4.2.14 Encourage department members to experiment with new and better ways of reaching department objectives, meeting students' needs and implementing and adhering to the curriculum.
- 4.10.4.2.15 Represent the school at District-wide curriculum meetings called by the Assistant Superintendent, Educational Services or his/her designee during or after school hours and provide leadership in the development of the curriculum process as approved by the Board.
- 4.10.4.2.16 Serve as a Team Leader on the District Content Task Force in the development and/or revision of curriculum.
- 4.10.4.2.17 Assist in the interviewing and selection of teachers, teacher assistants, instructional aides, and other personnel for the department.

4.10.4.2.18 At the close of each school year present a brief written annual report to the principal or vice principal highlighting the accomplishments of the department for the year, listing current needs and outlining the plans for future development to be considered in goal setting in the subsequent year.

4.10.4.2.19 Assisting Department Members:

4.10.4.2.19.1 The department chairperson shall observe a department member at the request of the department member.

4.10.4.2.19.2 The department chairperson shall be provided with release time for such observations.

4.10.4.2.19.3 Within five (5) days after such an observation, the department chairperson shall meet with the unit member involved and discuss the observation. At that time the department chairperson may give the unit member verbal recommendations, commendations and suggestions.

4.10.4.2.19.4 As a natural extension of the possible involvement of the department chairperson in the interview and selection process, he/she is to be given the necessary release time to provide unit members with the assistance and support needed in the development of effective teaching skills.

4.10.4.2.20 In addition, the head counselor shall be responsible for the organization and implementation of student registration, 10th Grade Counseling, college and scholarship orientation and information dissemination, feeder school articulation and other related duties as assigned by the principal or Assistant Superintendent, Educational Services.

4.10.5 Alternative Education Programs Department Chairs (DWHS, CDS/District Opportunity, DW Independent Study)

4.10.5.1 Alternative Education Programs shall have a total of eleven (11) fully funded Department Chair positions as listed below:

1. Counseling
2. Special Education
3. English
4. Social Studies
5. Math
6. Science
7. Physical Education
8. Instructional Technology
9. Visual & Performing Arts
10. Behavioral Science / Foreign Language /Home Economics
11. CDS/Opportunity

4.10.5.2 Subject specific Department Chairs shall be responsible for disseminating materials to all persons teaching in their subject(s) area(s). This may be done by personal contact, FAX, E-mail, memo, etc.

- 4.10.5.3 CDS/Opportunity Department Chairs shall be responsible for representing the concerns of their respective staffs at Alternative Program Department Chair meetings and to subject area Department Chairs as appropriate.
- 4.10.5.4 The term of office and elections shall be according to 4.10.1 with the exception of the initial year of implementation 1997-98, when all Department Chairs shall be elected in October and begin service in November and continue through January, 2000.
 - 4.10.5.4.1 For purpose of elections, CDS/Opportunity shall cast votes only for the appropriate program chair and not subject area chairs unless they have a split assignment and are teaching a subject specific class (i.e., Opportunity four (4) periods and Social Studies at West Valley one (1) period will have four (4) votes for Opportunity Chair and one (1) vote for Social Studies Chair.)

4.12 **ACADEMY COORDINATORS**

4.12.1 **SELECTION OF ACADEMY COORDINATORS**

4.12.1.1 **QUALIFICATIONS**

- 4.12.1.1.1 A minimum of three years teaching experience in the District is preferred, but others may be considered depending on the circumstances at the discretion of the District.
- 4.12.1.1.2 A broad knowledge of the academic areas within the Academy and teaching experience in those areas is preferred.

4.12.1.2 **SELECTION**

- 4.12.1.2.1 Once an Academy plan is approved by the District, the position of Academy Coordinator shall be posted.
- 4.12.1.2.2 Applications shall be submitted to the principal or principal's designee.
- 4.12.1.2.3 A committee consisting of Department Chairs whose department is impacted by the plan, and up to an equal number appointed by the Principal (50 percent appointed by the Association Site Representative and 50 percent by the Principal) shall review the applications, interview applicants, and make a recommendation to the Principal.
- 4.12.1.2.4 The Academy Coordinator shall serve for a term of two consecutive school years. Academy Coordinators may serve for additional or consecutive terms, if selected.
- 4.12.1.2.5 Nothing shall prohibit an Academy Coordinator from resigning or being removed according to procedures in the Evaluation Section 4.12.2.

4.12.2 **EVALUATION OF ACADEMY COORDINATORS**

- 4.12.2.1 Evaluation of the Academy Coordinators will be accomplished under the evaluation article of this Agreement. The Academy Coordinator evaluation will be a distinct evaluation separate from the Academy Coordinator's regular evaluation, and it shall be based upon stated Academy Coordinator goals and objectives developed at the onset of the year.

- 4.12.2.2 The principal or designee shall be responsible for the ongoing evaluation of Academy Coordinators.
- 4.12.2.3 Academy Coordinators with an unsatisfactory evaluation in that role shall be notified in writing and given a minimum of thirty (30) school days to correct such areas of deficiency.
- 4.12.2.4 In the event that the deficiencies are not corrected to the satisfaction of the Principal, the Academy Coordinator shall be removed from office at the end of the current semester.

4.12.3 DUTIES OF THE ACADEMY COORDINATOR

- 4.12.3.1 The Academy Coordinators are directly responsible for the discharge of their duties and are accountable to the Principal or Principal's designee as specified in the organizational plan of the individual schools.
- 4.12.3.2 The following is a list of Academy Coordinator's responsibilities and duties in that role that are to be used as a guide for Principals in the development of job specifications that meet the needs of the individual schools and these shall be the basis for performance evaluation as an Academy Coordinator.
 - 4.12.3.2.1 Call and chair Academy meetings as needed.
 - 4.12.3.2.2 Arrange for the taking and distribution of accurate minutes for all Academy meetings. Distribution shall include the Principal and other administrators as requested.
 - 4.12.3.2.3 Approve and coordinate requisitions and purchasing of necessary Academy supplies, equipment, books, etc. originating from within the Academy.
 - 4.12.3.2.4 Maintain records as necessary to ensure that requisitions recommended for approval are within Academy allocations.
 - 4.12.3.2.5 Coordinate Academy recommendations for supplementary materials and submit to administration as appropriate for purchase considerations.
 - 4.12.3.2.6 Coordinate use of Academy instructional hardware necessary to facilitate program needs.
 - 4.12.3.2.7 Maintain an inventory of equipment and materials assigned to the Academy.
 - 4.12.3.2.8 Delegate tasks when necessary to appropriate members of the Academy.
 - 4.12.3.2.9 Lead Academy members in developing Academy curriculum and implementing and revising that curriculum with consultation from the appropriate academic department chair and other staff as required.
 - 4.12.3.2.10 Assist Academy members in the understanding and achievement of District goals and objectives for each course offered by the Academy.
 - 4.12.3.2.11 Advise the administration of Academy needs in the areas of personnel, scheduling (assigning students to appropriate learning levels), class size, supplementary materials, and equipment.

- 4.12.3.2.12 Attend Department Chair meetings and site department meetings as required.
- 4.12.3.2.13 Represent the school at District wide meetings called by the Deputy Superintendent Educational Services, or his/her designee, during or after school hours. Provide leadership in the development of the Academy approved by the Board.
- 4.12.3.2.14 Assist in the interviewing and selection of teachers, teacher assistants, instructional aides, and other personnel of the Academy.
- 4.12.3.2.15 At the close of each school year, present a brief written annual report to the Principal or Principal's designee highlighting the accomplishments of the Academy for the year, listing current needs, and outlining the plans for future development to be considered in goal setting in the subsequent year.
- 4.12.3.2.16 Work with various departments and Department Chairs to coordinate the integration of the core curricula within the Academy theme.
- 4.12.3.2.17 Coordinate and supervise community and work-based Academy program components during school and after school hours as required.
- 4.12.3.2.18 Work with community groups and individuals to secure participation in and support for Academy programs.

4.12.4 **COMPENSATION FOR ACADEMY COORDINATOR**

4.12.4.1 **Compensation for District approved Academy Coordinators shall be as outlined below:**

1 to 250 students: Academy Coordinators will receive a 1/6th assignment pay or one (1) release period. Extra contract days will be 15 per year.

251 to 450 students: Academy Coordinators will receive a 1/6th assignment pay and one (1) release period. Extra contract days will be 15 per year.

451 students and above: Academy Coordinators will receive a 1/6th assignment pay and two (2) release periods. Extra contract days will be 17 per year.

To be considered a student in the Academy for purposes of the Academy Coordinator receiving the above compensation, a student must be enrolled as an accepted Academy member.

4.13 **ALTERNATIVE SCHOOLS**

Alternative schools shall include continuation schools (i.e., Desert Winds High School) and community day schools (i.e., Phoenix High School).

- 4.13.1 Unit members who are hired or transferred to an Alternative School position shall be granted one day of in-service at the site. Such in-service shall be done before the unit member assumes teaching responsibilities.
- 4.13.2 Unit members assigned to Alternative Schools shall be required to attend Back to School Night activities in a manner similar to other unit members, if Back to School Night is held at their school. If Community Day School (CDS) has a Back to School Night on a non-minimum day, the District will compensate unit members at their hourly rate for the number of hours required in attendance at the Back to School Night function.

- 4.13.3 The workday for unit members of Alternative Schools shall be no longer than the maximum workday of other unit members in the same job classification unless the teacher accepts a 1/6th paid assignment in accordance with Article 4.6.
- 4.13.4 No Alternative School unit member shall be requested to assume administrative duties in the absence of the Principal or Vice-Principal while at the same time being required to perform regular teaching duties.
- 4.13.5 Each type of alternative school shall be considered a distinct and separate school for purposes of vacancies, transfers and reassignment. This includes classroom teachers and counselors.
- 4.13.6 If an alternative school has more than one site, it shall be considered one school with satellite campuses. Movement from campus to campus shall be treated as room assignments as on a comprehensive campus. Involuntary reassignments to a satellite campus will be based on program needs or other special situations. Consideration will be given to unit members who were granted site specific assignments.

4.14 **STUDENT SUPPORT SERVICES DEPARTMENT ORGANIZATION**

4.14.1 **SELECTION OF HEAD COUNSELORS**

Head Counselors will receive a ratio of 1.18 (see Appendix D). The District assumes no responsibility or liability if STRS determines that the Head Counselor's retirement credit is inappropriate and non-compliant with STRS regulations due to the receipt of the ratio. The District will select each Head Counselor from their respective sites.

4.14.1.1 **ELIGIBILITY**

Candidates for head counselor will hold a valid, Clear Professional Pupil Personnel Services Credential and have a minimum of three years counseling experience in the District. Other unit members with a valid Pupil Personnel Services Credential may be considered depending on the circumstances at the discretion of the District.

A Head Counselor will be assigned to each Comprehensive Site and to each Alternative Education Site that has more than one (1) campus and/or where more than one (1) counselor is assigned.

4.14.1.2 **SELECTION**

4.14.1.2.1 Under the guidance of the Principal's or designee, head counselors shall be selected by interview. The interview panel will consist of at least three (3) members including certificated staff and administration.

4.14.1.2.2 The Principal shall submit the candidate's names to the Superintendent for approval by the Board.

4.14.1.2.3 The final approval for all head counselors rests with the Board.

4.14.1.2.4 The selection process will begin November 2007. The Head Counselor position will be an annual position to run from January to January of each school year. The selection process will take place beginning in November of each school year.

4.14.2 **RESPONSIBILITIES**

4.14.2.1 The head counselor's prime responsibility is to foster the achievement of all students to reach their full potential in the academic, personal-social and college-career domains and to serve as a communications link between unit members and the principal.

- 4.14.2.2 Participate as a member of the school leadership team and provide such input as is appropriate as an educational leader of the school.

4.14.4 **DUTIES OF THE HEAD COUNSELOR**

- 4.14.4.1 The head counselors are directly responsible for the discharge of their duties and are accountable to the Principal or assistant principal as specified in the organizational plan of the individual school.

- 4.14.4.2 The following is a list of head counselor's responsibilities and duties in that role that are to be used as a guide for principals in the development of job specifications that meet the needs of the individual schools and the school's comprehensive guidance program. These shall be the basis for performance evaluation as a head counselor.

- 4.14.4.2.0 Coordinate and manage the delivery of services through the Student Support Services program including Academic, Personal-Social and College-Career Domains.

- 4.14.4.2.1 Call and chair a minimum of at least one (1) department meeting each week.

- 4.14.4.2.2 Arrange for the taking and distribution of accurate minutes for all department meetings. Distribution shall include the principal, assistant principal, assistant superintendent of student services and any other interested parties.

- 4.14.4.2.3 Approve and coordinate requisitions and purchasing of necessary department supplies, equipment, and supplemental materials from within the department.

- 4.14.4.2.4 Maintain records as necessary to ensure that requisitions recommended for approval are within department allocations.

- 4.14.4.2.5 Coordinate departmental recommendations for supplementary materials and submit to administration as appropriate for purchase considerations.

- 4.14.4.2.6 Maintain an inventory of equipment and materials assigned to the department.

- 4.14.4.2.7 Delegate tasks when necessary to appropriate members of the department.

- 4.14.4.2.8 Lead department members in developing, implementing and revising the comprehensive guidance and counseling program.

- 4.14.4.2.9 Assist department members in the understanding of District and Site Vision and Mission and achievement of District and Site specific goals for guidance and counseling that meet the National Standards for School Counseling of the American School Counselor Association.

- 4.14.4.2.10 Advise the administration of department needs in the areas of personnel, scheduling, supplementary materials, equipment and training.

- 4.14.4.2.11 Encourage attendance at workshops and the reading within the department of professional journals and pertinent written materials in order to remain current in each field.
- 4.14.4.2.12 Encourage department members to experiment with new and better ways of reaching department objectives, meeting students' needs and implementing and adhering to the national standards for school counseling.
- 4.14.4.2.13 Represent the school at District-wide guidance and counseling meetings called by the Assistant Superintendent, Student Services or his/her designee during or after school hours and provide leadership in the development of the comprehensive guidance program.
- 4.14.4.2.14 Assist in the interviewing and selection of counselors, pupil service technicians, guidance clerks, and other personnel for the department.
- 4.14.4.2.15 In collaboration with administration, provide supervision for Counseling Interns.
- 4.14.4.2.16 Coordinate services offered through the SB 813 (Sophomore Counseling) and the AB 1802 (Supplementary Middle and High School Counseling) programs. This provision does not imply that the District is required to assign counselors to these programs.
- 4.14.4.2.17 Coordinate new student registration program and returning student course selection process.
- 4.14.4.2.18 At the close of each school year present a brief written annual report to the principal or assistant principal highlighting the accomplishments of the department for the year, listing current needs and outlining the plans for future development to be considered in goal setting in the subsequent year.
- 4.14.4.2.19 Assisting Department Members:
 - 4.14.4.2.19.1 The head counselor shall observe a department member at the request of said department member for the purpose of providing constructive feedback.
 - 4.14.4.2.19.2 Within five (5) days after such an observation, the head counselor shall meet with the unit member involved and discuss the observation. At that time the head counselor may give the unit member verbal recommendations, commendations and suggestions.
 - 4.14.4.2.19.3 As a natural extension of the possible involvement of the head counselor in the interview and selection process, he/she is to be given the necessary release time to provide unit members with the assistance and support needed in the development of effective counseling skills.
 - 4.14.4.2.19.4 In the spirit of collaboration, head counselors will provide feedback to the principal or assistant principal on the performance of department members.

4.15 EVALUATION PROCEDURES FOR HEAD COUNSELOR

- 4.15.1 Each January of the year the head counselor is selected, he/she shall meet with the principal and review the Head Counselor's position description and establish goals for the remainder of the year.
- 4.15.2 The principal or designee shall be responsible for the ongoing evaluation of the Head Counselor.
- 4.15.3 Head Counselors with an unsatisfactory evaluation in that role shall be notified in writing and given a minimum of thirty (30) school days to correct such areas of deficiency. This meeting will take place prior to November of each school year.
- 4.15.4 In the event that the deficiencies are not corrected to the satisfaction of the principal, the Head Counselor shall be removed from office at the end of the current semester.

4.16 SPECIAL EDUCATION TEACHERS ON SPECIAL ASSIGNMENT (TSA)

4.16.1 SELECTION OF SPECIAL EDUCATION TSA's

4.16.1.1 QUALIFICATIONS

- 4.16.1.1.1 At a minimum, possession of a preliminary credential authorizing the holder to teach special education.
- 4.16.1.1.2 A minimum of three years special education teaching experience in the District is preferred, but others may be considered depending on the circumstances at the discretion of the District.
- 4.16.1.1.3 A broad knowledge of special education.

4.16.1.2 SELECTION

- 4.16.1.2.1 Applications shall be submitted to the principal or principal's designee.
- 4.16.1.2.3 A committee consisting of Principal or designee, Student Services representative, Counselor and Special Education teacher shall interview applicants and make a recommendation to site Principal.
- 4.16.1.2.4 The TSA's term shall be from July 1 through June 30. The TSA shall serve for two consecutive school years. TSA's may serve for additional years if selected.
- 4.16.1.2.5 Nothing shall prohibit a TSA from resigning or being removed according to procedures in Section 4.16.2, Evaluation of Special Education TSA's.

4.16.2 EVALUATION OF SPECIAL EDUCATION TSA's

- 4.16.2.1 Evaluation of the TSA's will be accomplished under the evaluation article of this Agreement. The TSA's evaluation will be a distinct evaluation and it shall be based upon the performance of their duties outlined in 4.16.3.
- 4.16.2.2 The principal or designee shall be responsible for the ongoing evaluation of TSA's.
- 4.16.2.3 TSA's with an unsatisfactory evaluation in that role shall be notified in writing and given a minimum of thirty (30) school days to correct such areas of deficiency.

- 4.16.2.4 In the event that the deficiencies are not corrected to the satisfaction of the Principal, the TSA shall be removed from that position at the end of the current semester, unless, in the Principal's discretion, the TSA must be immediately removed. The unit member who replaces a TSA who has resigned or been removed from their position shall serve out the remainder of the TSA's current term.

4.16.3 DUTIES OF THE SPECIAL EDUCATION TSA

- 4.16.3.1 Consults with Department Chair and Sped Vice Principals to monitor caseloads of Special Education Department.
- 4.16.3.2 Oversee caseload of student on watch and consult.
- 4.16.3.3 Oversee and monitor Special Education students on IS/Home teaching.
- 4.16.3.4 Organization and implementation of on-site learning center.
- 4.16.3.5 Oversee assistive technology equipment/material of SPED department.
- 4.16.3.6 Attend and advise feeder schools as to recommendations at 8th grade IEP's.
- 4.16.3.7 Trains a team of SPED teachers to support 8th grade transition to HS IEP's.
- 4.16.3.8 Attendance as Admin designee at annual IEP's for the SPED department.
- 4.16.3.9 Log and coordinate administration of standardized testing for initial IEP's.
- 4.16.3.10 Collaboration with counseling and administration regarding registration process for SPED students.
- 4.16.3.11 Work with SPED department chair on relaying of information from district SPED office to staff.
- 4.16.3.12 Conduct on-site training for SPED department.
- 4.16.3.13 Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- 4.16.3.14 Communicate with parents and school staff on the individual student's progress for students on their caseload.
- 4.16.3.15 Liaison to general education staff to assist with staff development needs to support collaboration and inclusion strategies.
- 4.16.3.16 Assist collaboration team with communication along stake holders (student, parents, staff, community), including chairing the Inclusion Site Team.
- 4.16.3.17 Plans and coordinates the work of aides, classified personnel, assistants, and other paraprofessionals in collaboration with the SPED Department Chair and SPED Vice Principal.
- 4.16.3.18 Receives supervision pursuant to the evaluation process.

4.16.4 COMPENSATION FOR SPECIAL EDUCATION TSA's

- 4.16.4.1 Special Education TSA's shall be placed on the 7 period salary schedule and given an extended contract of 194 days.