

## ARTICLE 21

### TEACHERS ON SPECIAL ASSIGNMENT

#### 21.1 Definition

21.1.1 A Teacher on Special Assignment (TSA) shall be defined as meeting the following criteria:

21.1.1.1 Performs a function different than that for which unit member staffing normally is allocated.

21.1.1.2 Serves in an assignment of specified duration. A TSA assignment may be extended in finite intervals.

21.1.1.3 Is not a position created specifically to provide meaningful work for an unassigned unit member pending availability of regular assignment.

#### 21.2 TSA Vacancies

21.2.1 TSA vacancies, including newly created positions, shall be posted in all schools in order that qualified unit members may apply.

#### 21.3 TSA Selection Process

21.3.1 Teachers shall be selected for TSA eligibility per the procedures outlined in Article 13, §13.7 - §13.7.4. Any unit member who is released from their regular assignment for more than 20% of their workday and whose job duties include peer coaching/support, shall be vetted through the TSA selection process. This 20% threshold shall not apply to teachers who are released to facilitate WASC reviews or whose job assignment includes a release period to coordinate a given program, e.g. AVID, ELL Coordinator, PBIS Coordinator.

21.3.2 To facilitate the terms of the TSA selection process, a list of all current TSAs, as well as teachers who have been approved for assignment as a TSA, will be provided to the Association annually. This list shall include the name, worksite location(s), job title and funding source for each teacher currently assigned/eligible for TSA service, and the number of year(s) remaining on their three (3) year eligibility term.

#### 21.4 Per-Diem Pay Limitation for TOSAs/Coaches

21.4.1 Up to ten (10) days pay at per-diem shall be provided to TSAs/Coaches who plan and/or provide training, workshops or other professional development on non-work days or after work hours.

21.4.1.1 Work on special projects to support the work of the coaching model shall also be eligible for per-diem pay, up to the ten (10) maximum days allowed per school year, provide such work takes place on non-work days,

or after work hours, and that written approval has been granted by the appropriate supervising administrator prior to the work being performed.

- 21.4.1.2 All work performed at the per-diem rate shall be logged documenting the dates and hours spent, including a description of the work completed, and submitted to the appropriate supervisor, who will submit the log to the Instructional Support Office for approval.
- 21.4.1.3 Once ten (10) days at per-diem pay have been exhausted, TSAs or Coaches who are authorized to plan, or present professional development on non-work days shall be paid at the Certificated Hourly Rate, per §14.5.1.
- 21.4.1.4 No coach or TSA shall be assigned mandatory conference attendance on a non-work day; however, Coaches or TSAs who choose to attend a District-offered conference on a non-work day shall be paid at the Certificated Hourly Rate, per §14.5.1.
  - 21.4.1.4.1 Classroom teachers who receive a TSA stipend shall not be eligible for per-diem pay in excess of their annual 185-day work year.
- 21.4.1.5 TSAs or Coaches who attend District-approved conferences or trainings for which the District covers expenses (e.g., travel, lodging and meals) shall not be entitled to compensation for time spent attending such conferences or trainings, or for travel time to or from an approved conference or training.