Orange County Public Schools

SUPPLEMENT HANDBOOK

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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.

There are four general categories for supplements: Athletics, Extracurricular, Co-curricular, and Academic Support.

- The Athletics category contains those positions that are generally considered sports related coaching positions.
- The Co-curricular category contains those positions that are generally considered to be associated with school activities of a particular class course.
- The Extracurricular category contains those positions which are generally considered student interest based activities such as clubs.
- The Academic Support category contains those positions that are generally related to administrative, security/risk management, operational, and academic leadership.

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.

When a supplement position becomes available, Instructional employees at the work location shall be notified and considered first.

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 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 at the earliest possible date 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 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 all laned (category by years of experience) athletic supplements; Individual Schools and the District Office will keep a record of experience earned in laned (category by years of experience) co-curricular 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 list of known supplement receivers, by work-site, amount of supplement, for each calendar year.

ATHLETICS

Elementary School Sports Positions

SPORT	NUMBER OF SUPPLEMENTS	
	Head Coaches	*Assistant Coaches*
Special Olympics	1*	0

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

Sports Duties

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

Laned Elementary Athletics *(Laned supplements cannot be split).*

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	1760	1972	2184	2465	**Special Olympics**	2201	2465	2730	3081

CO-CURRICULAR

Fine Arts

Fine Arts supplements are tied to regular fine arts teaching assignments, and are designed to address activities held outside of school hours.

Elementary School Fine Arts Positions

TYPE	NUMBER OF SUPPLEMENTS
Music Sponsor	1 unit per school
Visual and/or Performing Arts Sponsor (a)	1 unit per school

(a) See qualifications below.

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

Fine Arts 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.

The **Visual and/or Performing Arts Sponsor** must have been appointed to a full time instructional position and must be certified in one of the arts. This supplement is designed for those teachers who perform extra duties related to their visual arts/guitar/theatre/dance/piano instructional activities. The Teacher is responsible for school activities such as assemblies, art shows, recitals, performances and other exhibits and competitions beyond normal school hours.

Fine Arts Elementary School Supplement

Music Sponsor: 876

Visual and/or Performing Arts Sponsor: 510

Footnotes:

1. *Based on full school 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 for the full school year 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 mini- mum of 10 participants based on average attendance. Exceptions to the minimum require special approval.

Elementary School Extracurricular Activities/Clubs

ACTIVITY	ALLOCATION
Sports Abilities Team	1*
Safety Patrol Sponsor	1
Elementary Activity	1
Club Sponsor	Based on need following guidelines above

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

Extracurricular /School Activities/Club Duties and Qualifications

The **Sports Abilities Team/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 **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

Sports Abilities Team	510
Safety Patrol Sponsor	1133
Elementary Activity	510
Club Sponsor	510

Elementary Magnet School Program

Elementary School Magnet Program

TYPE	NUMBER OF SUPPLEMENTS
Magnet Program Coordinator	1 unit per school

Elementary School Magnet Program Duties and Qualifications

The **Magnet Program Coordinator** must be in a full time instructional position and is responsible for magnet school program activities including community promotion, recruitment, coordination and communication.

Elementary School Supplement

Magnet Program Coordinator: 510

ACADEMIC SUPPORT

Special Duty

Special 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.

- Special duty supplements cannot be given for duties assigned by other supplements.
- Special Duty Supplement rate is $782
- Special Duty Supplement can be quartered and halved.

Special Duty Allocations

Special Duty	1 allocation per 6 teachers plus 1 at large
Events Coordinator	1
Wellness Representative	1

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 **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 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.

Events Coordinator	782
Wellness Representative	782

Curriculum Leadership

Grade level chairpersons or Individual Grade Experience (IGE) Team Leaders are used in the elementary school and 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

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 **Lead Mentor** is responsible for coordinating the *New Instructional Personnel Induction Program*. Using *resources* provided by Professional Development Services, the Lead Mentor working with and through the administrator will provide support and assistance to instructional personnel hired new to OCPS. Professional Development Services offers ongoing learning opportunities, both face to face and online, to support the Lead Mentor. Training focuses on resources and strategies to support mentors and new instructional personnel.

The **New Instructional Personnel Induction Mentor** is responsible for support to assigned beginning instructional personnel. The Mentor will be assigned to instructional personnel similar in subject or grade level. The mentor will offer four types of support to the assigned beginning mentee; physical, emotional, instructional and institutional. Mentors could be assigned a maximum of three beginning instructional personnel.* Professional development for mentors will be delivered by the location's identified Lead Mentor.

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

The **Professional Development Certification Program (PDCP) Mentor** is responsible for facilitating learning through coaching cycles for the PDCP participant. Professional Development Services offers ongoing learning opportunities, both face to face and online, to support the PDCP mentor. The mentor provides program specific support to the PDCP participant on required tasks. The principal makes the final decision regarding program completion.

*Note: A mentor may not advise more than three instructional personnel.

MENTORSHIP PROGRAM	SUPPLEMENT
Lead Mentor	793
New Instructional Personnel Induction Mentor	227/beginning instructional personnel ◊
Professional Development Certification Program (PDCP) Mentor	453

*The performance of beginning instructional personnel shall not negatively impact the assessment of the mentor or the instructional coach.

◊Pay pro-rated on a ten-month year, if applicable.

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 tin 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.

There are four general categories for supplements: Athletics, Extracurricular, Co-curricular, and Academic Support.

- The Athletics category contains those positions that are generally considered sports related coaching positions.
- The Co-curricular category contains those positions that are generally considered to be associated with school activities of a particular class course.
- The Extracurricular category contains those positions which are generally considered student interest based activities such as clubs.
- The Academic Support category contains those positions that are generally related to administrative, security/risk management, operational, and academic leadership.

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.

When a supplement position becomes available, Instructional employees at the work location shall be notified and considered first.

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 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 at the earliest possible date 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 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 all laned (category by years of experience) athletic supplements; Individual Schools and the District Office will keep a record of experience earned in laned (category by years of experience) co-curricular 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 list of known supplement receivers, by work-site, amount of supplement, for each calendar year.

Athletics

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 FLDOE for 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 Approach to Athletics class and show proof of current CPR, First Aid and AED.

It is required and the responsibility of an OCPS coach to maintain current CPR/First Aid/AED and retake the OCPS Approach to Athletics class at least once every three (3) years.

Athletics Positions

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 without District-level approval. 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 during the school year, and are available at the high, middle, and elementary school level.

Middle School Sports Positions

SPORT	NUMBER OF SUPPLEMENTS	
	Head Coaches	Assistant Coaches
Soccer	2	0
Basketball	2	1/0 (a)
Volleyball	2	0
Track & Field	2	1
Special Olympics	1 (b)	
MS Athletic Director	1	
Intramural Coordinator	1	

(a): One each for boys and girls, 6th grade teams only. No assistants for 7th and 8th grade teams.

(b): Additional units may be created based upon written justification and district-level approval.

Athletics Duties and Qualifications

The **Middle School (MS) Athletic Director** must be a certified teacher on the school's faculty. S/he coordinates and oversees all the are- as 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 sup- plies, make provisions for proper security at athletic events and other duties as assigned by the principal.

Laned Middle School Athletics Supplements

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
MS Athletic Director	2034	2278	2582	2847	**MS Athletic Director**	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	1760	1972	2184	2465	**Special Olympics**	2201	2465	2730	3081

**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 Supplement

Intramural Coordinator 1723

Co-curricular

Fine Arts

Fine Arts supplements are tied to regular fine arts teaching assignments, and are designed to address activities held outside of school hours.

Middle School Visual Arts Positions

TYPE	NUMBER OF SUPPLEMENTS
Visual and/or Performing Arts Sponsor (a)	1 unit per school

Duties and Qualifications

The **Visual and/or Performing Arts Sponsor** must have been appointed to a full time instructional position and must be certified in one of the arts. This supplement is designed for those teachers who perform extra duties related to their visual arts/guitar/theatre/dance/piano instructional activities. The Teacher is responsible for school activities such as assemblies, art shows, recitals, performances and other exhibits and competitions beyond normal school hours.

Middle School Supplement

Visual and/or Performing Arts Sponsor: 906

Middle School Music

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

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)
Performing Arts Director	1 unit per school (c)
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.

(c): Must be a Performing Arts Magnet middle school

* Additional units may be created based upon written justification and district-level 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 assembles, 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.

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 Arts/Music Supplements

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

Agribusiness Supplement

ACTIVITY	ALLOCATION
Agribusiness	1
FFA	1

The **Agribusiness Sponsor**: The agribusiness supplements 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.

TYPE	SUPPLEMENT
Agribusiness	1401
Agribusiness Extended	315
FFA	700

Footnotes:

1. *Based on full school-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 mini- mum of 10 participants based on average attendance. Exceptions to the minimum require special approval.

Middle School Extracurricular /School Activities and Clubs

ACTIVITY	ALLOCATION
Club Sponsors-Service Clubs Examples: BETA, NHS	Minimum of 20 participants per club 1 allocation per 125 students per school
Club Sponsors-Interest Clubs Examples: Art, Chess, Photography	Minimum of 20 participants per club 1 allocation per 125 students per school
Sports Abilities Team	1*

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

Extracurricular /School Activities/Club Duties and Qualifications

The **Club Sponsor/Sports Abilities Team** 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.

Middle School Extracurricular Supplements

TYPE	SUPPLEMENT
Club Sponsor	510
Sports Abilities	510

Middle School Magnet School Program

Middle School Magnet Program

TYPE	NUMBER OF SUPPLEMENTS
Magnet Program Coordinator	1 unit per school

Middle School Magnet Program Duties and Qualifications

The **Magnet Program Coordinator** must be in a full time instructional position and is responsible for magnet school program activities including community promotion, recruitment, coordination and communication.

Middle School Supplement

Magnet Program Coordinator: 1020

Academic Support

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.

- 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

Academic Support Allocations

Special Duty	1 allocation per 6 teachers plus 1 at large
Wellness Representative	1

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.

Wellness Representative	782

Curriculum Leadership

These supplements are tied into staffing functions at a school. Departmental chairpersons are supplemented based up- on 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 conduction 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 consult- ants; 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.

Categorical Supplements

The continuation of these supplements is contingent upon available funding.

The **Lead Mentor** is responsible for coordinating the *New Instructional Personnel Induction Program*. Using *resources* provided by Professional Development Services, the Lead Mentor working with and through the administrator will provide support and assistance to instructional personnel hired new to OCPS. Professional Development Services offers ongoing learning opportunities, both face to face and online, to support the Lead Mentor. Training focuses on resources and strategies to support mentors and new instructional personnel.

The **New Instructional Personnel Induction Mentor** is responsible for support to assigned beginning instructional personnel. The Mentor will be assigned to instructional personnel similar in subject or grade level. The mentor will offer four types of support to the assigned beginning mentee; physical, emotional, instructional and institutional. Mentors could be assigned a maximum of three beginning instructional personnel.* Professional development for mentors will be delivered by the location's identified Lead Mentor.

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

The **Professional Development Certification Program (PDCP) Mentor** is responsible for facilitating learning through coaching cycles for the PDCP participant. Professional Development Services offers ongoing learning opportunities, both face to face and online, to support the PDCP mentor. The mentor provides program specific support to the PDCP participant on required tasks. The principal makes the final decision regarding program completion.

*Note: A mentor may not advise more than three instructional personnel.

MENTORSHIP PROGRAM	SUPPLEMENT
Lead Mentor	793
New Instructional Personnel Induction Mentor	227/beginning instructional personnel ◊
Professional Development Certification Program (PDCP) Mentor	453

*The performance of beginning instructional personnel shall not negatively impact the assessment of the mentor or the instructional coach.

◊Pay pro-rated on a ten-month year, if applicable.

HIGH SCHOOLS

Introduction

Supplements are additional salary for which an Instructional 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.

There are four general categories for supplements: Athletics, Extracurricular, Co-curricular, and Academic Support.

- The Athletics category contains those positions that are generally considered sports related coaching positions.
- The Co-curricular category contains those positions that are generally considered to be associated with school activities of a particular class course.
- The Extracurricular category contains those positions which are generally considered student interest based activities such as clubs.
- The Academic Support category contains those positions that are generally related to administrative, security/risk management, operational, and academic leadership.

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.

When a supplement position becomes available, Instructional employees at the work location shall be notified and considered first.

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 candidate 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 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 at the earliest possible date. If the supplement receiver is terminated, the reason(s) will be provided upon request.

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 all laned (category by years of experience) athletics supplements; Individual Schools and the District Office will keep a record of experience earned in laned (category by years of experience) co-curricular 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 list of known supplement receivers, by work-site, amount of supplement, for each calendar year.

Athletics

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 FLDOE for 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 Approach to Athletics class and show proof of current CPR, First Aid and AED.

It is required and the responsibility of an OCPS coach to maintain current CPR/First Aid/AED and retake the OCPS Approach to Athletics class at least once every three (3) years.

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.

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 during the school year, 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.

It is strongly encouraged that coaching position allocations be assigned to individual separate coaches for the purpose of increasing supervision of student athletes and reducing risk management concerns.

***High School Sports Position Allocation* (a)**

SPORT	Varsity Head Coaches	Assistant Coaches	Sub-Varsity Coaches	TOTAL # OF POSSIBLE ASSISTANTS
Football	1	**5**	3	8
Basketball	2	**4**	2	**6**
Soccer	2	2	2	**4**
Track	2	2	2	4
Volleyball	2	4	2	**6**
Swimming	2	4	2	**6**
Softball	1	**2**	1	3
Baseball	1	2	1	**3**
Bowling	2	**2**	**-**	**2**
Cross Country	2	2	-	**2**
Flag Football	1	1	-	**1**
Golf	2	-	-	
Lacrosse	2	2	2	**4**
Tennis	2	-	-	
Water Polo	2	-	-	
Wrestling	**2**	**2**	**2**	**4**
Weightlifting	**2**	**2**	**2**	**4**
Cheerleading	1	1	1	2
Special Olympics	1	-	-	

Athletic Management:		
Athletic Director	1	1 (9th grade
Athletic Business Manager Asst. Athletic Dir	2	2
Athletic Trainer	3	3

(a): **Additional units may be created based upon written justification and district-level approval**

Athletic Duties And Qualifications

The **Athletic Director** must be a certified, full-time teacher. S/he coordinates and oversees all areas of the athletic pro- gram 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. Under the guidance of the Athletic Director, s/he coordinates and oversees all areas of the athletic program.

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 mattersrelating to the high school's athletic program. Typical daily duties my 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 ac- countable 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. It is recommended that s/he teach no more than 2-3 classes per day. 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, CAA	5408	6056	6705	7571
Athletic Director	3035	3400	3765	4250	Athletic Director	3795	4250	4705	5313
Asst. Athletic Director	1518	1700	1882	2125	Asst. Athletic Director	1897	2125	2353	2656
Athletic Business Mgr.	2024	2267	2509	2834	Athletic Business Mgr.	2530	2834	3136	3541
Group II					**Group II**				
Football	3162	3541	3953	4427	Football	3795	4250	4743	5313
Football, Assistant	2108	2362	2635	2952	Football, Assistant	2530	2834	3162	3541
Group III					**Group III**				
Basketball	2530	2834	3162	3541	Basketball	3035	3400	3795	4250
Basketball, Assistant	1686	1889	2108	2361	Basketball, Assistant	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 Cheer, Volleyball	1834	2055	2293	2568	Spirit Cheer, Volleyball	2201	2465	2751	3082
Competitive Cheer	918	1028	1146	1284	Competitive Cheer	1101	1233	1376	1541
Spirit Cheer Asst, Volleyball Asst	1223	1370	1529	1712	Spirit Cheer 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	1760	1972	2184	2465	Flag Football, Lacrosse	2201	2465	2730	3081
Flag Football Asst, Lacrosse Asst	1054	1180	1317	1476	Flag Football Asst, Lacrosse Asst	1265	1416	1581	1771
Group VII					**Group VII**				
Beach Volleyball, Crew, Rhythmic Gymnastics, Water Polo	1457	1632	1807	2040	**Beach Volleyball,** Crew, Rhythmic Gymnastics, Water Polo	1821	2040	2259	2550
Beach Volleyball Asst, Crew Asst, Rhythmic Gymnastics Asst, Water Polo Asst	971	1088	1204	1360	**Beach Volleyball Asst,** Crew Asst, Rhythmic Gymnastics Asst, Water Polo Asst	1214	1360	1506	1700
Group VIII					**Group VIII**				
Cross Country, Golf, Tennis, Weightlifting	1170	1310	1463	1638	Cross Country, Golf, Tennis, Weightlifting	1404	1573	1755	1965
Cross Country Asst, Golf Asst, Tennis Asst, Weightlifting Asst	780	873	975	1092	Cross Country Asst, Golf Asst, Tennis Asst, Weightlifting Asst	936	1049	1170	1311
Group IX					**Group IX**				
Special Olympics, Sports	1760	1972	2184	2465	Special Olympics, Sports	2201	2465	2730	3081
Group X					**Group X**				
Bowling	941	1054	1246	1522	Bowling	1176	1317	1496	1827
Bowling, Assistant	627	702	830	1015	Bowling, Assistant	784	897	997	1217

Footnotes:

1. *These supplements are designed for utilization in conjunction with a primary teaching job.*
2. *These supplements cannot be split.*

Co-Curricular

Fine Arts

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

High School Fine Arts Allocations

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)
Visual and/or Performing Arts Sponsor	1 unit per school (a)

(a): See qualifications

(b): Based on written justification and district approval.

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

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

The **Visual and/or Performing Arts Sponsor** must have been appointed to a full time instructional position and must be certified in one of the arts. This supplement is designed for those teachers who perform extra duties related to their visual arts/guitar/theatre/dance/piano instructional activities. The Teacher is responsible for school activities including assemblies, art shows, recitals, performances and other exhibits and competitions beyond normal school hours.

Visual and/or Performing Arts Sponsor: 906

Laned High School Fine Arts 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 full school year*
2. *These supplements are designed for utilization in conjunction with a primary teaching job.*
3. *These cannot be split*

High School Co-Curricular Activities

ACTIVITY	ALLOCATION	ASSISTANT
JROTC Sponsor	1 per instructional allocation	
Digital Media/Newspaper Sponsor	1	-
Student Council Advisor	1	1
Yearbook Sponsor	1	-
Agribusiness Sponsor	1	-
FFA	Available to all Agribusiness Teachers	-

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 **Digital Media/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 through print or digital medium.

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 Co-Curricular Supplements

	0-3 Years	4-6 Years	7-14 Years	15+ Years
Yearbook	3795	4250	4705	5313
Student Council	2770	3102	3435	3878
Student Council Assistant	1847	2068	2290	2585
JROTC	2770	3102	3435	3878
Digital Media/Newspaper	2770	3102	3435	3878

Other High School Supplements

Agribusiness (4)	1401
FFA	700
Agribusiness Extended	315

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 per- forming artssponsor.

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 mini- mum 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
Forensics Team Sponsor	1 minimum of 15 participants	1
Club Sponsors-Service Clubs Examples: BETA, NHS	Minimum of 20 participants per club 1 allocation per 150	-
Club Sponsors-Interest Clubs Examples: Art, Photography, Chess	Minimum of 10 participants per club 1 allocation per 150	-
Quiz Bowl	1	-
Sports Abilities Teams	1*	

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

Extracurricular/School Activities/Club Duties And Qualifications

The **Club Sponsor/Sports Abilities Team** 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 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.

Laned High School Extracurricular Supplements

	0-3 Years	4-6 Years	7-14 Years	15+ Years
Senior Class Sponsor	2770	3102	3435	3878
Drama/Thespian	2770	3102	3435	3878
Drama/Thespian Assistant	1847	2068	2290	2585
Forensics	2770	3102	3435	3878
Jr. Class Sponsor	2770	3102	3435	3878

Other High School Supplements

Club Sponsor (2)	453
Quiz Bowl	1360
Freshman/Sophomore Class Sponsor	453
Sports Abilities Team	453

Footnotes:

1. *Based on full school year.*
2. *These supplements are designed for utilization in conjunction with a primary teaching job.*

High School Magnet School Program

High School Magnet Program

TYPE	NUMBER OF SUPPLEMENTS
Magnet Program Coordinator	1 unit per school

High School Magnet Program Duties and Qualifications

The **Magnet Program Coordinator** must be in a full time instructional position and is responsible for magnet school program activities including community promotion, recruitment, coordination and communication.

High School Supplement

Magnet Program Coordinator: 1530

Academic Support

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.

- Special duty supplements cannot be given for duties assigned by other supplements.
- Special duty rate is 782
- Special duty supplement can be quartered or halved.

Special Duty Allocations

Special Duty	1 allocation per 6 teachers plus 1 at large
Wellness Representative	1

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.

Wellness Representative	782

Curriculum Leadership

These supplements are tied into staffing functions at a school. Departmental chairpersons are supplemented based up- on 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 conduction 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 **Lead Mentor** is responsible for coordinating the *New Instructional Personnel Induction Program*. Using *resources* provided by Professional Development Services, the Lead Mentor working with and through the administrator will provide support and assistance to instructional personnel hired new to OCPS. Professional Development Services offers ongoing learning opportunities, both face to face and online, to support the Lead Mentor. Training focuses on resources and strategies to support mentors and new instructional personnel.

The **New Instructional Personnel Induction Mentor** is responsible for support to assigned beginning instructional personnel. The Mentor will be assigned to instructional personnel similar in subject or grade level. The mentor will offer four types of support to the assigned beginning mentee; physical, emotional, instructional and institutional. Mentors could be assigned a maximum of three beginning instructional personnel.* Professional development for mentors will be delivered by the school's identified Lead Mentor.

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

The **Professional Development Certification Program (PDCP) Mentor** is responsible for facilitating learning through coaching cycles for the PDCP participant. Professional Development Services offers ongoing learning opportunities, both face to face and online, to support the PDCP mentor. The mentor provides program specific support to the PDCP participant on required tasks. The principal makes the final decision regarding program completion.

*Note: A mentor may not advise more than three instructional personnel.

MENTORSHIP PROGRAM	SUPPLEMENT
Lead Mentor	793
New Instructional Personnel Induction Mentor	227/beginning instructional personnel ◊
Professional Development Certification Program (PDCP) Mentor	453

*The performance of beginning instructional personnel shall not negatively impact the assessment of the mentor or the instructional coach.

◊Pay pro-rated on a ten-month year, if applicable.

ORANGE TECHNICAL COLLEGES

Introduction

Supplements are additional salary for which an Instructional 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.

There are three general categories for supplements: Extracurricular, Co-curricular, and Academic Support.

- The Co-curricular category contains those positions that are generally considered to be associated with school activities of a particular class course.
- The Extracurricular supplements category contains those positions which are generally considered student interest based activities such as clubs.
- The Academic support category contains those positions that are generally related to administrative, security/risk management, operational, and academic leadership.

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.

When a supplement position becomes available, instructional employees at the work location shall be notified and considered first.

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 at the earliest possible date 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 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.

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
Digital Media/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 per school
Club Sponsors-Interest Clubs Examples: Art, Photography, Chess, Robotics team	Minimum of 15 participants per club 1 allocation per 150 students per school

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 **Digital Media/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
Digital Media/Newspaper	2770	3102	3435	3878
Tech Center Senior Class Sponsor	1847	2068	2290	2585

Other Post Secondary Supplements

Club Sponsor	510

Footnotes:

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

Academic Support

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.

- Special duty supplements cannot be given for duties assigned by other supplements.
- Special duty rate is $782

Special Duty Allocations

Special Duty	1 allocation per 6 teachers plus 1 at large
Wellness Representative	1

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.

Wellness Representative	782

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 conduction 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 **Lead Mentor** is responsible for coordinating the *New Instructional Personnel Induction Program*. Using *resources* provided by Professional Development Services, the Lead Mentor working with and through the administrator will provide support and assistance to instructional personnel hired new to OCPS. Professional Development Services offers ongoing learning opportunities, both face to face and online, to support the Lead Mentor. Training focuses on resources and strategies to support mentors and new instructional personnel.

The **New Instructional Personnel Induction Mentor** is responsible for support to assigned beginning instructional personnel. The Mentor will be assigned to instructional personnel similar in subject or grade level. The mentor will offer four types of support to the assigned beginning mentee; physical, emotional, instructional and institutional. Mentors could be assigned a maximum of three beginning instructional personnel.* Professional development for mentors will be delivered by the school's identified Lead Mentor.

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

The Professional Development Certification Program (PDCP) Mentor is responsible for facilitating learning through coaching cycles for the PDCP participant. Professional Development Services offers ongoing learning opportunities, both face to face and online, to support the PDCP mentor. The mentor provides program specific support to the PDCP participant on required tasks. The principal makes the final decision regarding program completion.

*Note: A mentor may not advise more than three instructional personnel.

MENTORSHIP PROGRAM	SUPPLEMENT
Lead Mentor	793
New Instructional Personnel Induction Mentor	227/beginning instructional personnel ◊
Professional Development Certification Program (PDCP) Mentor	453

*The performance of beginning instructional personnel shall not negatively impact the assessment of the mentor or the instructional coach.

◊Pay pro-rated on a ten-month year, if applicable.

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 & Title IX:
Keshara Cowans, Staff Attorney II
Ronald Blocker Educational Leadership Center
445 W. Amelia St., Orlando, FL 32801
(407) 317-3411

ADA Coordinator:
Jay Cardinali, ADA Compliance Officer
Ronald Blocker Educational Leadership Center
445 W. Amelia St. Orlando, FL 32801
(407) 317-3200 ext. 250-6248

Section 504:
Tajuana Lee-Wenze – Director
ESE Procedures/Compliance
Ronald Blocker Educational Leadership Center
445 W. Amelia St. Orlando, FL 32801
(407) 317-3279

"The Orange County School Board is an equal opportunity agency."