



CO-CURRICULAR ASSIGNMENTS

Approved by Board of Education: 7/11/2018

ASSIGNMENTS

The Administration reserves the right to assign employees to perform duties identified in this Handbook. In the vast majority of cases, volunteers will be solicited before an employee would be assigned a particular co-curricular position, duty or responsibility.

Assignments are year-by-year appointments with no expectation of continuing in the role beyond the current school year.

All assignments to extra and co-curricular positions will be certified in writing by an administrator with the approval of the Superintendent or designee.

EXTRA PAY ASSIGNMENTS

Extra Professional Duty - \$29.00

Teaching employees may be paid for additional professional duties such as curriculum development, homebound instruction, substitute teaching, event management, at the rate of \$29.00/hour.

Extra Supervisory Duty - \$18.00

Teaching employees may be paid for supervision at the rate of \$18.00/hour.

Summer School - \$23.75

The Summer School rate of pay is \$23.75 per hour.

Extra Teaching Assignment (Overload)

Teachers who are assigned to teach an extra class on a daily basis or otherwise assigned a teaching load that is well beyond the normal assignment for employees in comparable positions, shall be compensated \$2522 for one semester or \$5044 for two semesters.

Mileage Payments

Mileage will be paid at the rate established by the Internal Revenue Service. The rate may be adjusted annually in January.

CO-CURRICULAR ASSIGNMENTS

Hire Letter

Employees shall assume responsibility for the supervision of the co-curricular activities that are included in their letters of hire. Such activities shall be governed according to the following guidelines:

1. Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant.
2. The stipend for co-curricular activities shall be specified in the letter of hire.
3. The letter of assignment shall not be deemed a contract and individuals holding co-curricular positions are at-will employees.

Employees assuming responsibility for sporadic supervision are not provided a Letter of hire.

Co-Curricular Pay

The District will publish the current wage rates for activities and assignments having hourly or per-assignment rates. These rates are subject to change.

Work Schedule

Co-curricular assignments may occasionally occur during part of an employee's regular workday in his/her other position(s) with the District (e.g., as a teacher). In such cases, the employee shall consult with the supervisor of his/her regular assignment to determine the appropriate course of action. In the supervisor's sole discretion, the employee may be (1) required to work a flexible schedule to make up time lost during his/her regular workday; (2) be relieved from the requirement to make up the time lost; (3) required to re-schedule the co-curricular activity; or (4) required to take any other action that the supervisor deems reasonable.

Evaluation of Co-Curricular Assignments

Individuals holding co-curricular assignments shall be evaluated in the manner and frequency that their supervisor deems appropriate. When determining the manner and frequency of evaluations, the supervisor may take into account such factors as (1) the individual's experience with the particular activity; (2) input received from participants, parents, and other stakeholders; (3) the extent to which an individual needs additional guidance or oversight; and (4) any other consideration that a supervisor, in his/her reasonable discretion, deems appropriate.

All individual holding co-curricular assignments are expected to read the School District of Waukesha Employee *Handbook* and abide by the standards, policies and procedures defined or referenced in this document. It is also important to know that additional regulations, policies and law are in the School District of Waukesha's Board Policies as posted on the District website. In addition, all individuals who hold co-curricular assignments at the middle and high school are expected to read and abide by all provisions of the Coaches/Advisors *Handbook*.

Volunteers

Upon approval from the head coach/advisor and the athletic director or principal, an individual may serve as a volunteer coach/advisor for a co-curricular activity. The following guidelines apply to volunteers:

They will not be eligible for salary/wages, stipend, or benefits;

They will be covered by the District's general liability insurance policy while acting as a volunteer coach for the District. However, there is no coverage under the District's liability insurance policy for claims made against volunteers by other volunteers or District employees;

1. They will be responsible for their own personal injuries (i.e., ineligible for worker's compensation);
2. They must consent to a background check;
3. They must follow all District activity and athletic policies and procedures and other District policies as applicable;
4. They accept direct and indirect supervision of the head coach/advisor; and,
5. They may be dismissed at any time without cause.

Establishing Clubs and Activities

Educators who wish to establish and direct a club or activity should follow these steps:

Requests shall be submitted annually to the principal or designee and contain the following:

1. Purpose and rationale of the club/activity;
2. Intended outcomes for students;
3. Current staff member takes the lead role;
4. List of at least 12 involved students and sustained involvement by the minimum number of students;
5. Plan of operation including when and where meetings/activities will occur, the anticipated numbers of hours students will be engaged in the club/activity and the corresponding pay level;

6. Plan for paying for any additional costs (beyond the pay for the advisor) such as materials, travel, equipment, etc., students and staff interested in clubs/activities that require additional funding must generate the necessary funds via fund-raising, donations or fees, per District policies and guidelines.
 - A. The principal or designee will review each request and either reject or submit each based on the anticipated participation level, plans to cover additional costs and available funding for the proposed Co-Curricular assignments.
 - B. Alternatively, a probationary period may be implemented to determine level of interest and sustainability of the club. Such probationary period would not ordinarily result in payment of a Co-Curricular Activity assignment.
 - C. Clubs or activities can be established at any level. The minimum number of hours will be established when submitting a request for approval of a club/activity. Once established, exceeding the hours does not result in an increased pay level.

CO-CURRICULAR CLUB AND ACTIVITY PAY SCALE

Level	Amount	Recognized Extra and Co-Curricular Activities
1	\$475	MS Clubs & Sports Clubs: Assorted Clubs, Basketball, Flag Football, Soccer and Volleyball Club. MS Music Clubs: Jazz Band, Jazz Choir, Madrigals, Pop Strings. Elementary: Cross Country, Science Fair, Optimist Swim Club, VEX Robotics
2	\$500	HS Clubs: Art, Circle of Friends, Ecology, Freshman Board, Sophomore Board, Junior Board, Senior Board, Ski, Project Graduation
3	\$700	HS Clubs: NHS, Girl Talk; MS Academic Clubs: French, Literacy, Math, Science
4	\$900	HS Clubs: Ethnic & Social Awareness, Literary Club, Freshman Ignition, One Act Play (asst.), Musical Instrumental, Play Props (each), Stage & Lighting (each). MS Performance Clubs: Band, Choir, Drama, Forensics, Orchestra, VEX Robotics
5	\$1,200	HS Clubs: Academic Decathlon #2, GSA, Homework, School Store, Forensics (asst.), Newspaper (electronic), Yearbook (Pictures), Color Guard, Drill Team Instructor, Percussion HS Athletics: Ski Race Team; HS Facility Manager (per season) MS Clubs: Yearbook
6	\$1,300	HS: AO Captain, AO JIT Coordinator
7	\$1,400	HS: Prom, Intramurals (Other), Yearbook (Sales),
8	\$1,875	MS Interscholastic Athletics: Cross Country, Track & Field MS Clubs: Student Council
9	\$1,900	HS Clubs: International/ Foreign Language, Academic Decathlon, Interact, Key, Robotics, SADD, Forensics (head), Yearbook (Photography), HS Performance: Drama Director (per play), Musical Choral, One Act Play (head)
10	\$2,100	HS Clubs: Intramurals (Basketball)
11	\$2,300	HS Supervision: Equipment Manager, Weight Room (each semester, summer), Ticket Sales MS Interscholastic Athletics: Wrestling
12	\$2,400	HS Clubs: DECA, FBLA, FCCLA, HOSA, Debate
13	\$2,500	Additional Coaching for HS Non-Cut Sports: Tennis, Golf, Cross Country
14	\$2,800	HS Clubs: Yearbook (Editorial)
15	\$3,000	HS Performance: Band Director (asst.)
16	\$3,250	Assistant HS Coaches (JV & Freshman): Baseball, Softball, Basketball, Cheerleading, Cross Country, Football, Golf, Gymnastics, Hockey, Poms, Soccer, Swim, Tennis, Track, Volleyball, Wrestling
17	\$3,600	HS Clubs: Chorus. Orchestra
18	\$4,600	Head HS Coaches: Baseball, Basketball, Cheerleading, Cross Country, Football, Golf, Gymnastics, Hockey, Poms, Soccer, Softball, Swim, Tennis, Track, Volleyball, Wrestling HS Clubs/Support/Performance: Student Council, Webmaster, Band Director (Head)*

SUPERVISION

LEVEL	Amount	Position
MS	\$25/occurrence	Timer, Scorer, Supervisor: Cross County, Track, Wrestling
HS	\$28/occurrence	Announcer, Scorer, Timer, Ticket Taker/Seller, Line Judging, Supervision in the Stands: Baseball, Softball, Basketball, Cross Country, Football, Gymnastics, Wrestling, Soccer, Swim, Tennis, Track, Volleyball
HS	\$100 per event	Game Manager 3-peat: Basketball Event Manager All Day Tournament (6+ hours): (e.g. Wrestling, Volleyball, Track meets/Tournaments, usually on Saturdays.
HS	\$75 per event	Game Manager (V): Football, Soccer, Volleyball; Meet Manager: Gymnastics, Swim, Track, Wrestling
HS	\$40 per event	Game Manager (JV, F): Football, Soccer

NOTE: STEM SCHOOL USES AN ALTERNATE PAY METHOD DETERMINED BY THE CHARTER SCHOOL TEAM

* To be re-evaluated based on possible change in duties and expectations

Longevity – Longevity payments are approved for coaching, drama director, and band director positions.

- 6th – 10th Year = \$250 annual bonus (high school) / \$150 annual bonus (middle school)
- 11th – 15th year = \$550 annual bonus (high school) / \$250 annual bonus (middle school)
- 16th+ year = \$900 annual bonus (high school) / \$350 annual bonus (middle school)

Note: Bonus pay is credited to the specific coach that has earned longevity. The bonus amount is NOT dependent upon the amount of pay a coach decides to take (i.e., a head coach taking only \$2000 vs. \$4600 would not have his bonus reduced). Longevity pay will be provided to returning coaches and advisors providing no more than five (5) years have passed since the individual last worked in Waukesha in one of those capacities.