



Certified Extracurricular Activities **STIPEND HANDBOOK**

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Oklahoma City Public Schools

Extracurricular Stipend Program Information

Overview

Stipend payments will be made to qualified certified district employees for extracurricular activities performed outside of their regular teaching duties and compensated in addition to base pay.

Extracurricular stipends expire at the end of the assignment period and are not protected by continuing contract law.

Stipend amounts will be based upon the provisions of the current collective bargaining agreement with the Oklahoma City AFT Local 2309, of the American Federation of Teachers AFL-CIO of Oklahoma City, Oklahoma. The extracurricular activity must be approved by the appropriate Principal and Principal Supervisor or Executive Director prior to the start of work.

Employee Criteria

- The extracurricular stipend recipient must be a current employee of Oklahoma City Public Schools.
- Employees must be able to perform the essential duties satisfactorily per the applicable job summary contained within this handbook.
- Employee must be familiar with all applicable district policies and/or regulations, rules and eligibility requirements of the specified activity.
- Secondary employees must be familiar with applicable Oklahoma Secondary Schools Activities Association (OSSAA) available at www.ossaa.com.

All Stipends Listed in this Handbook

The requirements for each position are listed on the following pages, beginning on page 6, and are representative of the knowledge, skill and/or ability necessary.

Payment Information

Stipend payments will be paid semi-monthly and are subject to employee and employer statutory deductions.

An employee who is separated from the District is not eligible to accrue additional earnings past his or her effective separation date. A new hire is not eligible to earn supplemental pay previous to his or her effective start date.

Deductions and Recovery of Funds

If an employee fails to meet the criteria stipulated the stipend may be prorated, stopped, or recovered. Any compensation overpayments will be recouped from the employee in compliance with Department of Labor and OKCPS District policies and regulations.

Contact Information

Please direct questions and / or concerns to: payroll@okcps.org or call 405-587-000 option 5.

Stipend Submission Deadlines - All approved stipends are due 5 business days before payroll cutoff. See schedule below.



OKLAHOMA CITY PUBLIC SCHOOLS
Payroll Processing Calendar for FY2025
July 1, 2024 through June 30, 2025

**** Stipend Cutoff is 5 business days before payroll cutoff**

	Paycheck Date	Stipend Cutoff Date EOD**	Payroll Cutoff Date 3:00 pm
13	July 15, 2024	06/27/24	07/05/24
14	July 31, 2024	07/16/24	07/23/24
15	August 15, 2024	07/30/24	08/06/24
16	August 30, 2024	08/14/24	08/21/24
17	September 13, 2024	08/28/24	09/05/24
18	September 30, 2024	09/13/24	09/20/24
19	October 15, 2024	09/27/24	10/04/24
20	October 31, 2024	10/16/24	10/23/24
21	November 15, 2024	10/31/24	11/07/24
22	November 29, 2024	10/13/24	11/20/24
23	December 13, 2024	11/26/24	12/05/24
24	December 31, 2024	12/10/24	12/17/24
1	January 15, 2025	12/20/24	01/07/25
2	January 31, 2025	01/15/25	01/23/25
3	February 14, 2025	01/29/25	02/06/25
4	February 28, 2025	02/12/25	02/20/25
5	March 14, 2025	02/27/25	03/06/25
6	March 31, 2025	03/07/25	03/14/25
7	April 15, 2025	03/31/25	04/07/25
8	April 30, 2025	04/15/25	04/22/25
9	May 15, 2025	04/30/25	05/07/25
10	May 30, 2025	05/14/25	05/21/25
11	June 13, 2025	05/29/25	06/05/25
12	June 30, 2025	06/12/25	06/20/25

Stipend Submission Information

Forms listed in the tables throughout this book will have indicators guiding you to the correct form. Below is a list of the indicators and the corresponding form:

DO NOT enter stipends marked with **Ath** or **FA**. These stipends are created by a designated person in those departments.

Ath – These are **Athletic stipends**. All stipends noted with this indicator are entered by Dana Creger in the Athletics Department. **Do not enter these stipends.**

FA – These are **Fine Arts stipends**. All stipends noted with this indicator are entered by Danielle Grisson in the Fine Arts Department. **Do not enter these stipends.**

Selecting the correct form -

Acd – These are Academic stipends. All stipends noted with this indicator should be processed using the Non-Federal form: [Click here to open.](#)

FP – These are Federal Program stipends. All stipends noted with this indicator should be processed using the Federal Programs form: [Click here to open.](#)

OF – THE USE OF THIS FORM IS LIMITED TO SPECIFIC STAFF - These are Federal and Grant Funded stipends. Curriculum Letters stipends are keyed here along with other specially funded stipends. All stipends noted with this indicator should be processed using the Federal form: [Click here to open.](#)

OOES - These are various stipends paid out of the Office of Exceptional Students. All stipends noted with this indicator should be keyed using the Federal form and are keyed by the OOES staff: [Click here to open.](#)

Extra-Curricular Activity Stipend Payment Schedules

Stipend lines 1 – 67 are paid as ‘**Equalized**’; meaning the total *Amount* of the stipend will be divided by the number of pay periods during the fiscal year. The results of that equation will be added to each of the staff member’s pay checks.

Line #	Stipend Description	Amount
<i>Elementary School Stipend Schedules</i>		
1	ES Art FA	\$350
2	ES Music FA	\$350
3	ES PE Ath	\$350
4	ES SPED Lead Teacher Acd	\$400
5	<i>DISCRETIONARY FUNDS: To be used for approved activities with specific expectations.</i> Acd	\$650
<i>Middle School Stipend Schedules</i>		
6	MS Chair English Acd	\$500
7	MS Chair History/Social Studies (<7 Teachers) Acd	\$750
8	MS Chair History/Social Studies (≥7 Teachers) Acd	\$1,250
9	MS Chair Math (<7 Teachers) Acd	\$750
10	MS Chair Math (≥7 Teachers) Acd	\$1,250
11	MS Chair Science (<7 Teachers) Acd	\$750
12	MS Chair Science (≥7 Teachers) Acd	\$1,250
13	MS Chair - SPED (2 - 5 Teachers) Acd	\$500
14	MS Chair - SPED (6 - 9 Teachers) Acd	\$1,000
15	MS Chair - SPED (≥ 10 Teachers) Acd	\$2,000
16	MS English Language Arts (ELA) - Dept Chair (<7 Teachers) Acd	\$750
17	MS English Language Arts (ELA) - Dept Chair (≥7 Teachers) Acd	\$1,250
18	MS English Language Development (ELD) - Dept Chair (≥4 Teacher) Acd	\$1,000
19	MS English Language Development (ELD) - Dept Chair (<4 Teachers, Min. 1) Acd	\$500
20	MS Band (with HS Collaboration) FA	\$4,545
21	MS Band without Collaboration (Belle Isle Only) FA	\$3,545
22	MS Dance FA	\$500
23	MS Drama FA	\$500
24	MS Strings FA	\$1,700
25	MS Piano FA	\$750
26	MS Vocal Music FA	\$1,800
27	MS Yearbook/Newspaper Acd	\$975
28	MS STEM Acd	\$1,000
29	<i>DISCRETIONARY FUNDS: Used for approved activities with specific expectations.</i> Acd	\$1,500
30	NEW FY25 Classen SAS International Baccalaureate Middle Years Program Coordinator Acd	\$4,000

High School Stipend Schedules		
Line #	Stipend Description	Amount
31	HS Chair - English (< 7 Teachers) Acd	\$1,000
32	HS Chair - English (≥ 7 Teachers) Acd	\$2,000
33	HS Chair - History/Social Studies (<7 Teachers) Acd	\$1,000
34	HS Chair - History/Social Studies (≥ 7 Teachers) Acd	\$2,000
35	HS Chair - Math (<7 Teachers) Acd	\$1,000
36	HS Chair - Math (≥7 Teachers) Acd	\$2,000
37	HS Chair - Science (< 7 Teachers) Acd	\$1,000
38	HS Chair - Science (≥ 7 Teachers) Acd	\$2,000
39	HS Chair - SPED (2 - 5 Teachers) Acd	\$500
40	HS Chair - SPED (6 - 9 Teachers) Acd	\$1,000
41	HS Chair - SPED (≥ 10 Teachers) Acd	\$2,000
42	HS Chair - English Language Development (ELD) (≥ 4 Teachers) Acd	\$1,000
43	HS Chair - English Language Development (ELD) (<4 Teacher, Min 1) Acd	\$500
44	HS Academic Coach Acd	\$1,810
45	HS Freshman Sponsor Acd	\$350
46	HS Sophomore Sponsor Acd	\$350
47	HS Junior Sponsor Acd	\$1,500
48	HS Senior Sponsor Acd	\$1,500
49	Removed	0
50	HS Band (with MS Collaboration) FA	\$7,700
51	HS Band OSSAA Sweepstakes FA	\$720
52	HS Choir OSSAA Sweepstakes FA	\$720
53	HS Orchestra OSSAA Sweepstakes FA	\$720
54	HS Vocal Music FA	\$3,585
55	HS Guitar FA	\$2,685
56	HS Piano FA	\$2,685
57	HS Strings FA	\$2,685
58	HS Dance FA	\$1,930
59	HS Debate FA	\$2,180
60	HS Drama FA	\$1,930
61	HS Student Council Acd	\$1,000
62	HS Newspaper Acd	\$1,260
63	HS Yearbook Acd	\$1,735
64	<i>DISCRETIONARY FUNDS: To be used for approved activities with specific expectations.</i> Acd	\$2,230
65	Advanced Placement (AP) Teachers (see listing for pay details) OF	
66	International Baccalaureate Teachers (see listing for pay details) Acd	
67	NEW FY25 International Baccalaureate Diploma Programme Coordinator Acd	\$4,000

Stipend Position Summaries

Elementary School

1 - ES Art

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct additional art lessons and will incorporate a variety of visual art techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Coordinates and teaches an extra-curricular visual art club or other art-focused group (example - honors art club, ceramics, mural committee, etc.).
- Program must provide an art gallery for school or community at least twice per year.
- Provides appropriate student development activities and supervision of students to ensure safety and completion of activities.
- Provides program information to the principal, students, and parents and commits to giving all students a fair opportunity to be a part of the program.
- Develops and manages annual site budget while adhering to all Oklahoma City Public Schools and state and federal educational policies and procedures.
- Maintains a complete and updated inventory and submits to the Visual & Performing Arts Department and building principal twice per year - BOY and EOY.
- Attends and participates in Visual & Performing Arts meetings and professional development.
- Participates in district events (i.e., Oklahoma Statehood Day Art Contest, Elementary Art Gallery, etc.).
- Provides program documentation to the principal and the VPA Administration who will complete a final evaluation of the program's success.

2 - ES Music

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct additional art lessons and will incorporate a variety of visual art techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs and coordinates an extra-curricular choir and/or instrumental program (example - honor choir, percussion ensemble, recorder club, etc.).
- Program must provide performances twice per year for school or community.
- Provides appropriate student development activities and supervision of students to ensure safety and completion of activities.
- Provides program information to the principal, students, and parents and commits to giving all students a fair opportunity to be a part of the program.
- Develops and manages annual site budget while adhering to all Oklahoma City Public Schools and state and federal educational policies and procedures.
- Maintains a complete and updated inventory and submits to the Visual & Performing Arts Department and building principal twice per year - BOY and EOY.
- Attends and participates in Visual & Performing Arts meetings and professional development.
- Participates in district events (i.e., Elementary Music Counting Bee, All City Elementary Honor Choir, etc.).
- Provides program documentation to the principal and the VPA Administration who will complete a final evaluation of the program's success.

3 - ES PE

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Directs an extra-curricular physical activity program before school, after school, or on Saturdays. Examples: walking or running clubs, jump rope teams, archery clubs, PAL programs (volleyball, basketball, soccer, flag football, cheer, etc.).
- Provides appropriate student development activities and supervision of students to ensure safety and completion of activities.
- Provides program information to the principal, students, and parents and commits to giving all students a fair opportunity to be a part of the program.
- Provides program documentation to principal who will complete a final evaluation of the program's success.

4 - ES SPED Lead Teacher

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Provides appropriate student development activities and supervision of students to ensure safety and completion of activities.
- Provides program information to the principal, students, and parents and commits to giving all students a fair opportunity to be a part of the program.
- Provides program documentation to principal who will complete a final evaluation of the program's success.

5 - DISCRETIONARY FUNDS: To be used for approved activities with specific expectations. (\$650 annual maximum per school)

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program not previously defined in the extra-curricular handbook that results in students who achieve their potential academically, athletically, socially and/or morally.

- Attends contests, performances, and other activities.
- Provides appropriate student development activities and supervision of students to ensure safety and completion of activities.
- Schedules, communicates with staff and parents, and hosts meetings/practices to discuss performances and any needed improvements/changes as requested by the Principal.
- Provides program information to the principal who will complete the final evaluation of the program's success.
- Supports activities before school, after school, Saturdays, summer school as needed or any actual work beyond the contract day.
- Performs other duties as assigned.

Middle School

6 - MS Chair English	12 - MS Chair Science (≥ 7 Teachers)
7 - MS Chair History/Social Studies (< 7 Teachers)	13 - MS Chair SPED (2 - 5 Teachers)
8 - MS Chair History/Social Studies (≥ 7 Teachers)	14 - MS Chair SPED (6 - 9 Teachers)
9 - MS Chair Math (< 7 Teachers)	15 - MS Chair SPED (≥ 10 Teachers)
10 - MS Chair Math (≥ 7 Teachers)	16 - MS Dept ELA Chair (< 4 Teacher, Min. 1)
11 - MS Chair Science (< 7 Teachers)	17 - MS Dept ELA Chair (≥ 4 Teacher, Min. 1)
	18 - MS Dept ELD Chair (< 4 Teacher, Min. 1)
	19 - MS Dept ELD Chair (≥ 4 Teacher, Min. 1)

Department Chairs support the learning of their colleagues by modeling how to solve problems of practice, promote a culture of learning, and improve student outcomes through effective planning and instruction that aligns to the district priorities for teaching and learning.

- Serves as a liaison between other departments as well as site- and district-leadership.
- Provides input and teacher voice at both the site- and district-level.
- Attends and participates in all district professional development relative to the content area.
- Attends and participates in all district department chair meetings throughout the entire school year.
- Provides training, as needed, to support the successful implementation of subject area curriculum resources.
- Gathers and provides instructional resources to share with teachers.
- Collaborates with site leadership and instructional coaches to ensure consistency across the school.
- Facilitates additional subject area professional development, as needed, to instructional staff.
- Disseminates essential content-specific information and expectations from department chair meetings in staff meetings and/or professional learning communities (PLCs).
- Leads the department's tracking, analysis, and response to formative, interim and summative student-related data.
- Collaborates with the other department chairs across the district relative to content.
- Models instructional best practices for colleagues within the department by planning and delivering instruction that is engaging and differentiates to students with diverse needs and interests.

20 - MS Band (with HS Collaboration)

Directs and manages the overall program of instrumental music and marching band at the assigned site. Provides students with an opportunity to participate in extracurricular band activities and ensures compliance with all state and district requirements. Supports band activities, rehearses, and directs musical experiences for the school and community. Position is responsible for organizing the program at the assigned school. Position conducts practices, motivates students, and instructs students in performance strategies and techniques.

- Oversees fundraising activities and serves as the liaison between the booster group and/or school.
- Organizes and conducts auditions and instrument recruitment events for the band.
- Teaches, directs, and coordinates band rehearsals and performances. Coordinates logistics for camps, groups, parades, and field trips.
- Provides leadership to all band students in music styles, marching styles, and instrument operation for marching, concert and modern band formats.
- Directs the selection, purchase, maintenance and security of instruments, uniforms (where applicable), and appropriate equipment.
- Maintains a complete and updated inventory and submits to the Visual & Performing Arts Department and building principal twice per year - BOY and EOY.
- Develops and manages annual site budget while adhering to all Oklahoma City Public Schools and state and federal educational policies and procedures.
- Attends and participates in all Visual & Performing Arts Department meetings, committees, and events including All City Band auditions and performances and the OKCPS MS Concert Band Contest Clinic.
- Schedules and performs at least four (4) performances a year. This can include but is not limited to:
 - Winter and spring concert (required).
 - Participation in at least one (1) OSSAA large group contest and/or solo/ensemble contest. (required)
 - One (1) or more participation in any of the following: Heartland Music Festival and Contest, Arbuckle Wilderness Contest, parades, arts festivals, and other activities to showcase the band.
 - Performs at school athletic venues as agreed upon with the building principal.
- Encourages band students to participate in District, Region, and State Honor Band auditions/events.
- Provides the Principal and the VPA Administration with program documentation (e.g. school or band calendar, contest schedule, etc.).

Collaboration Expectations: Starting with the 2021-2022 school year, middle school and high school band directors will be working together to promote greater recruitment and retention of band students throughout their middle school and high school years. This collaboration also promotes greater alignment in instructional practices.

- Middle school director participates in marching band practice and performances throughout the fall semester. This includes daily practices, football games, and marching band activities such as parades and pep assemblies.
- Works with the high school band director to plan collaboratively for the school year. For example, this might include a parent meeting, fundraiser, recruitment event, and/or practices.
- Plans middle school lessons in a way that utilizes the presence of the high school director on the days/class periods they will be at the middle school. For example, sectionals, individual lessons, assist with copying/distributing sheet music, etc.
- In addition to the fall semester's marching band expectations, MS director will assist and/or collaborate throughout the school year and the winter and spring concerts.

21 - MS Band without Collaboration (Belle Isle Only)

Directs and manages the overall program of instrumental music and marching band at the assigned site. Provides students with an opportunity to participate in extracurricular band activities and ensures compliance with all state and district requirements. Supports band activities, rehearses, and directs musical experiences for the school and community. Position is responsible for organizing the program at the assigned school. Position conducts practices, motivates students, and instructs students in performance strategies and techniques.

- Oversees fundraising activities and serves as the liaison between the booster group and/or school.
- Organizes and conducts auditions and instrument recruitment events for the band.
- Teaches, directs, and coordinates band rehearsals and performances. Coordinates logistics for camps, groups, parades, and field trips.
- Provides leadership to all band students in music styles, marching styles, and instrument operation for marching, concert and modern band formats.
- Directs the selection, purchase, maintenance and security of instruments, uniforms (where applicable), and appropriate equipment.
- Maintains a complete and updated inventory and submits to the Visual & Performing Arts Department and building principal twice per year - BOY and EOY.
- Develops and manages annual site budget while adhering to all Oklahoma City Public Schools and state and federal educational policies and procedures.
- Attends and participates in all Visual & Performing Arts Department meetings, committees, and events including All City Band auditions and performances and the OKCPS MS Concert Band Contest Clinics.
- Schedules and performs at least four (4) performances a year. This can include but is not limited to:
 - Winter and spring concert (required).
 - Participation in at least one (1) OSSAA large group contest and/or solo/ensemble contest.
 - One (1) or more participation in any of the following: Heartland Music Festival and Contest, Arbuckle Wilderness Contest, parades, arts festivals, and other activities to showcase the band.
 - Performs at school athletic venues as agreed upon with the building principal.
- Encourages band students to participate in District, Region, and State Honor Band auditions/events.
- Provides the Principal and the VPA Administration with program documentation (e.g. school or band calendar, contest schedule, etc.)

22 - MS Dance

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs, and coordinates performances and rehearsals.
- Provides leadership, training and education to all dance students.
- Helps recruit and retain dance students. Works to build the program.
- Directs the selection, purchase, maintenance and security of appropriate equipment and attire for dance at the school site.
- Maintains a complete and updated inventory and submits to the Visual & Performing Arts Department and building principal twice per year - BOY and EOY.
- Develops and manages annual site budget while adhering to all Oklahoma City Public Schools and state and federal educational policies and procedures.
- Attends and participates in all Visual & Performing Arts meetings, committees, and events including All City Dance.
- Schedules and performs at least two (2) performances a year. (required)
- Participates in at least one performance outside of the school building to include any elementary schools, community events, festivals, etc.
- Provides the Principal and the VPA Administration Dept. with program documentation (e.g. program event calendar, rehearsal calendar, etc.).

23 - MS Drama

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs, and coordinates performances and rehearsals.
- Spends adequate time after school hours to direct and produce performances.
- Provides leadership, training and education to all drama/theatre students.
- Helps recruit and retain drama/theatre students. Works to build the program.
- Directs the selection, purchase, maintenance and security of appropriate equipment for drama/theatre at the school site.
- Maintains a complete and updated inventory and submits to the Visual & Performing Arts Department and building principal twice per year - BOY and EOY.
- Develops and manages annual site budget while adhering to all Oklahoma City Public Schools and state and federal educational policies and procedures.
- Attends and participates in all Visual & Performing Arts meetings, committees, and events including All City Drama.
- Maintains a complete, updated inventory of all VPA equipment and provides the principal and the Visual & Performing Arts Dept. with a copy of inventory each year.
- Provides one (1) performance every nine (9) weeks in the form of a skit, monologue, ensemble, or mime in class or for the school.
- Participates in at least one (1) performance outside the school building including but not limited to elementary schools, community events, festivals, workshops, etc.
- Provides students the opportunity to attend at least one (1) performance outside of the school. This can be a student, college, amateur or professional performance.
- Provides the Principal and the Visual & Performing Arts Dept. with program documentation (e.g. program event calendar, rehearsal calendar, etc.).

24 - MS Strings

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs, and coordinates performances and rehearsals.
- Provides leadership, training and education to all orchestra and/or guitar students.
- Coordinates recruitment and retention of orchestra and/or guitar students.
- Directs the selection, purchase, maintenance and security of instruments and appropriate equipment.
- Maintains a complete and updated inventory and submits to the Visual & Performing Arts Department and building principal twice per year - BOY and EOY.
- Develops and manages annual site budget while adhering to all Oklahoma City Public Schools and state and federal educational policies and procedures.
- Attends and participates in all Visual & Performing Arts meetings, committees, and events including All City Orchestra, the OKCPS MS Orchestra Contest Clinic and/or All City Guitar.
- Schedules and performs at least four (4) performances a year. This can include but is not limited to:
 - Winter and spring concert (required).
 - Participates in at least one (1) contest every year. (required)
 - For example: Tri State, Heartland Music Festival and Contest, and any OSSAA District or State Contest are acceptable.
 - Participation in any of the following: Elementary event, community event, arts festivals, and other activities to showcase the orchestra.
- Encourages string students to participate in District, Region, and State Honor Orchestra auditions/events.
- Provides the Principal and the Visual & Performing Arts Dept. with program documentation (e.g. program event calendar, rehearsal calendar, etc.).

25 - MS Piano

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs, and coordinates a minimum of two (2) performances per year. (required)
- Provides leadership, training and education to all piano students.
- Coordinates recruitment and retention of piano students.
- Directs the selection, purchase, maintenance and security of equipment.
- Maintains a complete and updated inventory and submits to the Visual & Performing Arts Department and building principal twice per year - BOY and EOY.
- Develops and manages annual site budget while adhering to all Oklahoma City Public Schools and state and federal educational policies and procedures.
- Attends and participates in all Visual & Performing Arts meetings, committees, and events including All City Piano.

Provides the Principal and the Visual & Performing Arts Dept. with program documentation (e.g. program event calendar, rehearsal calendar, etc.).

26 - MS Vocal Music

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs, and coordinates performances and rehearsals.
- Provides leadership, training and education to all vocal music students.
- Helps recruit and retain vocal music students and build the choral program.
- Directs the selection, purchase, maintenance and security of keyboards, pianos and any instruments or appropriate equipment for vocal music.
- Maintains a complete and updated inventory and submits to the Visual & Performing Arts Department and building principal twice per year - BOY and EOY.
- Develops and manages annual site budget while adhering to all Oklahoma City Public Schools and state and federal educational policies and procedures.
- Attends and participates in Visual & Performing Arts Dept. meetings, committees, and events including All City Choir.
- Schedules and performs at least four (4) performances a year. This can include but is not limited to:
 - Winter and Spring concert (required).
 - Participation in at least one (1) OSSAA District or State Large Group and/or Solo and Ensemble Contest. (required)
 - School assemblies, school-to-school performances, contests, arts expos, Learning Community events and other activities where choir students are showcased.
- Encourages vocal students to participate in District, Region, and State Honor Choir auditions/events.
- Provides the Principal and the Visual & Performing Arts Administration with program documentation (e.g. program event calendar, rehearsal calendar, etc.).

27 - MS Yearbook/Newspaper

Supervises the publication of the school newspaper and/or yearbook that is informative, amusing and influential.

- Ensures that copyright laws and other literary policies and guidelines are abided by.
- Trains students in news gathering techniques through direct observation, proper interviewing techniques, reference materials, and the use of background information.
- Trains students in writing new stories, editorials and feature articles, also trains staff on how to sell advertising to merchants and parents.
- Teaches students the basic skills necessary for copy writing, proofing and editing, cropping photographs, basic photography, establishing a theme and carrying it throughout the publication, layout styles, etc.
- Instructs students on how to design a newspaper and/or yearbook so that it is balanced and attractive.
- Organizes the student staff to ensure that all responsibilities have been delegated properly.
- Serves as the liaison between the administration/faculty and the newspaper/yearbook staff.
- Solicits bids for the printing of the newspaper/yearbook.
- Establishes a budget for the production of the newspaper/yearbook. Maintains financial records of all expenditures and funds raised.
- Organizes the layout of the paper/book, including the selection of the cover, the number of pages, etc. according to available funds.
- Conducts ad sales, with the principal's approval. Maintaining records of ads sold and bill businesses for unpaid ads. Ensures that ads are set up to meet the businesses' specifications.
- Types requisitions to ensure that bills are paid.
- Arranges for photographers, as necessary. Ensures picture identification throughout the yearbook.

28 - MS STEAM Coordinator

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Provides appropriate student development activities and supervision of students to ensure safety and completion of activities.
- Provides program information to the principal, students, and parents and commits to giving all students a fair opportunity to be a part of the program.
- Provides program documentation to principal who will complete a final evaluation of the program's success.

29 - DISCRETIONARY FUNDS: To be used for approved activities with specific expectations. (\$1,500 annual maximum per school)

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program not previously defined in the extra-curricular handbook that results in students who achieve their potential academically, athletically, socially and/or morally.

- Attends contests, performances, and other activities.
- Provides appropriate student development activities and supervision of students to ensure safety and completion of activities.
- Schedules, communicates with staff and parents, and hosts meetings/practices to discuss performances and any needed improvements/changes as requested by the Principal.
- Provides program information to the principal who will complete the final evaluation of the program's success.
- Supports activities before school, after school, Saturdays, summer school as needed or any actual work beyond the contract day.
- Performs other duties as assigned.

30 - Classen SAS International Baccalaureate Middle Years Program Coordinator

Purpose

Middle Years Program Coordinator (MYPC) is to oversee and coordinate the official monitoring of all MYP subjects, the Community Project, the E-assessment, and all official review procedures and visits, as well as the preparation and delivery of all aspects of the MYP curriculum at all 6th-10th grade levels. The MYPC provides students with the knowledge, understanding, attitudes, values, and skills they need to reach their potential as individuals and within the community. MYPC will closely work with the DP Coordinator to support student learning and assist in planning and implementing relevant curricula for Classen SAS Middle School and Classen SAS High School at Northeast. The MYPC is to raise student attainment and achievement standards across subjects and monitor and support student progress by tracking and maintaining accurate data. Additionally, they will effectively manage and deploy financial and physical resources within the learning area to support the designated curricula portfolio.

Duties and Responsibilities are to:

- Liaise with the Head of the High School and Head of the Middle School and designated personnel to obtain and maintain accreditation with the relevant examination and validating bodies.
- Plan and lead Professional Development of Teachers and program articulations.
- Report regularly to the Head of the High School and to provide them with oral reports and/or written summaries regarding the status of curricula and instruction.
- Be familiar with all sections of the MYP Handbook of Procedures.
- Communicate with the IBO on behalf of teachers and candidates.
- Keep copies of information submitted to the IBO.
- Coordinate the selection of textbooks.
- Maintain an inventory list of textbooks, which include date of purchase.
- Assist the Administration in budget planning for curriculum development, purchase of textbooks and other related teaching materials.
- Develop assessment instruments and guidelines for appraising student achievement in the subject areas.
- Disseminate latest research and writing that pertains to the discipline area(s) and to advise all appropriate parties of the emergence of new standards.
- Keep up to date with national developments in the discipline areas and teaching Facilitating and coordinating the Year 5 Personal Project.
- Involved in discussions concerning financial aspects of the program.
- Coordinating meetings with IB staff.
- Facilitating communication between students/parents and Administration.

- Organizing the visibility during Open House practice, pedagogy, methodology.
- Attend meetings with parents, staff and other organizations as required.
- Support and implement School Policies and Procedures.
- Work with colleagues to formulate aims, objectives and strategic plans for the learning area, which are coherent and relevant to the needs of students and align with the objectives and strategic plans of the School.
- Attend seminars and conferences as approved by the Head of the High School and the Head of the Middle School.
- Establish a safe environment, which supports learning and in which students feel secure and confident.
- Implement MYP policy and strategic plans.

Role with teachers:

- Ensure teachers have access to complete and up-to-date publications on MY IB.
- Provide advice and support.
- Train and mentor new MYP staff and providing ongoing training for MYP teachers.
- Coordinate MYP workshops and travel arrangements.
- Organize regular meetings for discussion and planning.
- Meet with Subject Leaders to make sure that the program is well implemented and monitored.
- Accountability for implementing the program.
- Assist with the Personal Project.
- Distribute the ePortfolio information to teachers.
- Upload ePortfolio to IB.
- Create Google forms and Classrooms.
- Share useful resources with staff.
- Build and promote relationships with other IB schools, locally and globally communication.
- Contribute to school publicity brochure and promotion of school at the Roadshow
- Ensure school visibility of social media and web pages.
- Ensure that events and significant deadlines are placed in the school calendar.
- Produce a program handbook for students, staff and parents, updating it annually to ensure it has up-to-date information.
- Maintain regular contact with the IBO.
- Maintain accurate school and student information on IBIS.
- Organize, attend and lead MYP community information sessions as required.

High School

31 - HS Chair English (< 7 Teachers)

32 - HS Chair English (\geq 7 Teachers)

**33 - HS Chair History/Social Studies
(<7 Teachers)**

**34 - HS Chair History/Social Studies (\geq
7 Teachers)**

35 - HS Chair Math (<7 Teachers)

36 - HS Chair Math (\geq 7 Teachers)

37 - HS Chair Science (< 7 Teachers)

38 - HS Chair Science (\geq 7 Teachers)

39 - HS Chair SPED (2 - 5 Teachers)

40 - HS Chair SPED (6 - 9 Teachers)

41 - HS Chair SPED (\geq 10 Teachers)

42 - HS Chair ELD (<4 Teachers, Min. 1)

43 - HS Chair ELD (\geq 4 Teachers)

Department Chairs support the learning of their colleagues by modeling how to solve problems of practice, promote a culture of learning, and improve student outcomes through effective planning and instruction that aligns to the district priorities for teaching and learning.

- Serves as a liaison between other departments as well as site- and district-leadership.
- Provides input and teacher voice at both the site- and district-level.
- Attends and participates in all district professional development relative to the content area.
- Attends and participates in all district department chair meetings throughout the entire school year.
- Provides training, as needed, to support the successful implementation of subject area curriculum resources.
- Gathers and provides instructional resources to share with teachers.
- Collaborates with site leadership and instructional coaches to ensure consistency across the school.
- Facilitates additional subject area professional development, as needed, to instructional staff.
- Disseminates essential content-specific information and expectations from department chair meetings in staff meetings and/or professional learning communities (PLCs).
- Leads the department's tracking, analysis, and response to formative, interim and summative student-related data.
- Collaborates with the other department chairs across the district relative to content.
- Models instructional best practices for colleagues within the department by planning and delivering instruction that is engaging and differentiates to students with diverse needs and interests.

44 - HS Academic Coach

Collaborates with students to develop and achieve academic and career goals through cultivating good study habits, preparation for college admissions, financial responsibilities, and exams, and evaluating student progress. Implementing prescribed interventions to help promote student success.

- Provides program information and enrollment assistance to students and parents.
- Assists students in creating and maintaining a learning plan.
- Reviews post-school goals and coordinates with local student advocates to help students create a “high school and beyond” plan.
- Schedules and coordinates student testing.
- Ensures students have the tools, supplies and support they need to maintain their goals.
- Monitors, tracks and records student communications and interactions.

45 - HS Freshman Sponsor

46 - HS Sophomore Sponsor

47 - HS Junior Sponsor

48 - HS Senior Sponsor

49 - HS Junior/Senior Sponsor

Works with class officers in supporting school spirit and traditions. Organizes approved fundraisers throughout the year in order to meet the needs of the class expenses. Conducts meetings, motivates and assists students in coordinating events and class activities.

- Provides leadership to organize the group with an established leadership plan; which includes training class officers to perform leadership roles in the organization and know the responsibilities of each office.
- Serves as liaison between the administration/faculty, other class sponsors, and the student organization.
- Approves and supervises all sponsored activities. Supervises all fundraising activities.
- Prepares a tentative calendar of scheduled events and activities.
- Maintains financial and membership records.
- Consults with the principal regarding proposed activities.
- Works closely with other department/organizations to coordinate special events (homecoming, prom, graduation, dances, commencement ceremony, college/career fairs, fund-raising activities, etc.).
- Assists students with any and all events/competitions; which may include supervising students on out-of-town activities. This may involve staying overnight and arranging for chaperones.

50 - HS Band (with MS Collaboration)

Directs and manages the overall program of instrumental music and marching band at the assigned site. Provides students with an opportunity to participate in extracurricular band activities and ensures compliance with all state and district requirements. Supports band activities, rehearses, and directs musical experiences for the school and community. Position is responsible for organizing the program at the assigned school. Position conducts practices, motivates students, and instructs students in performance strategies and techniques.

- Oversees fundraising activities as the liaison between the booster group and school.
- Teaches, directs, and coordinates band performances, training, and schedules including logistics for camps, groups, parades, field trips, and rehearsals.
- Provides leadership to all band students in music styles, marching styles, and instrument operation for marching and concert formats.
- Schedules and conducts summer marching band rehearsals. This includes a 1 or 2 week summer band camp, regularly scheduled practices, and small section rehearsals.
- Directs the selection, purchase, maintenance and security of instruments and appropriate equipment.
- Maintains a complete and updated inventory and submits to the Visual & Performing Arts Department and building principal twice per year - BOY and EOY.
- Develops and manages annual site budget while adhering to all Oklahoma City Public Schools and state and federal educational policies and procedures.
- Attends and participates in all Visual & Performing Arts Department meetings, committees, and events including All City Band auditions and performances and the OKCPS HS Concert Band Contest Clinic.
- Encourages band students to participate in District, Region, and State Honor Choir auditions/events.
- Schedules and performs at least ten (10) performances a year. This can include but not limited to:
 - 1) Winter and spring concert (required),
 - 2) MLK Day Parade (required),
 - 3) Participates in at least one (1) OSSAA District or State Contest (solo & ensemble and/or large group contest) (required)

- 4) Two (2) or more of the following: parades, arts festivals, community events, honor band, Heartland Music Festival and Contest, Arbuckle Wilderness Contest, and other activities to showcase the band,
 - 5) Performs at all home football games. Also performs at basketball games and at any other school athletic venue, such as pep rallies, as agreed upon with the principal.
- Provides the Principal and the Visual & Performing Arts Administration with program documentation (e.g. program event calendar, rehearsal calendar, etc.).

Collaboration expectations: Starting with the 2021-2022 school year, middle school and high school band directors will be working together to promote greater recruitment and retention of band students throughout their middle school and high school years. This collaboration also promotes greater alignment in instructional practices.

- The high school director will help provide daily instruction at the feeder school(s) as schedules allow. This must include 6th grade and may include additional grade levels if schedules allow. The high school director will serve as a co-teacher during their time at the middle school rehearsals.
- Works with the middle school band director to plan collaboratively for the school year. For example, this might include a parent meeting, fundraiser, recruitment event, and/or practices.
- Plans high school lessons in a way that utilizes the presence of the middle school directors on the days/class periods/rehearsals they will be at the high school. For example, sectionals, individual lessons, assist with copying/distributing sheet music, etc.
- Includes middle school students into the high school programs when possible. For example, choose one football game a year to invite 8th grade students to play with the band in the stands.

HS director will assist and/or collaborate with both winter and spring concerts at the middle school.

51 - HS Band OSSAA Sweepstakes

52 - HS Choir OSSAA Sweepstakes

53 - HS Orchestra OSSAA Sweepstakes

The director of any band, orchestra or choir that wins the Sweepstakes Award at the OSSAA State Marching, Choir and/or Concert Band Contests will receive a bonus for each Sweepstakes Award.

OSSAA Music Sweepstakes Awards -- In addition to the concert and sight-reading plaques, a sweepstakes plaque will be awarded to a school earning:

- At least two choral organizations that earn a superior rating in both concert and Sight-Reading at the state contest. All entries must be in the same classification.
- A band that earns a superior rating in the regional marching contest and a superior rating in concert and Sight-Reading at the state contest. All entries must be in the same classification.
- A full orchestra that earns a superior rating at the string orchestra contest as well as the state contest in Concert, and Sight-Reading. All entries must be in the same classification. Class E high school string orchestra that earns a superior rating in concert and Sight-Reading will receive the outstanding achievement award. High school class E string orchestras are not eligible for sweepstakes. High school class E Full Orchestras are eligible to win a sweepstakes award.
- Class E bands receiving a superior in concert and Sight-Reading at the state level and a superior in marching as members of a parent organization.

54 - HS Vocal Music

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs, and coordinates performances and rehearsals.
- Provides leadership, training and education to all vocal music students.
- Helps recruit and retain vocal music students and works to build the choral program.
- Directs the selection, purchase, maintenance and security of keyboards, pianos and any instruments or appropriate equipment for vocal music.
- Maintains a complete and updated inventory and submits to the Visual & Performing Arts Department and building principal twice per year - BOY and EOY.
- Develops and manages annual site budget while adhering to all Oklahoma City Public Schools and state and federal educational policies and procedures.
- Attends and participates in all Visual & Performing Arts Department meetings, committees, and events including All City Choir auditions and performances.
- Schedules and performs at least five (6) performances a year. This can include but is not limited to:
 - 1) Winter and spring concert (required).
 - 2) Participation in at least one (1) OSSAA Large Group District or State Contest or equivalent (with VPA Arts Director Approval).
 - 3) School assemblies; school-to-school performances; contests; arts festivals; community events and other activities where the choir and chorus group is showcased.
- Encourages vocal students to participate in District, Region, and State Honor Choir auditions/events.

Provides the Principal and the Visual & Performing Arts Administration with program documentation (e.g. program event calendar, rehearsal calendar, etc.).

55 - HS Guitar

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs, and coordinates performances and rehearsals.
- Provides leadership, training and education to all guitar students.
- Coordinates recruitment and retention of guitar students.
- Directs the selection, purchase, maintenance and security of instruments and appropriate equipment.
- Maintains a complete and updated inventory and submits to the Visual & Performing Arts Department and building principal twice per year - BOY and EOY.
- Develops and manages annual site budget while adhering to all Oklahoma City Public Schools and state and federal educational policies and procedures.
- Attends and participates in all Visual & Performing Arts Department meetings, committees, and events including All City Guitar auditions and performances.
- Schedules and performs performances, assemblies, expos, concerts, etc.
- Provides the Principal and the Visual & Performing Arts Administration with program documentation (e.g. program event calendar, rehearsal calendar, etc.).

56 - HS Piano

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs, and coordinates performances and rehearsals.
- Provides leadership, training and education to all piano students.
- Coordinates recruitment and retention of piano students.
- Directs the selection, purchase, maintenance and security of equipment.
- Maintains a complete and updated inventory and submits to the Visual & Performing Arts Department and building principal twice per year - BOY and EOY.
- Develops and manages annual site budget while adhering to all Oklahoma City Public Schools and state and federal educational policies and procedures.
- Attends and participates in all Visual & Performing Arts Department meetings, committees, and events including All City Piano auditions and performances.
- Schedules and performs performances, assemblies, expos, concerts, etc.
- Provides the Principal and the Visual & Performing Arts Administration with program documentation (e.g. program event calendar, rehearsal calendar, etc.).

57 - HS Strings

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs, and coordinates performances and rehearsals.
- Provides leadership, training and education to all orchestra students.
- Coordinates recruitment and retention of orchestra students.
- Directs the selection, purchase, maintenance and security of instruments and appropriate equipment.
- Maintains a complete and updated inventory and submits to the Visual & Performing Arts Department and building principal twice per year - BOY and EOY.
- Develops and manages annual site budget while adhering to all Oklahoma City Public Schools and state and federal educational policies and procedures.
- Attends and participates in all Visual & Performing Arts Department meetings, committees, and events including All City Orchestra and the OKCPS HS Orchestra Contest Clinic.
- Schedules and performs at least five (5) performances a year. This can include but is not limited to:
 - 1) Winter and spring concert (required).
 - 2) Participation in at least one (1) OSSAA Large Group District or State Contest or equivalent (with VPA Arts Director Approval).
 - 3) Participation in at least one (1) from any of the following: arts festivals; community events and other activities where the orchestra is showcased.
- Provides the Principal and the Visual & Performing Arts Administration with program documentation (e.g. program event calendar, rehearsal calendar, etc.).

58 - HS Dance

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs, and coordinates performances and rehearsals.
- Provides leadership, training and education to all dance students.
- Helps recruit and retain dance students and works to build the program.
- Directs the selection, purchase, maintenance and security of appropriate equipment for dance at the school site.
- Maintains a complete and updated inventory and submits to the Visual & Performing Arts Department and building principal twice per year - BOY and EOY.
- Attends and participates in all Visual & Performing Arts Department meetings, committees, and events including All City Dance.
- Schedules and performs at least four (4) performances a year.
- Participates in at least two (2) performances outside school building to include any of the following:
 - 1) Elementary Schools,
 - 2) Middle Schools,
 - 3) Community Event,
 - 4) Festivals, or
 - 5) OSSAA District or State Contest sponsored by the Oklahoma State Dance Team Directors Association, etc.
- Provides the Principal and the Visual & Performing Arts Administration with program documentation (e.g. program event calendar, rehearsal calendar, etc.).

59 - HS Debate

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs, and coordinates performances and rehearsals.
- Spends adequate time after school hours to direct and produce performances.
- Provides leadership, training and education to all debate students.
- Helps recruit and retain debate students and works to build the program.
- Coordinates supportive staff and advises supportive organizations.
- Directs the selection, purchase, maintenance and security of appropriate equipment for debate at the school site.
- Maintains a complete and updated inventory and submits to the Visual & Performing Arts Department and building principal twice per year - BOY and EOY.
- Develops and manages an annual site budget while adhering to all Oklahoma City Public Schools and state and federal educational policies and procedures as it pertains to all bank accounts.
- Attends and participates in all Visual & Performing Arts Department meetings, committees, and events.
- Provides the Principal and the Visual & Performing Arts Administration with program documentation (e.g. program event calendar, rehearsal calendar, etc.).

60 - HS Drama

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Teaches, directs, and coordinates performances and rehearsals.
- Spends adequate time after school hours to direct and produce performances.
- Provides leadership, training and education to all theatre students.
- Helps recruit and retain theatre students and build the program.
- Directs the selection, purchase, maintenance and security of appropriate equipment for theatre at the school site.
- Maintains a complete and updated inventory and submits to the Visual & Performing Arts Department and building principal twice per year - BOY and EOY.
- Attends and participates in all Visual & Performing Arts Department meetings, committees, and events including All City Drama and All City Film Festival.
- Schedules and performs at least two (2) main stage performances a year (1 per semester).
- Participates in at least one (1) OSSAA District or State contest annually.
- Participates in at least one (1) performance outside of the school building. May include but is not limited to the following:
 - Elementary schools
 - Middle schools
 - Community events, festivals, etc. (play, skit, monologue, ensemble or mime)
- Provides students with the opportunity to attend at least one (1) performance outside of the school. This can be another school or a professional event.
- Provides the Principal and the Visual & Performing Arts Administration with program documentation (e.g. program event calendar, rehearsal calendar, etc.).

61 - HS Student Council

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

- Consults with the principal regarding proposed activities.
- Prepares a tentative calendar of scheduled events and activities.
- Maintains financial and membership records.
- Serves as liaison between the administration/faculty and the organization.
- Organizes membership selection process pursuant to by-laws and requirements.
- Trains officers to perform leadership roles in the organization and know the responsibilities of each office.
- Organizes and supervises all fund-raising activities.
- Approves and supervises all sponsored activities.
- Provides for and supervises students at national, state and regional conferences.
- Organizes functions to broaden students' educational experiences.

62 - HS Newspaper

Supervises the publication of the school newspaper and/or yearbook that is informative, amusing and influential.

- Ensures that copyright laws and other literary policies and guidelines are abided by.
- Trains students in news gathering techniques through direct observation, proper interviewing techniques, reference materials, and the use of background information.
- Trains students in writing new stories, editorials and feature articles, also trains staff on how to sell advertising to merchants and parents.
- Teaches students the basic skills necessary for copy writing, proofing and editing, cropping photographs, basic photography, establishing a theme and carrying it throughout the publication, layout styles, etc.
- Instructs students on how to design a newspaper and/or yearbook so that it is balanced and attractive.
- Organizes the student staff to ensure that all responsibilities have been delegated properly.
- Serves as the liaison between the administration/faculty and the newspaper/yearbook staff.
- Solicits bids for the printing of the newspaper/yearbook.
- Establishes a budget for the production of the newspaper/yearbook. Maintains financial records of all expenditures and funds raised.
- Organizes the layout of the paper/book, including the selection of the cover, the number of pages, etc. according to available funds.
- Conducts ad sales, with the principal's approval. Maintaining records of ads sold and bill businesses for unpaid ads. Ensures that ads are set up to meet the businesses' specifications.
- Types requisitions to ensure that bills are paid.
- Arranges for photographers, as necessary. Ensures picture identification throughout the yearbook.

63 - HS Yearbook

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

Supervises the publication of the school newspaper and/or yearbook that is informative, amusing and influential.

- Ensures that copyright laws and other literary policies and guidelines are abided by.
- Trains students in news gathering techniques through direct observation, proper interviewing techniques, reference materials, and the use of background information.
- Trains students in writing new stories, editorials and feature articles, also trains staff on how to sell advertising to merchants and parents.
- Teaches students the basic skills necessary for copy writing, proofing and editing, cropping photographs, basic photography, establishing a theme and carrying it throughout the publication, layout styles, etc.
- Instructs students on how to design a newspaper and/or yearbook so that it is balanced and attractive.
- Organizes the student staff to ensure that all responsibilities have been delegated properly.
- Serves as the liaison between the administration/faculty and the newspaper/yearbook staff.
- Solicits bids for the printing of the newspaper/yearbook.
- Establishes a budget for the production of the newspaper/yearbook. Maintains financial records of all expenditures and funds raised.
- Organizes the layout of the paper/book, including the selection of the cover, the number of pages, etc. according to available funds.
- Conducts ad sales, with the principal's approval. Maintaining records of ads sold and bill businesses for unpaid ads. Ensures that ads are set up to meet the businesses' specifications.
- Creates requisitions to ensure that bills are paid.
- Arranges for photographers, as necessary. Ensures picture identification throughout the yearbook.

64 - DISCRETIONARY FUNDS: To be used for approved activities with specific expectations. (\$2,230 annual maximum per school)

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program not previously defined in the extra-curricular handbook that results in students who achieve their potential academically, athletically, socially and/or morally.

- Attends contests, performances, and other activities.
- Provides appropriate student development activities and supervision of students to ensure safety and completion of activities.
- Schedules, communicates with staff and parents, and hosts meetings/practices to discuss performances and any needed improvements/changes as requested by the Principal.
- Provides program information to the principal who will complete the final evaluation of the program's success.
- Supports activities before school, after school, Saturdays, summer school as needed or any actual work beyond the contract day.
- Performs other duties as assigned.

65 - Advanced Placement (AP) Teachers

Salary Supplement Plan for Advanced Placement Teachers:

- a. The maximum allowable for off-contract time tutoring is \$3,024 at \$28.00 per hour, three (3) hours per week, thirty-six (36) weeks.
- b. Student Achievement Bonuses: \$500 for each student that scores a 3, 4, or 5.

66 - International Baccalaureate Teachers

Salary Supplement Plan for International Baccalaureate Teachers:

- a. Teachers will receive \$1,810 for each IB course (not each class) taught.
- b. Student Achievement Bonuses:
 - IB exam score of 7 \$300
 - IB exam score of 6-5\$200
 - IB exam score of 4 \$100

Extended Essay

- Grade A (Excellent) 31-36\$300
- Grade B (Good) 26-30 \$200
- Grade C (Satisfactory) 18-25\$100

Theory of Knowledge

- Grade A (Excellent) 26-30\$300
- Grade B (Good) 21-25 \$200
- Grade C (Satisfactory) 17-20 \$100

67 - International Baccalaureate Diploma Programme Coordinator

Responsible in the first instance to the Head of Secondary

As an overall guide you are provided with a School Staff Handbook which details the expectations and duties of all staff.

Responsibilities

The Diploma Programme (DP) Coordinator is a key leadership position at HIS and is responsible for the coordination and development of the IB Diploma programme in Grades 11 & 12. The DP Coordinator is involved in the whole school implementation of the IB programmes and is the direct point of contact with the IBO in matters pertaining to the Diploma Programme. The DP Coordinator is a member of the Secondary Leadership Team and Whole School Senior Educational Leadership Team (SELT).

As DP Coordinator, responsible to:

- Assist the Head of Secondary in the leadership and management of the Secondary School,
- with a specific focus on Grades 11-12.
- Assist the Head of Secondary in ensuring that the IB Diploma Programme is implemented
- and developed in line with the requirements of the IB Standards & Practices, the General
- Regulations for the Diploma Programme, and other IB-mandated guiding documentation.
- Lead the admission process for students entering the DP.
- Ensure that accurate student records are maintained through ManageBac.
- Ensure that teachers are kept up to date with the latest news, curriculum guides and other
- guiding documentation from the IB.
- Organize the mock and final examinations and the orals, taking overall responsibility for
- the running of the examinations, the safe-keeping of examination materials and the dispatch
- of all papers and examination documents to the IB through the required channels.
- Ensure a focus on student learning and best practice in teaching, and on achieving the aims
- as outlined in the School Mission and Vision.
- Liaise with the Head of Secondary to develop an annual IB Diploma budget.
- Liaise with the Head of Secondary to develop, follow, and update a DP Action Plan as a
- guide to the ongoing development of the IB DP at HIS.

Stipend lines 68 thru 119 are paid as 'Equalized'; meaning the total *Amount* of the stipend will be divided by the number of pay periods during the fiscal year. The results of that equation will be added to each of the staff member's pay checks. **Athletic Stipends are created by the Athletic Department Staff.**

<i>High School Sports Athletic Stipend Schedules 68 - 97</i>				
Line #	Stipend Description	Amount	OSSAA Bonus Scale	
68	Athletic Coordinator Ath	\$8,000	na	
69	Baseball Head Coach Ath	\$5,000	\$2,000	
70	Baseball Assistant Ath	\$2,400	\$400	
71	Basketball Head Coach Ath	\$7,500	\$4,000	
72	Basketball Assistant Ath	\$3,200	\$1,000	
73	Cheerleader Head Coach Ath	\$3,500	na	
74	Cheerleader Assistant Ath	\$1,880	na	
75	Cross Country Head Coach Ath	\$2,600	\$1,000	
76	Cross Country Assistant Ath	\$1,440	\$200	
77	Football Head Coach Ath	\$9,900	\$4,000	
78	Removed			
79	Football Def/Off Coordinator Ath	\$4,150	\$1,000	
80	Football All Other Assistants Ath	\$3,675	\$1,000	
81	Golf Head Coach Ath	\$2,435	\$1,000	
82	Golf Assistant Ath	\$1,350	\$200	
83	Soccer Head Coach Ath	\$5,500	\$1,000	
84	Soccer Assistant Ath	\$2,500	na	
85	Softball Head Coach Fall and Spring Each Ath	\$5,000	\$2,000	
86	Softball Assistant Fall and Spring Each Ath	\$2,400	\$400	
87	Swimming Head Coach Ath	\$3,385	\$1,000	
88	Swimming Assistant Ath	\$1,950	\$200	
89	Tennis Head Coach Ath	\$2,550	\$1,000	
90	Tennis Assistant Ath	\$1,300	\$200	
91	Track Head Coach Ath	\$3,500	\$2,000	
92	Track Assistant Ath	\$1,800	\$400	
93	Volleyball Head Coach Ath	\$3,600	\$1,000	
94	Volleyball Assistant Ath	\$1,350	\$200	
95	Wrestling Head Coach Ath	\$5,800	\$2,000	
96	Wrestling Assistant Ath	\$2,700	\$400	
97	eSports Ath	\$2,385	na	

*Coaches advancing to the final team state championship game/match/meet recognized by the Oklahoma Secondary School Activities Association (OSSAA) but who do not win the state championship:

- a) Head Coach-\$500
- b) Assistant Coach-\$250

Middle School Sports Athletic Stipend Schedules 98 - 119

Line #	Stipend Description	Amount	Bonus Scale	
98	Athletic Coordinator Ath	\$4,100	na	
99	Baseball Coach Ath	\$1,920	na	
100	Baseball Assistant Ath	\$960	na	
101	Basketball Coach Ath	\$2,500	na	
102	Basketball Assistant Ath	\$1,250	na	
103	Cheerleader Coach Ath	\$1,920	na	
104	Cheerleader Assistant Ath	\$960	na	
105	Cross Country Coach Ath	\$1,500	na	
106	Cross Country Assistant Ath	\$750	na	
107	Football Head Coach Ath	\$3,250	na	
108	Football Assistant Ath	\$1,695	na	
109	Soccer Coach Ath	\$1,920	na	
110	Soccer Assistant Ath	\$1,000	na	
111	Softball Coach Ath	\$1,920	na	
112	Softball Assistant Ath	\$960	na	
113	Track Coach Ath	\$1,920	na	
114	Track Assistant Ath	\$960	na	
115	Volleyball Coach Ath	\$1,920	na	
116	Volleyball Assistant Ath	\$960	na	
117	Wrestling Coach Ath	\$2,600	na	
118	Wrestling Assistant Ath	\$1,300	na	
119	eSports Ath	\$1,000	na	

Appendix A - Other Stipends

Listed in Appendix A of the CBA

<i>Site Title I Funds</i>		
Line #	Stipend Description	Amount
1000	Elementary Science Lead <i>(qualified employees receive in Dec and May)</i> FP	\$500
1001	Elementary Social Studies Lead <i>(qualified employees receive in Dec and May)</i> FP	\$500
1002	Elementary ELA Lead <i>(qualified employees receive in Dec and May)</i> FP	\$500
1003	Elementary Math Lead <i>(qualified employees receive in Dec and May)</i> FP	\$500
1004	Teacher Mentor Program <i>(qualified employees receive in Dec and May)</i> FP	\$2,000
1005	Elementary LinkIt! <i>(qualified employees receive May)</i> FP	\$400
1006	Secondary LinkIt! <i>(qualified employees receive May)</i> FP	\$400
1007	Secondary Gifted and Talented Coordinator <i>(qualified employees receive May)</i> FP	\$400
1008	Secondary AVID Coordinator <i>(qualified employees receive May)</i> FP	\$400

Stipend lines 1000 – 1004 are paid as ‘**Semi-Lump Sum**’; meaning the total *Amount* of the stipend will be divided by 2. The approved Staff member will receive half of the stipend in December and in May during the fiscal year.

Stipend lines 1005 – 1008 are paid as ‘**Lump Sum**’; meaning the total *Amount* of the stipend will be paid on the approved Staff members paycheck in May of the fiscal year.

1000 thru 1003 - Elementary Lead Teachers

As a member of the school's leadership team, the English Language Arts (ELA), Math, Science, and Social Studies lead teacher will support the implementation of district curricular resources at the site-level, and the learning of colleagues by motivating, influencing, and organizing teachers to solve problems of practice, promote a culture of learning, and improve student outcomes through effective planning and instruction that aligns to district priorities for teaching and learning.

- Attend and participate in district professional development relative to the content area.
- Facilitate additional subject area professional development or meet with teachers, as needed, to support the successful implementation of subject area curriculum resources.
- Participate in all district-level lead teacher meetings throughout the school year and disseminate essential content specific information and expectations from lead teacher meetings or emails in staff meetings and professional learning communities (PLCs).
- Serve as a liaison between teachers, school leadership team, and district coordinator to provide input or feedback to elevate teacher voice regarding curricular resources.
- Collaborate with site leadership and instructional coach(es) to ensure content related consistency across the school.
- Support and/or facilitate Professional Learning Communities (PLCs) throughout the school year to share content related best practices.
- Review and analyze standards and assessments to ensure student progress/success.
- Assist in leading the team's tracking, analysis, and response to data through instructional planning and differentiating.
- Expand mastery of content, lead others to plan and provide impactful and engaging instruction to students with diverse needs and interests, and model instructional best practices for colleagues.
- Assist teachers in acquiring necessary resources to successfully execute high-quality instruction, including texts, manipulatives, consumable materials, or technological resources.
- Build consistency, cohesiveness, and collaboration amongst teachers.
- Perform other duties as assigned.

1004 - Teacher Mentor Program

OSDE requires that all first year teachers participate in a comprehensive Teacher Induction Program. The OKCPS New Teacher Mentor Program will meet this requirement and enhance other new teacher supports at both the site and district level. Each first year teacher will be paired with one OKCPS New Teacher Mentor.

The OKCPS New Teacher Mentor will:

- Support up to three first year teachers (new to the profession)
- Meet for at least two hours each month with each first year teacher. While in person meetings are encouraged, virtual meetings are acceptable as well
- Complete district created documentation verifying collaboration with first year teachers.
- Complete required OKCPS New Teacher Mentor training.
- Be available to host teacher education candidates from local universities as they complete fieldwork requirements including observations, practicums, and student teaching. This would be coordinated in collaboration with universities, human resources, and school sites.

1005 & 1006 - LinkIt!

Support the implementation of LinkIt at the site-level by providing training, guidance, and assistance to instructional staff.

- Attend and participate in district professional development relative to LinkIt.
- Facilitate LinkIt professional development, as needed, to instructional staff.
- Participate in all district-level LinkIt site support meetings throughout the school year and disseminate information and expectations from meetings or emails in staff meetings and professional learning communities (PLCs).
- Assist instructional staff with acquiring and understanding reports within LinkIt for data analysis.
- Support instructional staff with the learning management system (LMS) and LinkIt integration.
- Troubleshoot any minor technology issues that any instructional staff encounters relative to LinkIt.
- Perform other duties as assigned.

1007 - Secondary Gifted and Talented Coordinator

This is an extra duty assignment, which will expire at the end of the assignment period and is therefore not protected by continuing contract law. Compensation will be based upon the provisions of the negotiated agreement. Duties and responsibilities include but are not limited to the following.

- Coordinate the ongoing identification of the gifted and talented students at the school site.
- Organize documentation and collection of data related to services provided to the school's gifted populations.
- Work with the Planning, Research, and Evaluation (PRE) Department to ensure identified gifted and talented students have been marked in the school information system (SIS) with correct category classification.
- Assist instructional staff in developing and providing gifted and talented students with appropriate learning activities and experiences.
- Advocate and dispel misconceptions related to giftedness and cultural implications on giftedness.
- Participate in all district-level gifted and talented education meetings throughout the school year and disseminate essential content specific information and expectations from gifted and talented education meetings or emails in staff meetings and professional learning communities (PLCs).
- Facilitate gifted and talented professional development, as needed, to instructional staff.
- Communicate with parent(s)/guardian(s) about their child's individual programming options.
- Perform other duties as assigned.

1008 - AVID Site Coordinator

As a member of the school's leadership team, the AVID Site Coordinator will support the implementation of AVID and the learning of colleagues by motivating, influencing, and organizing teachers to solve problems of practice, promote a culture of learning, and improve student outcomes through effective planning and instruction that aligns to district priorities for teaching and learning.

- Advocate for the AVID system with other students, parents, educators and the community.
- Commit to the philosophy of AVID, including support for equity and access for all students.
- Lead the development of the site AVID plan.
- Facilitate regular AVID site team meetings to discuss implementation.
- Oversee data collection, maintain documentation, and complete AVID program reports.
- Collaborate with counselor(s) to ensure that AVID students are placed in rigorous courses that are appropriate to their interests and desire to learn.
- Organize the recruitment and interviewing of potential AVID students.
- Support and assist the AVID elective teacher in scheduling visits to college and university campuses, field trips, and guest speakers for the AVID class(es).
- Participate in AVID professional development activities throughout the year.
- Facilitate professional development on AVID methodologies, as needed, to the school instructional staff.
- Design and host an AVID parent night with the assistance of the AVID site team.
- Oversee tutor recruitment, training, and retention at the site level.
- Collaborate with the site leadership team to ensure that, over time, the AVID strategies are expanded schoolwide.

OKCPS OTHER STIPENDS		
Line #	Stipend Description	Amount
1009	Academies Coordinator Acd	Base + \$4,200
1010	Administrative Interns (191 days) Acd	\$6,000
1011	Agriculture Teacher (242 days) (not a stipend – managed internally)	Base + 30%
1012	District Chair Elementary – Art FA	\$1,600
1013	District Chair Elementary – Music FA	\$1,600
1014	District Chair Secondary – Band FA	\$1,600
1015	District Chair Secondary – Choir FA	\$1,600
1016	District Chair Secondary – Dance FA	\$1,600
1017	District Chair Secondary – Guitar FA	\$1,600
1018	District Chair Secondary – Orchestra FA	\$1,600
1019	District Chair Secondary – Piano FA	\$1,600
1020	District Chair Secondary – Theater FA	\$1,600
1021	District Chair Secondary – Visual Art FA	\$1,600
1022	District Chair Elementary – Social Studies Acd	\$1,600
1023	Homebound Teachers Acd	\$600
1024	Instructional Coaches (191 days) (not a stipend – managed internally)	\$6,000
1025	JROTC (not a stipend – managed internally)	\$2,400
1026	JROTC: Master’s Degree (not a stipend – managed internally)	\$400
1027	Library Cataloger (8) Districtwide Acd	\$500
1028	*Special Education: School Psychologist Specialist OOES	\$1,500
1029	**Special Education: School Psychologist Autism Team OOES	\$800
1030	*** Lead It Year 1: Principal Complete	0
1031	*** Lead It Year 1: Assistant Complete	0
1032	*** Lead It Year 1: Lead Teacher Complete	0
1033	***Lead It Year 2: Principal Acd (Entered by ILD ONLY)	\$5,000
1034	***Lead It Year 2: Assistant Principal Acd (Entered by ILD ONLY)	\$2,500
1035	***Lead It Year 2: Lead Teacher Acd (Entered by ILD ONLY)	\$1,680
1036	****Lead OKCPS Year 2: Principal Acd (Entered by ILD ONLY)	\$7,000
1037	****Lead OKCPS Year 2: Assistant Principal Acd (Entered by ILD ONLY)	\$5,000
1038	****Lead OKCPS Year 2: Lead Teacher Acd (Entered by ILD ONLY)	\$3,000

Stipend lines 1009– 1038 are paid as ‘Equalized’; meaning the total *Amount* of the stipend will be divided by the number of pay periods during the fiscal year. The results of that equation will be added to each of the staff member’s pay checks.

- * One stipend for the lead school psychologist in the following areas: Interns and PK, Bilingual, Behavior and Extended Educational Services.
- ** One stipend for each of the 6 school psychologists on the Autism Team. These individuals are responsible for evaluation of students for identifying or ruling out suspected Autism. Case review, Consultation services for other school psychologist.

***** Sustainability Plan: LEAD IT! (2 years)**

L-Leadership E-Empowerment A-Accountability D-Development I-Innovation T-Transformation

- Current Schools (8) 2 Middle, 6 Elementary
- Sustainability Stipend Structure: *See Items 1031 & 1032 in the above table*
 - Up to 6 hours a month of PD/Collaborative Planning
- Two days Summer Institute
- Mentorship with another LEAD site
- Additional IC (if applicable based on needs-and budget allowances)

****** New Partnership: LEAD OKCPS (4 years – 2 year partnership and 2 years in sustainability)**

L-Leadership E-Empowerment A-Accountability D-Development

- Schools (7) – 4 Elementary, 1 Middle School, 2 High School
 - Stipend Structure: *See Items 1033 in the above table*
- 6 hours a month of PD/Collaborative planning
- 3 Days of Summer Institute
- Additional IC (if applicable based on needs-and budget allowances)

1009 - Academies Coordinator

(Academies of Arts, Engineering, Entrepreneurship, & Health Sciences)

Develops a program not previously defined in the extra-curricular handbook that results in students who achieve their potential academically, athletically, socially and/or morally. This activity is assigned to a teacher who performs duties outside of or in addition to their regular teaching duties which must be before or after school. This teacher will conduct practices, motivate students and instruct students in performance strategies and techniques.

- Motivates students to achieve their goals.
- Recruits and retains students, build the academy program.
- Maintains academy records and reports.
- Communicates with the principal regarding proposed activities.
- Provides leadership to organize the group with an established leadership plan.
- Builds business and industry partnerships.
- Shows respect and value for the skills, experiences, creativity, and contributions of group members.
- Exhibits relationship-building skills (industry and college partnerships).
- Supports activities before school, after school, Saturdays, summer internships as needed or any actual work beyond the contract day.
- Provides appropriate student development activities related to the academy and supervise students to ensure safety and completion of activities.
- Schedules and communicates with staff and parents, and hosts meeting to discuss academy business and plans.
- Provides academy information to the Career Connections Coordinator, principal, students, and parents and commits to giving all students a fair opportunity to be a part of the program.
- Attends and participates in district coordinator meetings and professional development.
- Organizes functions to broaden students' educational and industry experiences.
- Prepares a tentative calendar of scheduled events and activities.
- Coordinates supportive staff, and advise supportive organizations.

Required Monthly Meetings:

- District coordinator meeting – 1 per month (11) after school.
- Advisory Board meeting – 1 per month (11) typically after school or evening.
- Academy Team meeting – 1 per month (11) during school, after school or PLC.
- Work based Learning, Academy Recruitment, or Career Related Activities – 3-4 per month (9 months).
- Student Internships (junior/seniors) – approximately three meetings per student (1 with student for preparation, 1 with employer and 1 for OTJ visit per year.

1010 - Administrative Interns (191 days)

The Administrative Intern is a limited term assignment, generally one school year, designed to develop and prepare an aspiring principal for future leadership positions in the schools. This position provides additional administrative support to the School Principal in the assigned school. The Administrative Intern shall be responsible for various functions including, but not limited to, instructional leadership and organization of the school under the direction and guidance of the School Principal.

- Performs administrative level duties under general supervision to learn from practical experience the skills to resolve problems and to transition from a teacher to an administrator.
- Serves as Intern to the instructional leader of the building staff.
- Shadows the Building Administrator, learning to manage personnel through appropriate delegation, planning and evaluation.
- Helps foster an environment where staff and faculty work cooperatively together and hold each other accountable to reach high levels of student achievement.
- Observes teaching methods and examine learning materials to evaluate and standardize curricula and teaching techniques, and to determine areas where improvement is needed, with the guidance of the Building Administrator.
- Fosters a positive school climate by assessing, planning, and communicating with the school community; promoting distributive leadership while demonstrating understanding of and respect and appreciation for cultural diversity.
- Promotes a positive tone for collaborative school/community relations by articulating the mission, seeking community support, and fostering rapport with all stakeholders.
- Confers with parents and staff to discuss educational activities, policies, and student behavioral or learning problems.
- Learns to effectively evaluate teachers' classroom management, instructional practice, professional development pursuits, interpersonal and leadership skills, while identifying high- and low-effectiveness performers, and how to provide clear and actionable feedback, resources and support.
- Assists in providing ongoing professional development for staff, based on an analysis of school / assigned building data, best practices and instructional research.
- Develops skills to aid in the modeling and promoting of the continuous use of data to inform practice and drive decision making and instruction.
- Begins to manages school resources (fiscal, human capital, facilities and equipment, etc.) to support student achievement goals and in compliance with district policies.
- Assists in establishing an optimal learning environment within the school.
- Works with principal, staff and parents on strategies that assist in continuously improving students' achievement and instruction.
- Instills and promotes quality instructional programs in the school and to ensure high levels of achievement from all students.
- Performs other duties as assigned.

1011 - Agriculture Teacher (242 days)

Develops a program not previously defined in the extra-curricular handbook that results in students who achieve their potential academically, athletically, socially and/or morally. This activity is assigned to a teacher who performs duties outside of or in addition to their regular teaching duties which must be before or after school. This teacher will conduct practices, motivate students and instruct students in performance strategies and techniques.

1012 thru 1021 - District Chair Visual and Performing Arts (VPA)

Elementary - Art
Elementary - Music

Secondary - Band
Secondary - Choir
Secondary - Dance
Secondary - Guitar

Secondary - Orchestra
Secondary - Piano
Secondary - Theater
Secondary - Visual Art

Each district chair covers one of 10 Curriculum areas: Elementary Visual Art, Elementary General Music, Band, Dance, Drama / Theatre, Guitar, Orchestra, Piano / Keyboard, Secondary Visual Art, and Secondary Vocal Music. VPA department chairs improve the organizational structure of the art department by promoting growth and support for their designated arts team. VPA district chairs receive a stipend for this work for the school year. When a district chair position is split, the stipend will also be split.

- Meets/communicates with the art director as needed.
- Promotes and advocates for student learning in the arts. Serves as the primary curriculum coordinator for their subject area, and oversees mentorship for their team.
- Holds meetings within the discipline area at least once a quarter. This could include collaborative meetings Online, and/or professional development opportunities.
- Chairs and facilitates curriculum writing as needed, and helps to revise the OKCPS Academic Planning Guides for middle and high school as needed.
- Oversees Google Drive Team Folder, including inventory for the entire team.
- Oversees distribution of team materials and supplies.
- Serves on related committees when necessary (may include committees for curriculum, and for the acquisition of art materials, i.e. bond \$, textbook adoption, etc.).
- Serves as a workshop presenter for in-service sessions when necessary.
- Coordinates district and community events (performances and visual art exhibits, All-City events, etc.);
 - 1) Arranges adjudicators and/or clinicians for All-City events,
 - 2) Arranges site acquisition for All-City events,
 - 3) Coordinates and oversees vendor approval and related POs,
 - 4) Coordinates the printed program,
 - 5) Oversees repertoire selection for musical performances, and
 - 6) Organizes and helps set up visual art exhibits (visual art department chairs).

1022 - District Chair Elementary Social Studies

Pending Description

1023 - Homebound Teachers

Position is responsible for providing special education support for students as they complete work assigned by their teachers. They coordinate with the Home School to obtain work assignments for the student(s). Homebound services are intended to be short term while students recover. The teacher provides three (3) hours of instructions per week if the student is able.

1024 - Instructional Coaches (191 days)

Activity assigned to teachers that performs duties outside of or in addition to their regular teaching duties. This includes duties after and/or before school. Position is responsible for organizing the program at the assigned school(s).

- Monitors and supports instructional programs on assigned campus.
- Integrates the district's instructional guides into the school's instructional strategies to create an integrated campus action plan.
- Reviews campus instructional programs and recommend modifications where appropriate.
- Works with the site's administrator and instructional leadership team to monitor and support the implementation of the program's growth and improvement.
- Facilitates the identification of specific, measurable and attainable benchmarks for teacher and student performance. Assist teachers in aligning their instructional strategies with the District Standards, curriculum and assessments.
- Conducts classroom interactions in which the Instructional Coach and teacher demonstrate and observe essential elements of the school's instructional program and District Standards.
- Components of these interactions will include: planning conferences with teachers, demonstration observation sessions, and debriefing.
- Provides individualized, classroom follow up to support teachers in implementing research based instructional programs and strategies. Facilitate inquiry groups among teachers in which research on effective teaching practices are read and discussed.
- Provides technical assistance with the collection and analysis of data; prioritizing the needs to increase student achievement.
- Works with site administrators to ensure Professional Learning Community Meetings for grade level teacher teams to analyze and interpret student achievement data.
- Maintains an awareness of current research and curricula trends to provide job embedded professional development on instructional strategies that increase student achievement.
- Participates fully in (state and local) professional development for Instructional Coaches, including peer observations, professional research and mathematics, inquiry sessions and higher education opportunities.
- Identifies and disseminates information to teachers regarding "best practices" in instruction, assessment, technology, and equity.
- Facilitates the transformation of research-based knowledge into useful tools that can be readily integrated into the educational reform process.
- Collaborates with other instructional coaches to review performance data, reflect on themes, determine how to aggregate and prioritize needs, and allocate resources accordingly.
- This position may be assigned to multiple campuses and will be required to travel between locations to perform the duties mentioned above. Must have a reliable mode of transportation.

Performs other duties as assigned.

1025 - JROTC

This activity is assigned to a teacher who performs duties outside of, or in addition to, their regular teaching duties which must be before or after school. The assigned teacher will conduct practices, motivate students and instruct students in performance strategies and techniques. In addition, the teacher will develop a program that results in students who achieve their potential academically, athletically, socially and/or morally.

JROTC Instructors are responsible for extra-curricular activities and community support outside a normal school day which consist of the followings:

- Scheduled Parades on non-school weekends. (MLK Day Parade, Fiesta De La Americas)
- Cadets/students after school hours,
- Marksmanship team (competitive competition),
- Drill team, Color Guard and Raiders Team,
- Provide Color Guard during Football and Basketball games opening ceremony,
- OKC Thunders Game Opening Ceremony,
- OKCPS School Board meetings,
- Veterans Day Events,
- 45th Infantry Division Masking of Colors,
- Pearl Harbor Day Ceremony,
- Annual OKCPS Drill Meet,
- Annual Military Ball, and
- Awards Banquet.

We provide an opportunity for students to participate in activities that allows them to be a part of a team environment filled with Esprit de corps.

1026 - JROTC: Master's Degree

All JROTC instructors with a Master's Degree will receive a stipend as listed in the 'Other Stipends' table line: *II JROTC: Master's Degree*.

1027 - Library Cataloger (8 Districtwide)

Activity assigned to librarians that performs duties outside of their regular library duties. These duties are performed as a group monthly and independently in the afternoons, evenings, and weekends, as needed. Position is responsible for maintaining the integrity of the union catalog, providing training to Destiny users, and providing training programs for library media specialists.

- Creates original cataloging records of print and non-print materials.
- Supervises the addition of materials to the library union catalog through vendor uploads and bibliographic databases.
- Performs cataloging maintenance on district union database.
- Creates and customize reports on the local and district library media centers collections.
- Trains and serve as a resource person to library media specialists and department directors/coordinators on the operation of the automated library, textbook, and resource systems.
- Trains library media specialists on new technologies, instructional strategies, and best practices.
- Travels monthly to designated sites to perform cataloging and training duties.

1028 & 1029 - Special Education: School Psychologist Specialist & Autism Team

Provide direct services to students, and training, and case management support to school psychologists and other school/district staff in specialist area through consultation and case review/compliance review. Specialists also support the learning of their colleagues by modeling how to solve problems of practice, and improve student outcomes through appropriate implementation of the OSDE and district/department policies and procedures for IDEA.

The Specialist goals are accomplished through:

- Collaboration with their supervisor, Special Education Director, Related Services Administrators, and Special Education Coordinators as well as colleagues.
- Prepare and present professional development
- Disseminate essential content-specific information and expectations from the School Psychologist Administrator (supervisor).
- Model best practices for colleagues within the department by providing small group and individual staffing opportunities for colleagues and collaborating on individual student cases.
- Work with supervisor to create and revise documents used for the initial Special Education referral process, student evaluation report templates, and other documentation.
- Promote the overall effectiveness of district School Psychologists by performing tasks and sharing responsibilities of other members of the Department, as determined by the Administrator of School Psychology and/or the Special Education Director.

Annual Stipend Range: \$800.00 to \$2,500.00

Requirements for School Psychologist Specialist

- Ten (10) or more years of experience as a school psychologist or an IDEA mandated need (i.e. bilingualism)
- Five (5) or more years working as a school psychologist with the OKCPS district or an IDEA mandated need (i.e. bilingualism)
- Content area expertise (training, education, and/or experience) in one of the areas targeted as a Department/District need, which can vary from year to year (see below).
- Thirty (30) hours of professional development shall be required each year
- A two (2) year commitment requiring annual ratification by both parties

School Psychologist Specialist Stipends currently proposed for the following areas of district need:

- 1. Autism Team:** Evaluation of students for identifying or ruling-out suspected Autism. Case review, consultation services for other school psychologists.
- 2. Intern/Entry Year Program:** Oversee training, internship and mentor programs for interns, and first-year school psychologists. May include job embedded training, liaison with university programs and supervision of school psychologists earning intern hours.
- 3. Behavior Specialist:** Preference given for a School Psychologist holding or working towards completion of the Board Certified Behavior Specialist (BCBA) licensure: Case review, consultation help provided to other school psychologists for collecting, analyzing and summarizing FBA data and creating evaluation report summary. Also completes FBAs and assists in development of student's Behavior Intervention Plan (BIP) as needed.
- 4. Extended Educational Sites:** Serving students in hospitals, juvenile and correctional facilities and similar. Requires extensive knowledge of medical/psychiatric document review, frequent travel to these sites, and planning and conducting evaluations under those circumstances as well as liaison with non-educators (nurses, psych-techs, counselors and psychologists).
- 5. Bilingual School Psychologist:** Evaluation of students in Spanish if this is determined to be the student's dominant and primary language and as stipulated under the IDEA.

1030 thru 1035 - LEAD IT

Sustainability Plan: LEAD IT! (2 years)

L-Leadership E-Empowerment A-Accountability D-Development I-Innovation T-Transformation

- Current Schools (8) 2 Middle, 6 Elementary
- Sustainability Stipend Structure: *See Items 1030 – 1035 in the above table*
 - Up to 6 hours a month of PD/Collaborative Planning
- Two days Summer Institute
- Mentorship with another LEAD site
- Additional IC (if applicable based on needs-and budget allowances)

1036 thru 1038 - LEAD OKCPS

New Partnership: LEAD OKCPS (4 years – 2-year partnership and 2 years in sustainability)

L-Leadership E-Empowerment A-Accountability D-Development

- Schools (7) – 4 Elementary, 1 Middle School, 2 High School
 - Stipend Structure: *See Items 1036 - 1038 in the above table*
- 6 hours a month of PD/Collaborative planning
- 3 Days of Summer Institute
- Additional IC (if applicable based on needs-and budget allowances)

