



**Orange County
Public Schools**

SUPPLEMENT HANDBOOK

Revised May, 2015



**Supplement Schedule Increase of 3% effective as of the
2015-16 School Year**



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Elementary Schools

INTRODUCTION

Supplements are additional salary for which an employee performs extra duties and/or responsibilities before, during or after the regular workday. They are designed in such a way as to allow individual schools flexibility in matching its employees' resources to the needs of the student body, be it in the area of extracurricular activities, athletics, monitoring type duties, or representing the school.

Supplements generally are not transferable, which means that the funds for one supplement cannot be used for a different supplement.

Supplement nominations are submitted by the administrator through an on-line process which are electronically forwarded to a District-level department.

Acceptance of duties for which supplements are paid is voluntary for teachers, except for those that may be specified otherwise by the Contract. Supplements are usually paid to only teachers, however, if the teacher declines it, another employee may be interviewed and selected by the administrator to receive the supplement. This also means that there are no guarantees that a supplement will continue to be offered, and changes may be made from year to year or during a given year, to meet changing needs of a particular school. If the supplement receiver is terminated in the supplemented position, the reason(s) will be provided upon request.

Payment for supplements is added to the employee's regular paycheck. A supplement cannot be added or deleted from the Contract unless the amount is negotiated.

If an employee starts a supplemental duty late or terminates from it early, or for any other reason cannot complete all of the requirements to receive the full supplement, s/he shall be paid a prorated amount based on the period of time during which the supplemented duties were performed.

An employee holding a supplemented position may voluntarily relinquish the position provided s/he notifies the administrator at the earliest possible date. The administrator will notify the employee as soon as feasible if the employee will be terminated in the supplemental position. If the supplement receiver is terminated, the reason(s) will be provided upon request.

The District and the Association shall continue working through the joint supplement committee. The supplement committee shall submit its recommendations to each of the CBLT.

The parties agree that supplements may be expanded or added to the Contract to fulfill requirements for Other Interscholastic Athletic Opportunities. If a new supplement is added, the parties will meet to negotiate the amount.

Verification of Years of Experience:

The District Athletic Office will keep a record of experience earned in laned supplements. Coaching experience is earned regardless of the particular sport. Experience is based upon completed fiscal years. The initial year is the "0" year.

Upon request, the District will provide the CTA with a print out of known supplement receivers, by work-site, amount of supplement, for each calendar year.

Athletics:

Special Olympics must include at least six scheduled functions, and are available at the high, middle and elementary school level.

Elementary School Sports

SPORT	NUMBER OF SUPPLEMENTS	
	<i>Head Coaches</i>	<i>Assistant Coaches</i>
Special Olympics	1*	
Sports Ability Team	1*	

- Additional units may be created based upon written justification and district-level approval.

LANED ELEMENTARY ATHLETICS

	(Non Endorsed)					(Endorsed)			
	0-3 Years	4-6 Years	7-14 Years	15+ Years		0-3 Years	4-6 Years	7-14 Years	15+ Years
Special Olympics Sports Abilities	1760	1972	2184	2465	Special Olympics Sports Abilities	2201	2465	2730	3081

Footnotes:

1. Based on 3 season year.
2. Laned supplements cannot be split.

Music:

Music supplements are tied to regular music teaching assignments, and are designed to address activities held outside of school hours.

ELEMENTARY SCHOOL MUSIC

TYPE	NUMBER OF SUPPLEMENTS
Music Sponsor	1 unit per school

- (a): See qualifications.
- (b): Based on written justification and district approval.

MUSIC DUTIES AND QUALIFICATIONS

The **Music Sponsor** must have been appointed to a full time instructional position and must be certified in music education. The Music Sponsor is responsible for school activities including assemblies, musicals, and other performances and rehearsal beyond normal school hours, community activities including concerts and special events of importance to the community and festival activities such as Florida Music Educators Association Conference and All-State Chorus; and Orange County Public Schools Honors Music Festival.

MUSIC ELEMENATY SCHOOL SUPPLEMENT

Music Sponsor: \$876.00

Footnotes:

1. Based on 3 season year.
2. These supplements are designed for utilization in conjunction with a primary teaching job.
3. Supplements cannot be split.

Extracurricular/ School Activities/ Clubs:

Supplements in this area are for school programs or activities that involve or could appeal to a significant part of the student body as a whole, as differentiated from club sponsorship. These include activities such as safety patrol sponsor.

Clubs fall into two main groups: service clubs and interest clubs. Due to their nature, they usually appeal to students with specific interests. For example, these activities include clubs such as (but not limited to): Art, Computer, and Photography.

Service clubs must have a minimum of 20 participants based on average attendance. Interest clubs must have a minimum of 10 participants based on average attendance. Exceptions to the minimum require special approval.

ELEMENTARY SCHOOL EXTRACURRICULAR ACTIVITIES/CLUBS

ACTIVITY	ALLOCATION
Events Coordinator	1
Safety Patrol Sponsor	1
Elementary Activity	1

EXTRACURRICULAR/SCHOOL ACTIVITIES/CLUB DUTIES AND QUALIFICATIONS

The **Club Sponsor** is responsible for organizing and providing guidance and direction to all club members. S/he is also responsible for planning, scheduling and monitoring all club activities and functions. Clubs meet outside of the regular student class times.

The **Events Coordinator** is responsible for organizing, planning and preparing student performances at the elementary school level. Rehearsals and performances are held outside of the school day. Performances may include, but are not limited to, grade level plays, holiday and multi-cultural observances, PTA/PTO functions and musical performances.

The **Safety Patrol Sponsor** is responsible for organizing and training members of their elementary school's Safety Patrol. The activities and responsibilities of the Safety Patrol are developed by the sponsor and principal with input from the FAC and parent groups and shall take into account the special needs of their work-site. The Safety Patrol is affiliated with the National Safety Council and AAA.

The **Elementary Activity Sponsor** is responsible for school programs or activities that involve or could appeal to a significant part of the student body as a whole.

OTHER ELEMENTARY SCHOOL SUPPLEMENTS

Events Coordinator	\$908.00
Safety Patrol Sponsor	\$1,133.00
Elementary Activity	\$510.00

Special Duty:

SPECIAL DUTY DUTIES AND QUALIFICATIONS

Special duty supplements are allocated on the basis of one unit per six teachers or major fraction thereof plus one “at large” allocation per school regardless of size. They are designed to provide flexibility as to their use, based upon the individual needs of each school. These supplements may be used for site security (e.g. yard duty or gate duty), monitoring of student behavior (e.g. bus duty, hall duty, detention, Saturday school etc.) or support services (e.g. property control manager, textbook manager, etc.). The administrator is responsible for ensuring that responsibilities are approximately equivalent to those of the standard special duty supplements. Teachers shall be notified of the use of the supplements in their schools upon request. One unit per school has been designated for coordinating the wellness program.

The **Wellness Representative** is responsible for the implementation of wellness activities at the school that includes scheduling, promoting and evaluating all programs. S/he will attend training session and coordinate inservice activities with the school's training representative. S/he will submit activity report to the OCPS Employee Wellness Program and devise a recruiting program for interested employees and community organizations.

- Special duty supplements cannot be given for duties assigned by other supplements.
- Special Duty Supplement rate is \$782.00
- Special Duty Supplement can be quartered and halved.

SPECIAL DUTY ALLOCATIONS

Special Duty	1 allocation per 6 teachers + 1 at large allocation
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Curriculum Leadership:

Grade level chairpersons or Individual Grade Experience (IGE) Team Leaders are used in the elementary school, are supplemented based upon the number of full time (or equivalent) teachers at a grade level or on a team. Two additional units are included for teachers in exceptional education a special areas.

Two contiguous grade levels may be combined if there are two or fewer teachers on each.

When a vacancy in the position of curriculum leadership exists, the teachers in that department may provide input to the principal prior to the principal making any appointments to fill the vacancy.

CURRICULUM LEADERSHIP DUTIES AND QUALIFICATIONS

These positions, regardless of the grade level, are responsible for supervising all functions of his/her department, including budget preparation and property control, chairing regular meetings of teachers within the department/grade level, and coordination his/her department's activities with those of other departments. S/he also is responsible for providing input to the administration concerning the purchase of instructional materials, supplies and equipment.

Grade Level Chairperson/Individual Grade Experience Team Leader - Elementary Schools: In addition to the duties listed above in the introductory paragraph, the grade level chair may coordinate the grade level activities with the total school program and the other grade levels.

ELEMENTARY CURRICULUM SUPPLEMENTS

Grade Level Chair/Individual	\$74.00
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Footnotes:

1. Per full-time or half-time equivalent teacher in the department/grade level chair.

Categorical Supplements:

The continuation of these supplements is contingent upon available funding..

The **Instructional Coach** is responsible for coordinating the school-based New teacher Induction Program. Using the *New Teachers Induction Manual* provided by Instructional Development Services/Teacher Academy, the Instructional Coach working with and through the school administrator will provide support and assistance to teachers hired new to OCPS. The instructional Coach will attend training sessions provided by Instructional Development Services/Teacher Academy. Training session will focus on resources an strategies supporting new teachers. The Instructional Coach will also assist the school-based program by providing training and assistance to the assigned protégé mentors.

The **New Teacher Induction Mentor** is responsible for support to assigned protégé teachers. The Mentor will be assigned to a protégé similar in subject or grade level. Typical duties would include helping the assigned protégé teacher locate information about students, develop lesson plans and discussing effective teaching methods in order to analyze the process of teaching. Mentors could be assigned a maximum of three protégés. Training for mentors will be delivered by the school’s assigned Instructional Coach.

The funding source for these supplements is from the 117B General Appropriations - Teacher Training Categorical.

The **Alternative Certification Program Mentor** is responsible for training, coaching and observing candidates in the Alternative Certification Program. Training involves an evening orientation session, four days of training with the candidate for the Department of Education test. The mentor will conduct at least nine observations and provide data for the principal to make the final decision regarding program completion.

- Note: A teacher may not mentor more than three teachers.

ALL SCHOOLS

MENTORSHIP PROGRAM	SUPPLEMENT
Instructional Coach	\$793.00
Mentor	\$227.00/protégé *
Alternative Certification Program Mentor	\$453.00

The performance of a protégé shall not negatively impact the assessment of the mentor or the instructional coach.

* Pay pro-rated on a ten-month year.

The continuation of these supplements is contingent upon available funding.

Middle Schools

INTRODUCTION

Supplements are additional salary for which an employee performs extra duties and/or responsibilities before, during, or after the regular workday. They are designed in such a way as to allow individual schools flexibility in matching its employees' resources to the needs of the student body, be it in the area of extracurricular activities, athletics, monitoring type duties, or representing the school.

Supplements generally are not transferable, which means that the funds for one supplement cannot be used for a different supplement.

Supplement nominations are submitted by the administrator through an on-line process which are electronically forwarded to a District-level department.

Acceptance of duties for which supplements are paid is voluntary for teachers, except for those that may be specified otherwise by the Contract. Supplements are usually paid to only teachers, however, if the teacher declines it, another employee may be interviewed and selected by the administrator to receive the supplement. This also means that there are not guarantees that a supplement will continue to be offered, and changes may be made from year to year or during a given year, to meet changing needs of a particular school. If the supplement receiver is terminated in the supplemented position, the reason(s) will be provided upon request.

Payment for supplements is added to the employee's regular paycheck. A supplement line cannot be added or deleted from the Contract unless the amount is negotiated.

If an employee starts a supplemental duty late or terminates from it early, or for any other reason cannot complete all of the requirements to receive the full supplement, s/he shall be paid a prorated amount based on the period of time during which the supplemented duties were performed.

An employee holding a supplemented position may voluntarily relinquish the position provided s/he notifies the administrator at the earliest possible date. The administrator will notify the employee as soon as feasible if the employee will be terminated in the supplemental position. If the supplement receiver is terminated, the reason(s) will be provided upon request.

The District and the Association shall continue working through the joint supplement committee. The supplement committee shall submit its recommendations to each of the CBLT.

The parties agree that supplements may be expanded or added to the Contract to fulfill requirements for Other Interscholastic Athletic Opportunities. If a new supplement is added, the parties will meet to negotiate the amount.

Verification of Years of Experience:

The District Athletic Office will keep a record of experience earned in lined supplements. Coaching experience is earned regardless of the particular sport. Experience is based upon completed fiscal years. The initial year is the "0" year.

Upon request, the District will provide the CTA with a print out of known supplement receivers, by work-site, amount of supplement, for each calendar year.

Coaching Education and Payment:

The Florida Department of Education requires 180 hours or nine (9) semester hours for an endorsement in Athletic Coaching. The Athletic Coaching Endorsement includes the three areas specified below:

- Three (3) semester hours or 60 in-service points in the care of athletic injuries to include the effects and dangers of drug use including performance enhancing drugs.
- Three (3) semester hours or 60 in-service points in coaching theory.
- Three (3) semester hours or 60 in-service points in the theory and practice of coaching a specific sport.

If you have any questions regarding Athletic Coaching, please contact your high school athletic director or middle school activities coordinator. Many course opportunities are available but must have prior approval from the district athletic office. If you have a college degree, the college transcripts may be submitted to the district office for athletics to review as some college courses may meet the requirements for Athletic Coaching. In order to be eligible for OCPS coaching endorsement pay, it is the responsibility of the coach to complete the 180 points as required by the Department of Education as well as take the OCPS risk management class and show proof of current CPR and first aid.

It is required and the responsibility of an OCPS coach to maintain current CPR and first aid and retake the OCPS risk management class at least once every three (3) years.

Athletics:

Middle school athletic supplements are based upon a set number of events approved by the Middle School Athletic Association, which are part of the planned program of activities for the middle school. Athletic supplements are paid for the following at the middle school level: basketball, soccer, track, and volleyball. In addition, supplements are paid for activities coordinator and intramural coordinator. The same teacher may not serve as activities coordinator, intramural coordinator and coach. If an individual assumes both coordinator positions, s/he may be granted an amount of time equal to one teaching period to perform those duties, which cannot be accomplished after the duty day.

Special Olympics must include at least six scheduled functions, and are available at the high, middle, and elementary school level.

MIDDLE SCHOOL SPORTS

SPORT	NUMBER OF SUPPLEMENTS	
	Head Coaches	Assistant Coaches
Soccer	2	0
Basketball	2	1/0 (a)
Volleyball	2	0
Track & Field	2	1 (b)
Sports Ability Team	1 (c)	
Special Olympics	1 (c)	
Activities Coordinator	1	
Intramural Coordinator	1	

- (a): One each for boys and girls, 6th grade teams only. No assistants for 7th and 8th grade teams.
- (b): One each for boys and girls whose teams have 50 participants during meets.
- (c): Additional units may be created based upon written justification and district-level approval.

ATHLETIC DUTIES AND QUALIFICATIONS

The **Activities Coordinator** must be a certified teacher on the school's faculty. S/he coordinates and oversees all the areas of the middle school's athletic program, including all fiscal matters, including coordinating the use of facilities for athletic events, club activities, and the Special Olympics. The Activities Coordinator represents the school at related district level meetings and acts as a liaison between the administration, coaches, and sponsors. Typical daily duties may include: coordinating arrangements for sport officials and event personnel, supervise and maintain records of student eligibility, make team transportation arrangements, arrange for medical examinations, purchasing of equipment and supplies, make provisions for proper security at athletic events and other duties as assigned by the principal.

LANED MIDDLE SCHOOL ATHLETIC AND NON ATHLETIC SUPPLEMENTS

	0-3 years	4-6 years	7-14 years	15+ years		0-3 years	4-6 years	7-14 years	15+ years
Activities Coordinator	2034	2278	2522	2847	Activities Coordinator	2542	2847	3153	3560
Head Coach, Sports	1085	1214	1355	1518	Head Coach, Sports	1301	1457	1626	1821
Asst. Coach, Sports	723	810	903	1012	Asst. Coach, Sports	867	971	1085	1214
Special Olympics Sports Abilities Sports: Soccer, Volleyball Basketball, Track	1760	1972	2184	2465	Special Olympics Sports Abilities	2201	2465	2730	3081

Foot-

notes:

1. Based on 3 season year
2. These supplements may not be split

The **Intramural Coordinator** must be a certified teacher on the school's faculty, with certification in physical education preferred. S/he is responsible for supervising all aspects of the middle school's intramural program, including all fiscal matters and coordination of the program with the physical education department. S/he also serves both as chairman of the school's Intramural Advisory Council and as a member of the county's Middle School Intramural Council. S/he shall formulate and administer the necessary program policies and promote interest in the intramural program. S/he will submit activity reports and program outlines and results to the appropriate district office, Extracurricular Programs and Driver's Education.

Intramural Coordinator	1723
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Music:

Secondary music supplements are tied to regular music teaching assignments, and are designed to address activities held outside of school hours.

MIDDLE SCHOOL MUSIC

TYPE	NUMBER OF SUPPLEMENTS
Band Director	1 unit per school
Associate Band Director	1 unit per schools (a), (b)
Orchestra Director	1 unit per school (a)
Choral Director	1 unit per school
Associate Choral Director	1 unit per school (a), (b)

- (a): See qualifications.
 (b): Based on written justification and district approval.

MUSIC DUTIES AND QUALIFICATIONS

The **Orchestra Director** must have been appointed to a full-time instructional position and must be certified in music education with an emphasis in string pedagogy. The Orchestra Director is responsible for preparing and presenting performances conducted by the school's orchestra. Their functions are designed to meet the unique needs of the middle school environment.

Orchestra performances may include but are not limited to concerts, chamber ensembles, strolling strings and special events of importance to the school and community. Other functions include festival events sponsored by professional organizations under the auspices of the Florida Music Educators Association including concert festivals, solo and ensemble evaluation festivals, All-State and All-Conference Orchestra festivals and OCPS Honors Orchestra.

The **Choral Director** must have been appointed to a full-time instructional position and along with the **Associate Choral Director** must be certified in music education with an emphasis in choral music. The Choral Director is responsible for the planning, preparing and supervising performances conducted by the school's choirs and vocal ensembles. The Associate Choral Director supports the Choral Director in the performance of his/her duties. Their functions are designed to meet the unique needs of the middle school environment.

Choral performances may include but are not limited to school assemblies, musicals and rehearsals, community concerts and special events and festival events sponsored by professional organizations under the auspices of the Florida Music Educators Association including concert festivals, solo and ensemble evaluation festivals, All-State Choruses and the OCPS Honors Chorus.

The **Band Director** must have been appointed to a full-time instructional position and along with the **Associate Band Director** must be certified in music education, as a specialist in wind and percussion pedagogy. The Band Director is responsible for preparing and presenting performance events for school programs and community events limited to a concert setting. Their functions are designed to meet the unique needs of the middle school environment.

LANED MIDDLE SCHOOL MUSIC SUPPLEMENTS

	0-3 Years	4-6 Years	7-14 Years	15+ Years
Band Director	2770	3102	3435	3878
Assistant Band Director	1847	2068	2290	2585
Choral Director	1366	1530	1708	1913
Choral Assistant	911	1020	1138	1275
Orchestra Director	1366	1530	1708	1913

Footnotes:

1. *Based on 3 season year.*
2. *These supplements are designed for utilization in conjunction with a primary teaching job.*
3. *Supplements cannot be split.*

Extracurricular/ School Activities/ Clubs:

Supplements in this area are for school programs or activities that involve or could appeal to a significant part of the student body as a whole, as differentiated from club sponsorship. These include such activities as newspaper, student council.

Clubs fall into two main groups: service clubs and interest clubs. Due to their nature, they usually appeal to students with specific interests. For example, these activities include clubs such as (but not limited to): Art, Chess, Computer, and Photography.

Service clubs must have a minimum of 20 participants based on average attendance. Interest clubs must have a minimum of 10 participants based on average attendance. Exceptions to the minimum require special approval.

MIDDLE SCHOOL EXTRACURRICULAR/SCHOOL ACTIVITIES AND CLUBS

ACTIVITY	ALLOCATION
Agribusiness	1
FFA	Available to all Agribusiness teachers
Club Sponsors-Service Clubs Examples: BETA, FFA, FFEA	Minimum of 20 participants per club 1 allocation per 125 students
Club Sponsors-Interest Clubs Examples: Art, Chess, Photography	Minimum of 20 participants per club 1 allocation per 125 students

EXTRACURRICULAR/SCHOOL ACTIVITIES/CLUB DUTIES AND QUALIFICATIONS

The **Club Sponsor** is responsible for organizing and providing guidance and directions to all club members. S/he also is responsible for planning, scheduling and monitoring all club activities and functions. Clubs meet outside of the regular student class times.

The **Agribusiness Sponsor**: The agribusiness supplement is tied into the regular agriculture teaching assignments. The supplement is for the additional time that is spent in school laboratory maintenance and supervised agricultural experience home visits.

The **FFA Advisor**: The FFA supplement is available to all agribusiness teachers, regardless of number of teachers per school. In multi-teacher agribusiness departments, all teachers receiving this supplement will share the tasks equally. Typical duties include attending the Area IV Leadership Workshop; submitting Chapter Program of Activities, Roster and Dues before the deadline; preparing FFA members to participate in at least two of the four Sub-District event and to compete in at least one judging competitions; assisting FFA members in submitting the proficiency award, degree and chapter award applications; holding an annual awards banquet; attending the State FFA convention with at least two chapter delegates.

MIDDLE SCHOOL EXTRA-CURRICULAR SUPPLEMENTS

TYPE	SUPPLEMENT
Agribusiness	1401
Agribusiness Extended	315
Extra Curricular Activities	453
FFA	700

Footnotes:

1. *Halving or quartering of the supplement is permitted.*
2. *These supplements are designed for utilization in conjunctions with a primary teaching job.*

*Special Duty:***SPECIAL DUTY DUTIES AND QUALIFICATIONS**

Special duty supplements are allocated on the basis of one unit per six teachers or major fraction thereof plus one “at large” allocation per school regardless of size. They are designed to provide flexibility as to their use, based upon the individual needs of each school. These supplements may be used for site security (e.g. yard duty or gate duty), monitoring of student behavior (e.g. bus duty, hall duty, detention, Saturday school etc.), or support services (e.g. property control manager, textbook manager, etc.). The administrator is responsible for ensuring that responsibilities are approximately equivalent to those of the standard special duty supplements. Teachers shall be notified of the use of the supplements in their schools upon request. One unit per school has been designated for coordinating the wellness program.

The Wellness Representative is responsible for the implementation of wellness activities at the school that includes scheduling, promoting and evaluating all programs. S/he will attend training sessions and coordinate in-service activities with the school’s training representative. S/he will submit activity reports to the OCPS Employee Wellness Program and devise a recruiting program for interested employees and community organizations.

- Special duty supplements cannot be given for duties assigned by other supplements.
- Special duty rate is \$782.00
- Special duty supplement can be quartered or halved

SPECIAL DUTY ALLOCATIONS

Special Duty	1 allocation per 6 teachers + 1 at large allocation
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Curriculum Leadership:

These supplements are tied into staffing functions at a school. Departmental chairpersons are supplemented based upon the number of full time (or equivalent) teachers in the department.

In addition, in those schools organized around the teaming concept, team leaders also may be appointed. Team leaders' supplements are fixed (i.e. not dependent upon size of team).

When a vacancy in the position of curriculum leadership exists, the teachers in that department may provide input to the principal prior to the principal making any appointments to fill the vacancy.

CURRICULUM LEADERSHIP DUTIES AND QUALIFICATIONS

These positions, regardless of the grade level, are responsible for supervising all functions of his/her department, including budget preparation and property control, chairing regular meetings of teachers within the department/grade level, and coordinating his/her department's activities with those of other departments. S/he also is responsible for providing input to the administration concerning the purchase of instructional materials, supplies, and equipment.

Department Chairperson: In addition to the duties described above, typical duties may include conducting regular professional meetings with teachers of the department at least once a month; attending subject area meetings for county department chairs; distributing communications, materials and supplies to team members and collecting data and reports as required by the administration. This leader may assist administrators in matters of school policy, scheduling and pupil placement. Other typical duties may include coordinating subject area efforts with learning community program consultants; coordinating subject area events and activities at the school. Department Chairperson rate is \$49.00 per person in department.

The **Team Leader Coordinator** will implement the school philosophy to the team and keep the team focused. Leaders will work in conjunction with the department chair to assure adherence to state, county and course objectives. The leader will review, revise and evaluate the teams' instructional program and guide the team in developing methods of reporting student progress to parents. Leaders will confer with counselors regarding team information and the use of diagnostic instruments to be administered and coordinate follow-up. S/he will plan team activities and organize the agenda for meetings and coordinate the reports for the meeting for the administration. The leader may assist teachers on the team in improving their reaching skills. Team Leader rate is \$1,062.00

Categorical Supplements:

The continuation of these supplements is contingent upon available funding.

The **Instructional Coach** is responsible for coordinating the school-based New Teacher Inductions Program. Using the *New Teachers Induction Manual* provided by Instructional Development Services/Teacher Academy, the Instructional Coach working with and through the school administrator will provide support and assistance to teachers hired new to OCPS. The Instructional Coach will attend training sessions provided by Instructional Development Services/Teacher Academy. Training sessions will focus on resources and strategies supporting new teachers. The Instructional Coach will also assist the school-based program by providing training and assistance to the assigned protégé mentors.

The **New Teacher Induction Mentor** is responsible for support to assigned protégé teachers. The Mentor will be assigned to a protégé similar in subject or grade level. Typical duties would include helping the assigned protégé teacher locate information about students, develop lesson plans and discussing effective teaching methods in order to analyze the process of teaching. Mentors could be assigned a maximum of three protégés. Training for mentors will be delivered by the school's assigned Instructional Coach.

The funding source for these supplements is from the 117B General Appropriations-Teacher Training Categorical.

The **Alternative Certification Program Mentor** is responsible for training, coaching and observing candidates in the Alternative Certification Program. Training involves an evening orientation session, four days of training with the candidate for the Department of Education test. The mentor will conduct at least nine observations and provide data for the principal to make the final decision regarding program completion

- Note: a teacher may not mentor more than three teachers.

ALL SCHOOLS

MENTORSHIP PROGRAM	
Instructional Coach	\$793.00
Mentor	\$227/protégé *
Alternative Certification Program Mentor	\$453.00

The performance of a protégé shall not negatively impact the assessment of the mentor or the instructional coach.

*Pay pro-rated on a ten-month year.

The continuation of these supplements is contingent upon available funding.

High Schools

INTRODUCTION

Supplements are additional salary for which an employee performs extra duties and/or responsibilities before, during, or after the regular workday. They are designed in such a way as to allow individual schools flexibility in matching its employees' resources to the needs of the student body, be it in the area of extracurricular activities, athletics, monitoring type duties, or representing the school.

Supplements generally are not transferable, which means that the funds for one supplement cannot be used for a different supplement.

Supplement nominations are submitted by the administrator through an on-line process which are electronically forwarded to a District-level department.

Acceptance of duties for which supplements are paid is voluntary for teachers, except for those that may be specified otherwise by the Contract. Supplements are usually paid to only teachers, however, if the teacher declines it, another employee may be interviewed and selected by the administrator to receive the supplement. This also means that there are no guarantees that a supplement will continue to be offered, and changes may be made from year to year or during a given year, to meet changing needs of a particular school. If the supplement receiver is terminated in the supplemented position, the reason(s) will be provided upon request.

Payment for supplements is added to the employee's regular paycheck. A supplement line cannot be added or deleted from the Contract unless the amount is negotiated.

If an employee starts a supplemental duty lake or terminates from it early, or for any other reason cannot complete all of the requirements to receive the full supplement, s/he shall be paid a prorated amount based on the period of time during which the supplemented duties were performed.

An employee holding a supplemented position may voluntarily relinquish the position provided s/he notifies the administrator at the earliest possible date. The administrator will notify the employee as soon as feasible if the employee will be terminated in the supplemental position. If the supplement receiver is terminated, the reason(s) will be provided upon request.

The District and the Association shall continue working through the joint supplement committee. The supplement committee shall submit its recommendations to each of the CBLT.

The parties agree that supplements may be expanded or added to the Contract to fulfill requirements for Other Interscholastic Athletic Opportunities. If a new supplement is added, the parties will meet to negotiate the amount.

Verification of Years of Experience:

The District Athletic Office will keep a record of experience earned in lined supplements. Coaching experience is earned regardless of the particular sport. Experience is based upon completed fiscal years. The initial year is the "0" year.

Upon request, the District will provide the CTA with a print out of known supplement receivers, by work-site, amount of supplement, for each calendar year.

Coaching Education and Payment:

The Florida Department of Education requires 180 hours or nine (9) semester hours for an endorsement in Athletic Coaching. The Athletic Coaching Endorsement includes the three areas specified below:

- Three (3) semester hours or 60 in-service points in the care of athletic injuries to include the effects and dangers of drug use including performance enhancing drugs.
- Three (3) semester hours or 60 in-service points in coaching theory.
- Three (3) semester hours or 60 in-service points in the theory and practice of coaching a specific sport.

If you have any questions regarding Athletic Coaching, please contact your high school athletic director or middle school activities coordinator. Many course opportunities are available but must have prior approval from the district athletic office. If you have a college degree, the college transcripts may be submitted to the district office for athletics to review as some college courses may meet the requirements for Athletic Coaching. In order to be eligible for OCPS coaching endorsement pay, it is the responsibility of the coach to complete the 180 points as required by the Department of Education as well as take the OCPS risk management class and show proof of current CPR and first aid.

It is required and the responsibility of an OCPS coach to maintain current CPR and first aid and retake the OCPS risk management class at least once every three (3) years.

Footnote:

1. In this handbook, 'teachers' include Registered Nurses

Athletics:

Most interscholastic competition is regulated by the Florida High School Athletic Association, (FHSAA), Orange County Public Schools, and applicable athletic conferences and/or national governing associations. Any interscholastic high school sport not sponsored under FHSAA guidelines must have at least 15 contests in its regular season schedule.

Junior varsity schedules must be for at least two-thirds the number of events for the corresponding varsity schedule. For the ninth grade, six football and twelve basketball events must be scheduled.

No single supplement recipient may be paid for two sports with simultaneous seasons, except in cases where the two seasons overlap for a period of three weeks or less. Coaching separate boys and girls teams of the same sport requires district-level approval. Athletic directors and athletic trainers may not be supplemented as head coaches. Sports abilities teams and Special Olympic coaches may not be appointed to a supplement for another sport, student council, or class sponsorship without district-level approval.

Special Olympics must include at least six scheduled functions, and are available at the high, middle, and elementary school level.

The number of athletic coach supplements is based upon the sport offered at a school, with a required minimum participation of four students for a given sport. More than one supplement is authorized (head and assistant coaches) in certain sports depending upon the size of the program and whether or not there are JV and/or freshman teams.

Supplements for Assistants shall be two-thirds of the corresponding rate for the head position in that category.

When coaching both the boys' and girls' team of the same sport, a coach shall be paid full supplements for both sports upon the recommendation of the administrator and approval by the District Office for Athletics.

Supplemental pay adjustments shall be retroactive to the beginning of the school year in which the endorsement is earned.

Athletic directors may be granted an amount of time equivalent to at least one teaching period per day to perform those duties, which cannot be accomplished after the duty day.

HIGH SCHOOL SPORTS

SPORT	HEAD COACHES	ASSISTANT COACHES	JV COACHES (assistant)	FRESHMAN COACHES (assistant)	TOTOL # OF POSSIBLE ASSISTATNS
Football	1	3	3	2	8
Basketball	2	2	2	2 (a)	4
Soccer	2	2	2	-	4
Track	2	2	2	-	4
Volleyball	2	2	2	-	4
Swimming	2	2	2	-	4
Softball	1	1	1	1	3
Baseball	1	1	1	-	2
Bowling	2	-	2	-	-
Crew	2	-	-	-	-
Cross Country	2	2 (b)	-	-	-
Flag Football	1	1	-	-	-
Golf	2	-	-	-	-
Lacrosse	2	2	2	-	-
Rhythmic Gymnastics	1	1	1	-	-
Tennis	2	-	-	-	-
Water Polo	2	-	-	-	-
Wrestling	1	1 (c)	1 (c)	-	-
Weightlifting	1	1 (d)	1 (d)	-	-
Cheerleading	1	1	1	-	2
Sports Ability Team	1 (e)	-	-	-	-
Special Olympics	1 (e)	-	-	-	-

Athletic Management:

Athletic Director	1	1 (9th grade center only)
Athletic Business Manager	1	
Athletic Trainer	1	

- (a): One additional assistant coach will be added for boys and girls, where there is a freshman team. (It is not included in the total amount).
- (b): Where there are 15 participants per team (boys/girls) during competitions.
- (c): Where there are 14 participants on the varsity and/or JV team.
- (d): Where there are 10 participants on the varsity and/or JV team.

ATHLETIC DUTIES AND QUALIFICATIONS

The **Athletic Director** must be a certified, full-time teacher. S/he coordinates and oversees all areas of the athletic program in the high school, including conducting monthly coaching staff meetings, representing the school at related district level meetings, and acts as the athletic program's representative to the community for the purpose of soliciting funds and community support. Athletic Directors may be granted an amount of time equivalent to at least one teaching period per day to perform duties, which cannot be accomplished after the duty day. Typical daily duties may include: coordinating and scheduling the use of athletic facilities in cooperation with the physical education department chair, arrange for sport officials and event personnel, supervise and maintain records of student eligibility, make team transportation arrangements, arrange for medical examination, publicize all athletic events, make provisions for security at home events, and other duties assigned by the principal.

The **Assistant Athletic Director** must be a certified, full-time teacher on the faculty of a ninth grade center. Under the guidance of the Athletic Director, s/he coordinates and oversees all areas of the athletic program in the ninth grade center.

The **Athletic Business Manager** must be a full-time teacher with certification in business education or physical education preferred, a minimum of five years teaching experience and knowledge of both sports and basic accounting principles/practices. S/he must be on the school's faculty. The Athletic Business Manager is responsible for all fiscal matters relating to the high school's athletic program. Typical daily duties may include budget preparation, equipment purchases, payment for transportation, lodging, and meals for teams, compensation of officials, and the handling of all monies received from the sale of tickets.

Each **Athletic Coach** is responsible for the daily and overall operation of his/her sport throughout its season. In addition to providing a schedule of activities to the Athletic Director, each Athletic Coach must submit an annual budget to the Athletic Director via the Athletic Business Manager. Athletic Coaches are accountable for the recruitment, training, and care of students under their charge, as well as monitoring the academic progress of their students. They are also accountable for all equipment and uniforms used in the sport.

The **Assistant Athletic Coach** assists the Athletic Coach in the performance of all activities related to coaching.

The **Athletic Trainer** must be a certified teacher and a certified athletic trainer who is an active certified member of the National Athletic Training Association.

S/he shall assume a modified teaching load commensurate with his/her certification. The workday shall be scheduled during regular school hours except when team responsibilities necessitate leaving the campus. S/he is responsible for coverage of all home athletic events. S/he shall not be required to evaluate or care for injuries to the general student enrollment.

S/he shall assist in the care of athletes injured as a result of interscholastic training and competition, by acting as a liaison between the physician and the athlete and by designing a conditioning program for injured athletes of all sports. S/he is also responsible for the proper documentation of incidents resulting in injuries, advising coaches as to when an athlete may participate in training or competition following an injury, and reviewing the physical examinations of all athletes.

LANED HIGH SCHOOL ATHLETIC SUPPLEMENT RATES

(Non-Endorsed)					(Endorsed)				
	0-3 years	4-6 years	7-14 years	15+ years		0-3 years	4-6 years	7-14 years	15+ years
Athletic Management					Athletic Management				
Athletic Trainer, Certified	5160	5779	6399	7224	Athletic Trainer, Certified	6451	7224	7999	9031
Athletic Director	3035	3400	3765	4250	Athletic Director CAA	5408	6056	6705	7571
Asst. Athletic Director	1518	1700	1882	2125	Athletic Director	3795	4250	4705	5313
Athletic Business Mgr.	2024	2267	2509	2834	Asst. Athletic Director	1897	2125	2353	2656
					Athletic Business Mgr.	2530	2834	3136	3541
Group II					Group II				
Football	3162	3541	3953	4427	Football	3795	4250	4743	5313
Football Asst.	2108	2362	2635	2952	Football Asst.	2530	2834	3162	3541
Group III					Group III				
Basketball	2530	2834	3162	3541	Basketball	3035	3400	3795	4250
Basketball Asst.	1686	1889	2108	2361	Basketball Asst.	2024	2267	2530	2834
Group IV					Group IV				
Baseball, Softball, Soccer, Swimming, Track, Wrestling	2261	2482	2748	3102	Baseball, Softball, Soccer, Swimming, Track, Wrestling	2770	3102	3435	3878
Baseball Asst., Softball Asst., Soccer Asst., Swimming Asst., Track Asst., Wrestling Asst.	1477	1654	1832	2068	Baseball Asst., Softball Asst., Soccer Asst., Swimming Asst., Track Asst., Wrestling Asst.	1847	2068	2290	2585
Group V					Group V				
Spirit Cheerleading, Volleyball	1834	2055	2293	2568	Spirit Cheerleading, Volleyball	2201	2465	2751	3082
Competitive Cheer	918	1028	1146	1284	Competitive Cheer	1101	1233	1376	1541
Spirit Cheerleading Asst., Volleyball Asst.	1223	1370	1529	1712	Spirit Cheerleading Asst., Volleyball Asst.	1468	1644	1834	2055
Competitive Cheer Asst.	612	685	764	856	Competitive Cheer Asst.	734	822	918	1028
Group VI					Group VI				
Flag Football, Lacrosse	1581	1771	1977	2213	Flag Football, Lacrosse	1897	2125	2372	2656
Flag Football Asst., Lacrosse Asst.	1054	1180	1317	1476	Flag Football Asst., Lacrosse Asst.	1265	1416	1581	1771
Group VII					Group VII				
Rhythmic Gym, Water Polo, Crew	1457	1632	1807	2040	Rhythmic Gym, Water Polo, Crew	1821	2040	2259	2550
Rhythmic Gym Asst., Water Polo Asst., Crew Asst.	971	1088	1204	1360	Rhythmic Gym Asst., Water Polo Asst., Crew Asst.	1214	1360	1506	1700
Group VIII					Group VIII				
Cross Country, Tennis, Weightlifting, Golf	1170	1310	1463	1638	Cross Country, Tennis, Weightlifting, Golf	1404	1573	1755	1965
Cross Country Asst., Tennis Asst., Weight Asst., Golf Asst.	780	873	975	1092	Cross Country Asst., Tennis Asst., Weight Asst., Golf Asst.	936	1049	1170	1311
Group IX					Group IX				
Special Olympics, Sports Abilities	1760	1972	2184	2465	Special Olympics, Sports Abilities	2201	2465	2730	3081
Group X					Group X				
Bowling	941	1054	1246	1522	Bowling	1176	1317	1496	1827
Bowling Asst.	627	702	830	1015	Bowling Asst.	784	879	997	1217

Footnotes:

1. Based on 3 season year.
2. These supplements are designed for utilization in conjunction with a primary teaching job.
3. These supplements cannot be split.

Music:

Secondary music supplements are tied to regular music teaching assignments, and are designed to address activities held outside of school hours.

HIGH SCHOOL MUSIC

TYPE	NUMBER OF SUPPLEMENTS
Band Director	1 unit per school
Associate Band Director	1 unit per school (a), (b)
Orchestra Director	1 unit per school (a)
Choral Director	1 unit per school
Associate Choral Director	1 unit per school (a), (b)

- (a): See qualifications
- (b): Based on written justification and district approval.

MUSIC DUTIES AND QUALIFICATIONS

The **Band Director** must have been appointed to a full-time instructional position and along with the **Associate Band Director** must be certified in music education, as a specialist in wind and percussion pedagogy. The Band Director is responsible for the planning, preparation, and supervision of performances conducted by the school’s band. The Assistant Band Director supports the Band Director in the performance of his/her duties.

Band performances may include but are not limited to school functions such as football game performances, pep rallies, school related parades and rehearsals, community activities including parades, concerts and special events of importance to its community. Other functions include festival events sponsored by professional associations and under the auspices of the Florida School Music Association such as marching, solo and ensemble evaluation festivals, All-state Band, and All-Conference Band festivals.

The **Orchestra Director** must have been appointed to a full-time instructional position and must be certified in music education with an emphasis in string pedagogy. The Orchestra Director is responsible for preparing and presenting performances conducted by the school’s orchestra.

Orchestra performances may include but are not limited to concerts, chamber ensembles, strolling strings and special events of importance to the school and community. Other functions include festival events sponsored by professional organizations under the auspices of the Florida Music Educators Association including concert festivals, solo and ensemble evaluation festivals, All-State and All-Conference Orchestra festivals and OCPS Honors Orchestra.

The **Choral Director** must have been appointed to a full-time instructional position and along with the **Associate Choral Director** must be certified in music education with an emphasis in choral music. The Choral Director is responsible for the planning, preparing and supervising performances conducted by the school’s choirs and vocal ensembles. The Associate Choral Director supports the Choral Director in the performance of his/her duties.

Choral performances may include but are not limited to school assemblies, musicals and rehearsals, community concerts and special events and festival events sponsored by professional organizations under the auspices of the Florida Music Educators Association including concerts festivals, solo and ensemble evaluation festivals, All-State Choruses and the OCPS Honors Chorus.

LANED HIGH SCHOOL MUSIC SUPPLEMENTS

	0-3 Years	4-6 Years	7-14 Years	15+ Years
Band Director	3795	4250	4743	5313
Band Director Assistant	2530	2834	3162	3541
Choral Director	2770	3102	3435	3878
Choral Director Assistant	1847	2068	2290	2585
Orchestra Director	2770	3102	3435	3878

Footnotes:

1. Based on 3 season year.
2. These supplements are designed for utilization in conjunction with a primary teaching job.
3. These cannot be split

Extracurricular/School Activities/Clubs:

Supplements in this area are for school programs or activities that involve or could appeal to a significant part of the student body as a whole, as differentiated from club sponsorship. These include such activities as class sponsorships, forensics, drama/thespian, JROTC, newspaper, quiz bowl, student council and yearbook, safety patrol sponsor and performing arts sponsor.

Clubs fall into two main groups: service clubs and interest clubs. Due to their nature, they usually appeal to students with specific interests. For example, these activities include clubs such as (but not limited to): Art, BETA, Chess, Computer, FBLA, FFA, FFEA, Latin, Los Bravos, Photography.

Service clubs must have a minimum of 20 participants based on average attendance. Interest clubs must have a minimum of 10 participants based on average attendance. Exceptions to the minimum require special approval.

HIGH SCHOOL EXTRACURRICULAR/SCHOOL ACTIVITIES AND CLUBS

ACTIVITY	ALLOCATION	ASSISTANT
Senior Class Sponsor	1	-
Junior Class Sponsor	1	-
Sophomore Class Sponsor	1	-
Freshman Class Sponsor	1	-
Drama/Thespian Sponsor	1	1 (when active participants equal 30)
Forensics Team Sponsor	1 minimum of 15 participants	1
JROTC Sponsor	1 per instructional allocation	
Newspaper Sponsor	1	-
Student Council Advisor	1	1
Yearbook Sponsor	1	-
Agribusiness Sponsor	1	-
FFA	Available to all Agribusiness Teachers	-
Club Sponsors-Service Clubs Examples: BETA, FFA, FFEA	Minimum of 20 participants per club 1 allocation per 150 students	-
Club Sponsors-Interest Clubs Examples: Art, Photography, Chess	Minimum of 20 participants per club 1 allocation per 150 students	-
Quiz Bowl	1	-

EXTRACURRICULAR/SCHOOL ACTIVITIES/CLUB DUTIES AND QUALIFICATIONS

The **Club Sponsor** is responsible for organizing and providing guidance and direction to all club members. S/he also is responsible for planning, scheduling and monitoring all club activities and functions. Clubs meet outside of the regular student class times.

The **Senior Class Sponsor** is responsible for planning and overseeing all aspects of senior class functions, including Senior Week, Grad Night, senior class pictures, and the baccalaureate and graduation exercises. S/he is responsible for the collection and disposition of senior class dues where applicable. S/he encourages each student to clear his or her debts. S/he shall have a duty period to coordinate activities.

The **Junior Class Sponsor** is responsible for planning and overseeing functions normally associated with the junior class, including the junior/senior prom, the homecoming float, and the ordering and sale of class rings. S/he is also responsible for the collection and disposition of junior class dues where applicable. S/he shall have a duty period to coordinate activities and provide and supervise junior marshals for graduation, where applicable.

The **Sophomore Class Sponsor** is responsible for planning and overseeing all aspects of sophomore class functions relating to homecoming, selected school wide and class projects, and the orientation of new students. S/he also is responsible for the collection and disposition of sophomore class dues where applicable.

The **Freshman Class Sponsor** is responsible for planning and overseeing all aspects of freshman class functions relating to selected school wide and class projects, the orientation of new students, and assisting with homecoming activities as needed. S/he is also responsible for the collection and disposition of freshman class dues where applicable.

The **Drama/Thespian Sponsor** is responsible for organizing, planning, and preparing a production group (Drama Club or Thespian Troupe). The group must participate in interscholastic competition and have a minimum of two major productions (a full-length play or three one-act plays presented in a single performance) per school year. Rehearsals and performances are to held outside the student day. An assistant director shall be allocated when the number of active participants exceeds 30 students.

The **Forensics Team Sponsor** must participate in an active competitive forensic program. Some activities may be held before, during and after the student day, as well as, on non-teaching duty days from August through May. The supplement for the debate team may not be given to a teacher who is supplemented for any sport for the student council or a class sponsorship, without district approval. The forensic program must have a minimum of (15) active participants to qualify for this supplement.

The **JROTC Sponsor** is responsible for providing the guidance and direction necessary to establish and maintain the school's corps of cadet students. This includes planning, training, and scheduling activities such as after school drill, formal parades and colors; and providing color guards for appropriate ceremonies and functions. The teacher receiving the ROTC supplement must be assigned to the military department of the school, or at the district level.

The **Newspaper Sponsor** is responsible for organizing and assisting the newspaper staff, and ensuring the publication of a minimum of four issues of the school newspaper during the school year.

The **Student Council Advisor** is responsible for providing the guidance and direction necessary to establish and maintain the school's student government association. S/he also must ensure the integrity of the elections, attend regularly scheduled meetings with the student council, and participate in activities sponsored by the student council.

The **Yearbook Sponsor** is responsible for organizing and assisting the yearbook staff, and ensuring the publication of the school's yearbook.

The **Agribusiness Sponsor**: The Agribusiness supplement is tied into the regular agriculture teaching assignments. The supplement is for the additional time that is spent in school laboratory maintenance and supervised agricultural experience home visits.

The **FFA Advisor**: The FFA supplement is available to all agribusiness teachers, regardless of number of teachers per school. In multi-teacher agribusiness departments, all teachers receiving this supplement will share the tasks equally. Typical duties include attending the Area IV Leadership Workshop; submitting Chapter Program of Activities, Roster and Dues before the deadline; preparing FFA members to participate in at least two of the four Sub-District event and to compete in at least one judging competitions; assisting FFA members in submitting the proficiency award, degree and chapter award applications; holding an annual awards banquet; attending the State FFA convention with at least two chapter delegates.

LANED HIGH SCHOOL EXTRACURRICULAR SUPPLEMENTS

	0-3 Years	4-6 Years	7-14 Years	15+ Years
Yearbook	3795	4250	4705	5313
Senior Class Sponsor	2770	3102	3435	3878
Student Council	2770	3102	3435	3878
Student Council Assistant	1847	2068	2290	2585
Drama/Thespian	2770	3102	3435	3878
Drama/Thespian Assistant	1847	2068	2290	2585
JROTC	2770	3102	3435	3878
Forensics	2770	3102	3435	3878
Newspaper	2770	3102	3435	3878
Jr. Class Sponsor	2770	3102	3435	3878

OTHER HIGH SCHOOL SUPPLEMENTS

Agribusiness (4)	1401
FFA	700
Extra Curricular Activities (2)	453
Agribusiness Extended	315
Quiz Bowl	1360
Freshman Class Sponsor	453
Sophomore Class Sponsor	453

Footnotes:

1. Based on 3 season year.
2. These supplements are designed for utilization in conjunction with a primary teaching job.

*Special Duty:***SPECIAL DUTY DUTIES AND QUALIFICATIONS**

Special duty supplements are allocated on the basis of one unit per six teachers or major fraction thereof plus one “at large” allocation per school regardless of size. They are designed to provide flexibility as to their use, based upon the individual needs of each school. These supplements may be used for site security (e.g. yard duty or gate duty), monitoring of student behavior (e.g. bus duty, hall duty, detention, Saturday school etc.), or support services (e.g. property control manager, textbook manager, etc.). The administrator is responsible for ensuring that responsibilities are approximately equivalent to those of the standard special duty supplements. Teachers shall be notified of the use of the supplements in their schools upon request. One unit per school has been designated for coordinating the wellness program.

The **Wellness Representative** is responsible for the implementation of wellness activities at the school that includes scheduling, promoting and evaluating all programs. S/he will attend training sessions and coordinate in-service activities with the school’s training representative. S/he will submit activity reports to the OCPS Employee Wellness Program and devise a recruiting program for interested employees and community organizations.

- Special duty supplements cannot be given for duties assigned by other supplements.
- Special duty rate is \$782.00
- Special duty supplement can be quartered or halved.

SPECIAL DUTY ALLOCATIONS

Special Duty	1 allocation per 6 teachers + 1 at large allocation
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Curriculum Leadership:

These supplements are tied into staffing functions at a school. Departmental chairpersons are supplemented based upon the number of full time (or equivalent) teachers in the department.

When a vacancy in the position of curriculum leadership exists, the teachers in that department may provide input to the principal prior to the principal making any appointments to fill the vacancy.

CURRICULUM LEADERSHIP DUTIES AND QUALIFICATIONS

These positions, regardless of the grade level, are responsible for supervising all functions of his/her department, including budget preparation and property control, chairing regular meetings of teachers within the department/grade level, and coordinating his/her department's activities with those of other departments. S/he also is responsible for providing input to the administration concerning the purchase of instructional materials, supplies, and equipment.

Department Chairperson/Team Leader: In addition to the duties described above, typical duties may include conducting regular professional meetings with teachers of the department at least once a month; attending subject area meetings for county department chairs; distributing communications, materials and supplies to team members and collecting data and reports as required by the administration. This leader may assist administrators in matters of school policy, scheduling and pupil placement. The rate is \$74.00 per person in the department.

Categorical Supplements:

The continuation of these supplements is contingent upon available funding.

The **Instructional Coach** is responsible for coordinating the school-based New Teacher Inductions Program. Using the *New Teachers Induction Manual* provided by Instructional Development Services/Teacher Academy, the Instructional Coach working with and through the school administrator will provide support and assistance to teachers hired new to OCPS. The Instructional Coach will attend training sessions provided by Instructional Development Services/Teacher Academy. Training sessions will focus on resources and strategies supporting new teachers. The Instructional Coach will also assist the school-based program by providing training and assistance to the assigned protégé mentors.

The **New Teacher Induction Mentor** is responsible for support to assigned protégé teachers. The Mentor will be assigned to a protégé similar in subject or grade level. Typical duties would include helping the assigned protégé teacher locate information about students, develop lesson plans and discussing effective teaching methods in order to analyze the process of teaching. Mentors could be assigned a maximum of three protégés. Training for mentors will be delivered by the school's assigned Instructional Coach.

- The funding source for these supplements is from the 117B General Appropriations-Teacher Training Categorical.

The **Alternative Certification Program Mentor** is responsible for training, coaching and observing candidates in the Alternative Certification Program. Training involves an evening orientation session, four days of training with the candidate for the Department of Education test. The mentor will conduct at least nine observations and provide data for the principal to make the final decision regarding program completion

- Note: a teacher may not mentor more than three teachers.

ALL SCHOOLS

MENTORSHIP PROGRAM	
Instructional Coach	\$793.00
Mentor	\$227/protégé *
Alternative Certification Program Mentor	\$453.00

The performance of a protégé shall not negatively impact the assessment of the mentor or the instructional coach.

*Pay pro-rated on a ten-month year.

The continuation of these supplements is contingent upon available funding.

Post Secondary Centers

INTRODUCTION

Supplements are additional salary for which an employee performs extra duties and/or responsibilities before, during, or after the regular workday. They are designed in such a way as to allow individual schools flexibility in matching its employees' resources to the needs of the student body, be it in the area of extracurricular activities, athletics, monitoring type duties, or representing the school.

Supplements generally are not transferable, which means that the funds for one supplement cannot be used for a different supplement.

Supplement nominations are submitted by the administrator through either an on-line process or completion of forms, which are forwarded to a District-level department.

Acceptance of duties for which supplements are paid is voluntary for teachers, except for those that may be specified otherwise by the Contract. Supplements are usually paid only to teachers, however, if the teacher declines it, another employee may be interviewed and selected by the administrator to receive the supplement. This also means that there are no guarantees that a supplement will continue to be offered, and changes may be made from year to year or during a given year, to meet changing needs of a particular school. If the supplement receiver is terminated in the supplemented position, the reason(s) will be provided upon request.

The amounts paid for supplemental duty are negotiable. Payment for supplements is added to the employee's regular paycheck. A supplement line cannot be added or deleted from the Contract unless the amount is negotiated.

If an employee starts a supplemental duty late or terminates from it early, or for any other reason cannot complete all of the requirements to receive the full supplement, s/he shall be paid a prorated amount based on the period of time during which the supplemented duties were performed.

An employee holding a supplemented position may voluntarily relinquish the position provided s/he notifies the administrator at the earliest possible date. The administrator will notify the employee as soon as feasible if the employee will be terminated in the supplemental position. If the supplement receiver is terminated, the reason(s) will be provided upon request.

The District and the Association shall continue working through the joint supplement committee. The supplement committee shall submit its recommendations to each of the CBLT.

The parties agree that supplements may be expanded or added to the Contract to fulfill requirements for Other Interscholastic Athletic Opportunities. If a new supplement is added, the parties will meet to negotiate the amount.

- In this handbook, 'teachers' include Registered Nurses.

Extracurricular/ School Activities/ Clubs:

Supplements in this area are for school programs or activities that involve or could appeal to a significant part of the student body as a whole, as differentiated from club sponsorship. These include such activities as class sponsorship, student advisory boards and yearbook.

Clubs fall into two main groups: service clubs and interest clubs. Due to their nature, they usually appeal to students with specific interests. For example, these activities include clubs such as (but not limited to): Skills USA, HOSA, PBL, etc.

Clubs must have a minimum of 15 participants based on average attendance. Exceptions to the minimum require special approval.

POST SECONDARY CENTER EXTRACURRICULAR/SCHOOL ACTIVITIES AND CLUBS

ACTIVITY	ALLOCATION
Graduation Sponsor	1
Newspaper Sponsor	1
Student Advisory Board	1
Student Advisory Board Assistant	1
Club Sponsors-Service Clubs Examples: HOSA, VICA, PBL, Vocational Honor Society	Minimum of 15 participants per club 1 allocation per 200 students*

EXTRACURRICULAR/SCHOOL ACTIVITIES/CLUB DUTIES AND QUALIFICATIONS

The **Club Sponsor** is responsible for organizing and providing guidance and direction to all club members. S/he also is responsible for planning, scheduling and monitoring all club activities and functions. Clubs meet outside of the regular student class times.

The **Graduation Sponsor** is responsible for planning and overseeing all aspects of activities and functions related to Technical Center Program Completers including Graduation Week activities. These type of responsibilities include identifying and notifying the graduates, ordering caps, gowns and invitations, planning and coordinating the graduation program and initiating follow-up data.

The **Newspaper Sponsor** is responsible for organizing and assisting the newspaper staff, and ensuring the publication of a minimum of four issues of the school newspaper during the school year.

The **Student Council Advisor** is responsible for providing the guidance and direction necessary to establish and maintain the school's student government association. S/he also must ensure the integrity of the elections, attend regularly scheduled meetings with the student council, and participate in activities sponsored by the student council.

LANED POST SECONDARY EXTRACURRICULAR SUPPLEMENTS

	0-3 Years	4-6 Years	7-14 Years	15+ Years
Student Advisory Board	2770	3102	3435	3878
Student Advisory Board Assistant	1847	2068	2290	2585
Newspaper	2770	3102	3435	3878
Tech Center Senior Class Sponsor	1847	2068	2290	2585

Special Duty:

SPECIAL DUTY DUTIES AND QUALIFICATIONS

Special duty supplements are allocated on the basis of one unit per six teachers or major fraction thereof plus one “at large” allocation per school regardless of size. They are designed to provide flexibility as to their use, based upon the individual needs of each school. These supplements may be used for site security (e.g. yard duty or gate duty), monitoring of student behavior (e.g. bus duty, hall duty, detention, Saturday school etc.), or support services (e.g. property control manager, textbook manager, etc.). The administrator is responsible for ensuring that responsibilities are approximately equivalent to those of the standard special duty supplements. Teachers shall be notified of the use of the supplements in their schools upon request. One unit per school has been designated for coordinating the wellness program.

The Wellness Representative is responsible for the implementation of wellness activities at the school that includes scheduling, promoting and evaluating all programs. S/he will attend training sessions and coordinated in-service activities with the school’s training representative. S/he will submit activity report to the OCPS Employee Wellness Program and devise a recruiting program for interested employees and community organizations.

- Special duty supplements cannot be given for duties assigned by other supplements.
- Special duty rate is \$782.00

SPECIAL DUTY ALLOCATIONS

Special Duty	1 allocation per 6 teachers + 1 at large allocation
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Curriculum Leadership:

These supplements are tied into staffing functions at a school. Departmental chairpersons in the technical centers are supplemented based upon the number of full time (or equivalent) teachers in the department.

When a vacancy in the position of curriculum leadership exists, the teachers in that department may provide input to the Director prior to the principal making any appointments to fill the vacancy.

CURRICULUM LEADERSHIP DUTIES AND QUALIFICATIONS

These positions, regardless of the grade level, are responsible for supervising all functions of his/her department, including budget preparation and property control, chairing regular meetings of teachers within the department/grade level, and coordinating his/her department's activities with those of other departments. S/he also is responsible for providing input to the administration concerning the purchase of instructional materials, supplies, and equipment.

Department Chairperson/Team Leader - Technical Schools: In addition to the duties described above, typical duties may include conducting regular professional meetings with teachers of the department at least once a month; attending subject area meetings for county department chairs; distributing communications, materials and supplies to team members and collecting data and reports as required by the administration. This leader may assist administrators in matters of school policy, scheduling and pupil placement. The rate is \$74.00 per person in the department.

Categorical Supplements:

The continuation of these supplements is contingent upon available funding.

The **Instructional Coach** is responsible for coordinating the school-based New Teacher Inductions Program. Using the *New Teachers Induction Manual* provided by Instructional Development Services/Teacher Academy, the Instructional Coach working with and through the school administrator will provide support and assistance to teachers hired new to OCPS. The Instructional Coach will attend training sessions provided by Instructional Development Services/Teacher Academy. Training sessions will focus on resources and strategies supporting new teachers. The Instructional Coach will also assist the school-based program by providing training and assistance to the assigned protégé mentors.

The **New Teacher Induction Mentor** is responsible for support to assigned protégé teachers. The Mentor will be assigned to a protégé similar in subject or grade level. Typical duties would include helping the assigned protégé teacher locate information about students, develop lesson plans and discussing effective teaching methods in order to analyze the process of teaching. Mentors could be assigned a maximum of three protégés. Training for mentors will be delivered by the school’s assigned Instructional Coach.

- The funding source for these supplements is from the 117B General Appropriations-Teacher Training Categorical.

The **Alternative Certification Program Mentor** is responsible for training, coaching and observing candidates in the Alternative Certification Program. Training involves an evening orientation session, four days of training with the candidate for the Department of Education test. The mentor will conduct at least nine observations and provide data for the principal to make the final decision regarding program completion.

ALL SCHOOLS

MENTORSHIP PROGRAM	
Instructional Coach	\$793.00
Mentor	\$227/protégé *
Alternative Certification Program Mentor	\$453.00

The performance of a protégé shall not negatively impact the assessment of the mentor or the instructional coach.

*Pay pro-rated on a ten-month year.

The continuation of these supplements is contingent upon available funding.



Orange County Public Schools

445 West Amelia Street • Orlando, FL 32801-1129 • Phone 407.317.3200 • www.ocps.net

OCPS EEO Non-Discrimination Statement

The School Board of Orange County, Florida, does not discriminate in admission or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. The School Board also provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities.

The following persons have been designated to handle inquiries regarding the non-discrimination policies, reports of alleged violations, concerns about compliance and/or the grievance procedure(s), etc.:

Equal Employment Opportunity (EEO) Officer & ADA Coordinator:

Carianne Reggio - Sr. Manager, EEO and Legal Services
Ronald Blocker Educational Leadership Center
445 W. Amelia St.
Orlando, FL 32801
(407) 317-3200 ext. 2955

Section 504:

Latonia Green – Director, ESE Procedures/Compliance
Ronald Blocker Educational Leadership Center
445 W. Amelia St.
Orlando, FL 32801
(407) 317-3279

Title IX:

James Larsen – Executive Area Director, Athletic and Wellness Services
Ronald Blocker Educational Leadership Center
445 W. Amelia St.
Orlando, FL 32801
(407) 317-3480