

Maple Run Unified School District
FY 19 Extracurricular and Co-Curricular Program Guidelines and Wage Scales
Board Approved: March 21, 2018

I. Description

1. Extracurricular activities are those voluntary social or philanthropic student activities that fall outside the realm of the normal school/curriculum program. Persons hired for extra-curricular activity positions will be employed at will, which means employment can end at any time for any reason or for no reason, with or without notice either by the school district or the extra-curricular employee.
 - a. The Principal/NWTC Director/designee, shall determine what activities shall be offered and what positions shall be filled. The Board, at its sole discretion, shall establish Extra-Curricular Program Guidelines.
 - b. The Principal/NWTC Director/designee, with agreement from the Board, may add new activities and place them on the extracurricular or co-curricular schedule or eliminate activities at their discretion.
 - c. Positions covered by this document are season appointments and may be terminated or extended at the discretion of the Principal/NWTC Director/designee.
 - d. Offers for positions will always be contingent upon adequate participation for the activity, as determined by the Principal/NWTC Director.
 - e. Positions covered by this document will follow the normal hiring process.

II. Selection and Work Expectations

1. Selection: Coaches and other Extra-Curricular or Co-Curricular Activity Leaders shall apply and are selected according to established school procedures. All coaches and Activity Leaders must complete a background investigation and complete fingerprinting requirements prior to working with students.
2. Work Expectations:
 - a. Job Description: Coaches and Activity Leaders are expected to familiarize themselves with the general job description related to their position. Updates may be made from time to time as job duties, essential duties, and responsibilities change.
 - b. Performance: The High School Athletic Director shall monitor performance of athletic coaches and will prepare and present performance evaluations to varsity coaches. The High School Athletic Director, with the help and input from the varsity coach, will evaluate the assistant coaches at the end of the season. Assistant coaches are also asked to complete a self-evaluation by utilizing the performance appraisal form. Performance for all other High School and Elementary School positions may be evaluated by the Principal/Director/designee as appropriate.

- c. Non-appointment: Reappointment to coach or direct an extracurricular or co-curricular activity for a subsequent term, season, or year is at the discretion of the Principal/Director/designee.

III. Compensation

1. Compensation: Persons who lead extracurricular or co-curricular activities will receive compensation according to the schedule contained in this document. No leave time, medical, dental, life, disability or related health insurance benefits are provided.
 - a. Exempt employees will be paid at the end of the assigned sport season or when a co-curricular activity concludes. Non-exempt employees will be paid bi-weekly for hours worked and documented.
 - b. Advancement on the compensation schedule is not automatic.
 - c. Payment for work will be issued through the normal payroll process.
 - d. Increase to Wage Schedule: The Board shall review the schedule annually to determine wage increases.
2. Activity Placement for the Following Year: The Principal/NWTC Director will place activities in a pay group.
 - a. Activities may be reassigned annually to different pay groups at the discretion of the Principal/NWTC Director/designee.
 - b. Such activity changes (adding, reassigning, or eliminating) may be based on such reasons as, but not limited to: financial considerations and/or number of participants, existence of feeder programs, benefit to student population, and availability of activity leaders.
3. Placement of Persons in Positions:
 - a. For initial placement in groups, consideration will be given to years of coaching or related experience in the particular activity.
 - b. An assistant coach moving to a head coach position within the same sport may be placed on the compensation grid based on years of experience, including years of experience as an assistant coach in that same sport.

IV. High School Extracurricular Activity Grouping Table

Group I	Group II
Varsity Head Coach except Men's and Women's Golf and Men's and Women's Tennis	Junior Varsity Coaches Freshmen Coaches Assistant Coaches Snowboard Club Coordinator Alumni Coordinator
Fall Sports/Activities	
Cheerleading Dance Team Women's Cross Country Men's Cross Country Football Women's Soccer Men's Soccer	Junior Varsity Cheerleading Junior Varsity Football Freshmen Football Assistant Varsity Football Freshmen Women's Soccer Head Athletic Trainer Junior Varsity Men's Soccer Freshmen Men's Soccer Junior Varsity Women's Soccer Men's Golf Women's Golf
Winter Sports/Activities	
Men's Basketball Women's Basketball Alpine Skiing Cheerleading Dance Team Nordic Skiing Men's Ice Hockey Women's Ice Hockey Snowboard Team	Assistant Alpine Skiing Junior Varsity Men's Basketball Freshmen Men's Basketball Junior Varsity Women's Basketball Freshmen Women's Basketball Junior Varsity Cheerleading Assistant Men's Ice Hockey Assistant Women's Ice Hockey Assistant Nordic Skiing
Spring Sports/Activities	
Baseball Track and Field Men's Lacrosse Women's Lacrosse Softball	Junior Varsity Men's Baseball Freshmen Men's Baseball Junior Varsity Men's Lacrosse Junior Varsity Softball Freshmen Softball Assistant Track and Field Junior Varsity Women's Lacrosse Men's Tennis Women's Tennis

V. High School Extracurricular Wage Table

**FY '19 BFA/NWTC Extra-Curricular Wage Scale
No Step**

BFA/NWTC Extra-Curricular Wages FY '19				
Step	Group I		Group II	
	Stipend	Hourly (206)	Stipend	Hourly (170)
1	\$5,256	\$25.51	\$2,628	\$15.46
2	\$5,431	\$26.36	\$2,716	\$15.97
3	\$5,606	\$27.21	\$2,803	\$16.49
4	\$5,781	\$28.06	\$2,891	\$17.00
5	\$5,956	\$28.91	\$2,978	\$17.52
6	\$6,131	\$29.76	\$3,066	\$18.03
7	\$6,306	\$30.61	\$3,153	\$18.55
8	\$6,481	\$31.46	\$3,241	\$19.06
9	\$6,656	\$32.31	\$3,328	\$19.58
10	\$6,831	\$33.16	\$3,416	\$20.09

*hours may be adjusted with administrative approval

VI. Elementary School Extracurricular Activity Wage Table: Stipend for Exempt Employees and Hourly Rate for non-exempt employees

FY 19 K8 Extra-Curricular Wages (2% increase)			
K8 Position	Stipend	Hourly Rate	# Hours*
Athletic Director FF	\$1,250	\$15.63	80
Athletic Director SACS	\$3,100	\$15.50	200
Basketball (Elementary)	\$785	\$15.70	50
Basketball (Middle School)	\$1,400	\$15.56	90
Cheerleading	\$1,175	\$15.67	75
Cross Country	\$1,175	\$15.67	75
Soccer (5&6,7&8)	\$1,175	\$15.67	75
Softball/Baseball	\$1,175	\$15.67	75

*hours may be adjusted with administrative approval

VII. HIGH SCHOOL CO-CURRICULAR WAGE SCALE

FY 19 BFA/NWTC Co-Curricular Wage Scale (No Step)								
Step	Group I	Group I	Group II	Group II	Group III	Group III	Group IV	Group IV
	Stipend	Hourly (200 hrs)	Stipend	Hourly (150 hrs)	Stipend	Hourly (100 hrs)	Stipend	Hourly (30 hrs)
1	\$5,015	\$25.08	\$3,224	\$21.49	\$1,791	\$17.56	\$358	\$11.93
2	\$5,190	\$25.95	\$3,399	\$22.66	\$1,966	\$19.32	\$446	\$14.87
3	\$5,365	\$26.83	\$3,574	\$23.83	\$2,141	\$21.07	\$534	\$17.80
4	\$5,540	\$27.70	\$3,749	\$24.99	\$2,316	\$22.83	\$622	\$20.73
5	\$5,715	\$28.58	\$3,924	\$26.16	\$2,491	\$24.59	\$710	\$23.67
6	\$5,890	\$29.45	\$4,099	\$27.33	\$2,666	\$26.34	\$798	\$26.60
7	\$6,065	\$30.33	\$4,274	\$28.49	\$2,841	\$28.10	\$886	\$29.53
8	\$6,240	\$31.20	\$4,449	\$29.66	\$3,016	\$29.85		
9	\$6,415	\$32.08	\$4,624	\$30.83	\$3,191	\$31.61		
10	\$6,590	\$32.95	\$4,799	\$31.99	\$3,366	\$33.37		

*hours may be adjusted with administrative approval

High School Co-Curricular Grouping Table	
Group I	Group II
Yearbook Instrumental Music Choral Music Music Director for Musical	Unified Club Mercury Community Service Coordinator Student Council Assistant Yearbook Advisor After School Program Coordinator A World of Difference Coordinator Robotics Club
Group III	Group IV
Foreign Language Club Scholars' Bowl Skills USA Senior Advisor Junior Advisor Math League National Honor Society Health Occupation Student Organization (HOSA) Association of Marketing Students (DECA) Athletic Council Advisor Choreographer Musical Designer	Freshman Advisor Sophomore Advisor Project Graduation National Technical Honor Society (NTHS) National Art Honor Society Advisor Sports Videography

VIII. K8 CO-CURRICULAR WAGE SCALE for Fairfield and SATEC. At SACS, all co-curricular activities are compensated as determined by the School Enrichment Program.

FY 19 K8 Co-Curricular Wages

K8 Co-Curricular Activity	Stipend	# Hours	Hourly Rate
Drama	\$1,331	87	\$15.30
Student Council Advisor	\$1,020	67	\$15.22
Eighth Grade Advisor	\$1,020	67	\$15.22
Yearbook	\$1,326	87	\$15.24
Detention Monitor	\$1,020	67	\$15.22
Odyssey of the Mind	\$1,122	73	\$15.37
Fitness Team Coach(es)	\$867	57	\$15.21
Band	\$1,020	50	\$20.40
Spelling Bee	\$663	43	\$15.42
Homework Club Advisors	\$663	43	\$15.42
EST Chair (K-2,3-4,5-8)	\$765	N/A	N/A
Academic Coordinator (School Year)	\$2,040	100	\$20.40
Summer Academic Coordinator	\$1,020	50	\$20.40

*hours may be adjusted with administrative approval