

I. Supplemental Salary Schedule Language

Natchitoches

For certified personnel, the salaries reflected in the present salary schedule shall serve as full compensation for all work performed which relates to the duties and responsibilities set forth in such employees' job description. Any approved work performed by such employees which does not relate to the job duties and responsibilities specified in such employees' job descriptions shall be paid in accordance with La. R.S. 17:418 and shall be submitted to Chadwick Harris, along with the completed authorization form, within 10 calendar days from the date such work was performed.

Any teacher who is not afforded the minimum uninterrupted planning time required by R.S. 17:434(A) shall be compensated at the effective hourly rate of that teacher for each hour of planning time. A teacher's effective hourly rate, for the purposes of this payment, shall be calculated by converting the teacher's annual salary on the teacher's salary schedule adopted by the governing authority into an hourly rate of pay.

Any additional, approved work performed by non-exempt personnel shall be paid in accordance with the Fair Labor Standards Act.

II. Authorization Form

Natchitoches Parish School Board Supplemental Compensation Application Form

Any work performed by an employee beyond that in the employee's job description must be approved by the employee's immediate supervisor in advance by obtaining his/her signature on this completed document and:

- (1) Should the amount of time required to complete the task exceed the estimated time provided by the employee, supervisor approval must be obtained before any additional time may be worked;
- (2) All documents required to obtain payment for such work must be submitted to Chad Harris within seven (10) workdays of the completion of the work for which additional compensation is sought; and
- (3) Should a teacher fail to receive the mandatory planning time during a week, the teacher must complete the applicable portion of this form and return it to his/her principal no later than the close of school the following Monday.

Employee's Name: _____ Title: _____

EIN: _____ Date of Request: _____

School/Site: _____ Requested Date(s): Start Date _____ End Date: _____

Type(s) of activity: _____

Club, Sport, Organization: _____

Paid sponsor of organization? : Yes No

Estimated Time to Complete Task: _____

PLANNING TIME FOR TEACHERS:

If planning time was not received for the preceding week, please provide the following information:

Days planning was not provided: _____

Reasons: _____

I understand this request is subject to prior approval by my supervisor.

Employee's Signature: _____	Date: _____
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TO BE COMPLETED BY SUPERVISOR:	
<input type="radio"/> Approved <input type="radio"/> Rejected	
Funding Source: _____	
Supervisor/Designee's Signature: _____	Date: _____
District Approval: <i>(If district funding is requested)</i> <input type="radio"/> Approved <input type="radio"/> Rejected	
District Funding Director's Signature: _____	Date: _____

III. Amendments to Job Descriptions

Natchitoches

PROPOSED AMENDED TEACHER & PARAPROFESSIONAL JOB DESCRIPTION

Teachers shall be expected to perform the following duties, along with the completion of corresponding documents, forms, and reports:

1. Instructional Components

- Fulfill duties traditionally expected of those in teaching profession
- Lesson Plans
- Instruction
- Collaborate with colleagues and departments
- Grade Papers
- Take and record attendance
- Enter/Average Grades
- Maintain positive and timely interaction with parents relative to the performance or conduct of students assigned to the teacher
- School committees or task forces to contribute to school improvement initiatives
- Educational or coaching best practices and techniques

2. Supervision

- Supervision of Students when students are on or off campus at a school related/sponsored event
- Supervision of Students prior to school and/or drop-off, when assigned
- Supervision of Students in the classroom
- Supervision of students between classes, during recess/intermission, during lunch, assemblies
- Supervision of Students after school and/or pick-up, when assigned

3. Non-instructional Components

- Attend meetings generally associated with the instruction of students
- Attend faculty, staff, and department meetings
- Attend training sessions
- Attend IEP meetings
- Attend parent-teacher conferences
- Attend back-to-school and open-house events
- Attend graduation

- Attend PGP, PIP, Evaluation, Observation, IAP, and student discipline meetings/hearings
- Attend school board/committee meetings, upon request

4. Extracurricular Activities

- Attend/work concessions/gates of no more than 15 athletic events per school year as requested by the principal or designee.
- Attend all meetings and functions of those activities, clubs, or groups of which the employee is a sponsor

5. Events attended by such employees:

- 4-H events
- Fall Festival
- Any sporting events gate / concessions
- Chess Club
- Key Club
- Gaming Club (e-sports)
- Dual Enrollment / FAFSA night
- Parent Orientation
- Awards Banquets
- After school tutoring
- Literacy Nights
- Test Prep Night
- Report Card pick up
- After school detention
- Attendance recovery
- Good News Club
- Band, Choir, or Orchestra concert / rehearsal
- Book Clubs
- BETA Club
- Student Council
- Honor Societies meetings
- Fundraising events
- Quiz Bowl practice and competitions
- Cleaning and organizing classroom or sports facilities
- Local festivals/parades

PROPOSED PRINCIPAL, ASST. PRINCIPAL and COORDINATOR AMENDED JOB DESCRIPTION

Principals and Assistant Principals shall be expected to perform the following duties, along with the completion of corresponding documents, forms, and reports:

1. Instructional Components

- Fulfill duties traditionally expected of school-based administrators
- Collaborate with those providing direct student instruction as well as professionals providing ancillary services
- Review, draft, study, recommend, and implement policies, curricula, and plans to improve the quality of instruction,
- Conduct school/class walk-throughs
- Prepare and/or oversee preparation of class scheduling
- Participate in the staffing of school via the recruitment, interview, and selection and/or assignment of personnel, subject to superintendent approval

2. Supervision

- Supervision of Assistant Principals, teachers, and, and all others reporting to employee or for whose supervision employee is responsible, as applicable
- Complete and/or assist in the preparation/implementation of employee observations, evaluations, IAPs, and other associated tasks and monitoring

3. Non-instructional Components

- Maintain the campus in a clean condition through the oversight of janitorial/maintenance staff
- Maintain student discipline
- Attend meetings generally associated with the instruction of students
- Attend faculty, staff, department and central office/principal meetings
- Establish school policies governing students and employees
- Attend training sessions
- Attend job fairs and related events
- Attend IEP meetings
- Attend Central Office and Department meetings
- Attend back-to-school and open-house events
- Attend graduation
- Interview, employ, and complete necessary hires
- Attend PIP, Evaluation, Observation, IAP, and student discipline meetings/hearings
- Attend school board/committee meetings, upon request
- Participate in the preparation of necessary disciplinary documents and corresponding disciplinary process for both students and employees

- Fulfill all duties required of the school as a member of the LHSAA or other athletic or professional associations
- Maintain positive parent and community contact and problem solving
- Represent the school at all functions and/or meetings at which a school representative is required.
- Any extra-curricular activities as determined by the supervisor/principal.
- Meeting with teachers or staff members to discuss school operations, student progress, or upcoming events.
- Attending parent-teacher meetings or school events that are held in the evening.
 - Reviewing and finalizing school budgets, reports, or administrative tasks.
 - Participating in professional development workshops or training sessions.
 - Handling discipline issues or addressing any urgent matters that arise during the day.
 - Collaborating with community organizations or partners to support school programs.
 - Planning and strategizing for future school improvement initiatives.
 - Attending school board meetings or other administrative responsibilities.
 - Supporting extracurricular activities or athletic events that take place after school hours.
 - Providing additional supervision or support for students who may need extra help or assistance.

PROPOSED AMENDED SUPERVISORS AND DIRECTORS JOB DESCRIPTION

Supervisors and directors shall be expected to perform the following duties, along with the completion of corresponding documents, forms, and reports:

1. Instructional Components

- Fulfill duties traditionally expected of those in supervisory positions
- Collaborate with those providing and overseeing school-based instruction as well as professionals providing ancillary services
- Review, draft, study, recommend, and implement policies, curriculum, and plans to improve the quality of instruction
- Conduct school/class walk throughs
- Instructional Leadership Team meeting

2. Supervision

- Supervision of Principals, Assistant Principals, and others reporting to employee for whose supervision employee is responsible
- Complete and/or assist in the preparation/implementation of employee pre- post-observations, evaluations, Intensive Assistance Plans, and other associated tasks and monitoring

3. Non-instructional Components

- Attend meetings generally associated with the instruction of students
- Attend faculty, staff, and department meetings
- Attend training sessions
- Attend job fairs and related events
- Attend IEP/IAP meetings
- Attend Central Office and Department meetings
- Attend back-to-school and open-house events
- Attend graduation
- Local festivals/parades
- Interview, employ, and complete necessary hires
- Attend PIP, Evaluation, Observation, IAP, and student discipline meetings/hearings
- Attend school board/committee meetings, upon request
- Participate in the preparation of necessary disciplinary documents and corresponding disciplinary process