

**ADMINISTRATIVE GUIDELINES**  
Earlywood Educational Services

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**SERIES 500:    PERSONNEL**

**Section 502:    Certified Personnel**

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**502.1 C            Days and Hours:    Additional Contracted Days & Extra Curricular Activities (ECA) Schedule**

Date Reviewed by Discussion Team:    9.17.13, 11.5.18  
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At the Executive Director's Discretion, Certified and Related Services Employees may receive additional compensation for completing duties as described below for Additional Contracted Days and as part of the Extra Curricular Activities (ECA) Schedule per the Master Contract.

Additional Contracted Days occur during the summer months for particular work responsibilities that cannot be completed during the school year. Compensation will be based on the employee's daily rate during the school year immediately preceding the summer work. The Additional Contracted Days are subject to the following stipulations.

Activity	Compensation	Stipulations
Certified Employees Additional Contracted Days	Current or status quo daily rate or prorated teacher contract rate if less than full day assignment.	Additional contracted days for certified employees may be approved to complete case conferences, year-end evaluations and reports, distribute or gather equipment, and/or other duties that cannot be completed during the school year. Prior to the end of the school year, request for additional days must include a detailed explanation of the duties to be completed for approval by the immediate supervisor. All duties must be completed between the end of the school year and prior to that employee's first contracted day of the new school year. Upon completion of the Additional Contracted Day, the employee will submit a record of the time worked as directed by the Business Office.

Extended School Year Additional Contracted Days	Current or status quo daily rate or prorated teacher contract rate if less than full day assignment.	Instructional days/hours may be approved for employees to provide extended school year services or compensatory educational services to students as recommended by the case conference. The employee must record progress monitoring data from these sessions within IIEP. Upon completion of the ESY service, the teacher will submit a record of the time worked as directed by the Business Office.
Supervision of School Psych Interns	Per Master Contract	An established and effective school psychologist may be approved to provide supervision and support for school psychologist interns. The supervision must be provided throughout the complete school year. The internship will be structured according to NASP principles and the direction of the program supervisor.
Supervision of Clinical Fellows	Per Master Contract	An established and effective speech language pathologist may be approved to provide supervision and support for clinical fellows. The supervision must be provided throughout the complete school year. The supervision will be structured according to ASHA guidelines and the direction of the program supervisor.
Supervision of Student Teachers/Practicum Students	Per Master Contract	An established and effective teacher or therapist may be approved to provide supervision and support for student teachers or practicum students. The supervision must be provided throughout the complete assignment. The supervision will be structured according to CEC standards and the direction of the program supervisor.
Mentor	Per Master Contract	An effective certified employee may be approved to provide support and mentorship to a newly hired Earlywood employee. The expectation is that the mentor and mentee will communicate frequently and will meet in person at least monthly. The supervision must be provided throughout the complete school year. The supervision will be structured according to the direction of the program supervisor.
Primary Evaluator	Per Master Contract	An effective certified employee may be approved to be the primary evaluator for Earlywood employees. The primary evaluator will execute all of the EES Teacher Evaluation procedures and practices with the assigned employees.
Peer Coach	Per Master Contract	An effective certified employee may be approved to provide support and mentorship to an Earlywood employee. The expectation is that the peer coach will communicate frequently and will meet in person at least monthly. The supervision must be provided throughout the complete school year.
Summer Committee Work	Per Master Contract	A certified employee may be approved to receive a stipend to complete work as part of a committee or sub-committee on a non-contracted day. Upon completion of the

		Committee Work, the employee will submit a payroll authorization to their supervisor.
Training on Non-Contracted Work Day	Per Master Contract	A certified employee may be approved to receive a stipend to attend a training, per request of their supervisor, on a non-contracted day. Approval will be requested and documented via a Professional Leave Request.
Summer Evaluation	Per Master Contract	A school psychologist, speech language pathologist, therapist, or certified employee may be approved to conduct an evaluation of a student during the summer break. To receive the stipend, the employee will complete the evaluation, write the report, and submit a copy of the report to their supervisor. The evaluation must be conducted and the report submitted between the employee's last contracted day of the concluding school year and the first contracted day of the new school year.
First Year CCC or HSPP Licensure	Per Master Contract	The first school year after obtaining the Certificate of Clinical Competency [CCC's] (SLP) or Health Service Provider in Psychology [HSPP] (School Psychologist), the employee will be eligible for a one-time stipend. Upon completion of the credential, the employee must provide a copy of the certification to the Business Office.
Professional Development Trainer	Per Master Contract	A certified employee may be approved to receive a stipend to provide a training, per request of their supervisor, on a non-contracted day. Approval will be requested and documented via a Professional Leave Request.
Extended Mileage Compensation	Per Master Contract	A certified employee may be approved to receive a stipend if the employee is assigned to a location in which the one-way travel distance is both thirty (30) miles or greater from EES and thirty (30) miles or greater from the employee's home. The full compensation will be available to employees assigned full-time to an "extended mileage location." Employees who are assigned to an "extended mileage location" less than full-time will be eligible for a pro-rated amount of the compensation. Employees receiving this compensation will continue to be able to submit mileage claims for travel between assigned buildings and to meetings at EES to complete work-related duties. The compensation will be dispersed across twenty-six (26) pays.
Bilingual Support Services	Per Master Contract	A certified employee may be approved to receive an annual stipend for providing bilingual support for the functions of EES. Support will likely include administration of bilingual assessments, communication with parents, and translation at case conferences.