

APPENDIX L

REQUEST FOR EVALUATION OF EXTRA PAY ASSIGNMENT

(attach additional pages if necessary)

Assignment Title: _____

School Site: _____

Description of program/project:

Grade Level(s) and Approximate Projected Number of Students Involved: _____

Approximate Amount of Time Required of the Unit Member (in hours): _____

Has this program been previously implemented? _____

If so, please describe the previous history of this program:

How will the success of this program be evaluated?

What impact will the successful implementation of this program have on the school or district?

Please describe the specific work that a unit member given this assignment will be expected to complete.

If this assignment has been previously evaluated, please explain the reason(s) for resubmission including, if applicable, any changes to the assignment since the last submission.

Signature of
Requesting Principal: _____ Date: _____

-----For Committee Use Only-----

Date of committee evaluation meeting: _____

Committee determination of compensation level: _____

Notes:

EXTRA PAY RUBRIC

| <u>1 Unit</u> | <u>R1</u> | <u>R2</u> | <u>R3</u> | <u>R4</u> |
|--|--|---|---|--|
| Varies depending on assignment | Typically < 50 students | Typically 40-100 students | Typically 80+ students | All of the criteria for R3 PLUS A program that involves a multi-year progression of skill development for students AND An annual culminating outcome involving collaboration and the combination of multiple programs of similar scope |
| Generally 15-30 hours | Generally 40-100 hours per year | Generally 80-200 hours per year | Generally 180+ Hours per Year | |
| A unit of pay is generally provided for a one-time/stand-alone event whose preparation and execution takes place over a short duration of time | Minimal/no post-evaluation or program revision | Moderate post-evaluation and program revision | Intensive post-evaluation and program revision | |
| | Pre-existing program | Modification of pre-existing program | Initial creation of program | |
| | Minimal/no advance planning | Moderate advance planning | Intensive advance planning | |
| | Outcome largely based on logistical support | Outcome largely based on logistical support but requires some creative vision | Outcome based on logistical support and extensive creative vision | |
| | Narrow school or district impact | Moderate school or district impact | Broad school-wide or district-wide impact | |

NOTE: This rubric is intended to be utilized to evaluate extra pay assignments on a holistic basis. No one cell/criteria is a requirement for placement at any compensation level, nor is placement determined by any quantitative compilation of cells or criteria; rather, the Extra Pay Committee is to examine each assignment according to all criteria and make a compensation decision based upon the overall assignment as a whole.