APPENDIX K

ADDITIONAL HIGH SCHOOL & MIDDLE SCHOOL STIPENDS

1. There shall be a pool of funds available at each high school for use at the contractual hourly rate to compensate for work beyond the school day. The allocation of these funds is to be decided at each school through a site established process which shall include one or more of the following bodies:

   a. Faculty Senate;
   b. Department Chairs;
   c. Curriculum Associates; or
   d. The entire faculty at a general faculty meeting.

The MDEA faculty representative shall have the responsibility to file a report (e.g. the process used at the site) with the District and MDEA bargaining teams annually prior to the expenditure of any such funds. The available funds shall be on the basis of the following formula:

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment to 900</td>
<td>$4,500</td>
</tr>
<tr>
<td>Enrollment to 1,500</td>
<td>$6,000</td>
</tr>
<tr>
<td>Enrollment to 2,000</td>
<td>$7,500</td>
</tr>
<tr>
<td>Enrollment to 2,500</td>
<td>$9,000</td>
</tr>
</tbody>
</table>

2. Additionally, high schools and middle schools shall receive $4,500 to fund positions. The positions to be funded are a site decision, which shall provide for the decision to be made by a body such as Faculty Senate, Department Chairs, Curriculum Associates or the entire faculty at a general faculty meeting. Unit members shall be given the first opportunity to accept these positions. The choices include:

   Conflict manager
   Leadership class and associated duties
   Coordination of teaching assistants
   Noon league supervision
   Similar activities

Board Approved 1/22/02
CERTIFICATED TEACHING PERSONNEL

Duties and Responsibilities of Classroom Teachers

Classroom Teachers shall be evaluated by the site administrator or his/her designee on the basis of how their performance conforms to the California Standards for the Teaching Profession.

Classroom Teachers assigned to multiple sites shall be evaluated by a site administrator assigned by the appropriate Assistant Superintendent or his/her designee.

Alternatively, qualified first year teachers may be evaluated by a coach from the Peer Assistance and Review Program.

The duties and responsibilities of Classroom Teachers are as follows:

1. to establish, in cooperation with the principal or his/her designee (or designated by the collective bargaining agreement), goals and objectives consistent with the evaluation article of the collective bargaining agreement.

2. comply with all laws and regulations of the State of California, policy and rules of the Mt. Diablo Unified School District Board of Education, and terms and conditions of the collective bargaining agreement, which include but are not limited to the following:
   a. being present on campus during contractually designated time;
   b. attending job-related meetings and activities;
   c. submitting accurate forms, reports and other required documents;
   d. complying with mandatory child abuse reporting laws;
   e. adhering to State adopted curriculum and standards.

3. while on a site is responsible to the site administrator for the care, control, and instruction of the students in his/her charge.

4. to report promptly to the principal (or an individual designated by the principal) any serious accident or illness affecting students.

5. to respect the individuality of the children.

6. to maintain conditions and practices in the classrooms which positively affect the physical and mental health of the children.

7. to report promptly to the principal (or individual designated by principal) any factors which prevent the full exercise of duties and responsibilities.
8. to keep abreast of current innovative educational practices and curriculum trends so as to be in a position to participate in policy-making processes and curriculum revision.

9. to enforce all rules governing the conduct of pupils as may be prescribed by the Superintendent and the Board of Education, as well as those developed cooperatively by the Principal and the faculty, not in conflict with the Board of Education policy.

10. to work cooperatively with employees of the District and with the community.

11. provide and maintain adequate lesson plans and instructions for substitute teachers.

12. to perform those non-instructional duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Board of Education.
CERTIFICATED TEACHING PERSONNEL

Duties and Responsibilities of Elementary Physical Education (P.E.) Teachers

Elementary Physical Education Teachers are responsible to the District Program Administrator in administrative and instructional matters falling within the 4th and 5th grade elementary P.E. preparation program. Elementary Physical Education Teachers shall be evaluated by a site administrator as assigned by the appropriate Assistant Superintendent or his/her designee on the basis of how their performance conforms to the California Standards for the Teaching Profession.

Alternatively, qualified first year teachers may be evaluated by a coach from the Peer Assistance and Review Program.

The duties and responsibilities of Elementary P.E. Teachers are as follows:

1. to establish, in cooperation with the principal or his/her designee (or designated by the collective bargaining agreement), goals and objectives consistent with the evaluation article of the collective bargaining agreement.

2. comply with all laws and regulations of the State of California, policies and rules of the Mt. Diablo Unified School District Board of Education, and terms and conditions of the collective bargaining agreement, which include but are not limited to the following:
   a. being present on campus during contractually designated time;
   b. attending job-related meetings and activities;
   c. submitting accurate forms, reports and other required documents;
   d. complying with mandatory child abuse reporting laws;
   e. adhering to State adopted curriculum and standards.

3. to act as an advocate, resource person, and facilitator of physical education activities in the school and in the community.

4. to develop and direct a physical education program in the schools served.

5. to act as a resource person to the classroom teacher with regards to improving the teaching of classroom physical education.

6. to administer mandated tests related to physical education when directed to do so.

7. to work with the students’ classroom teachers to determine each student’s physical education program on an “Outstanding,” “Satisfactory” and “Needs Improvement” scale.

8. while on a school site, Elementary P.E. Teachers are responsible to the school principal for the care, control, and instruction of the students in their charge.
9. to report promptly to the principal (or an individual designated by the principal) any accident or illness affecting students.

10. to respect the individuality of the children.

11. to maintain educational conditions and practices on the playing field, gymnasium, blacktop, classroom, etc. to ensure student safety and which positively affects the physical and mental health of the children.

12. to report promptly to the principal (or individual designated by principal) any factors which prevent the full exercise of duties and responsibilities.

13. to keep abreast of current innovative educational practices and curriculum trends related to physical education so as to be in a position to participate in policy-making processes and curriculum revision.

14. to enforce all rules governing the conduct of pupils as may be prescribed by the Superintendent and the Board of Education, as well as those developed cooperatively by the Principal and the faculty, not in conflict with the Board of Education policy.

15. to work cooperatively with employees of the District and with the community.

16. provide and maintain adequate lesson plans and instructions for substitute teachers.

17. to perform those non-instructional duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Board of Education.
CERTIFICATED TEACHING PERSONNEL

Duties and Responsibilities of Elementary School Library Media Teachers

Elementary School Library Media Teachers are responsible to the Director of K-12 Curriculum and Instruction for administrative and instructional matters. Elementary School Librarians assigned to a single site shall be evaluated by the site administrator or his/her designee on the basis of how their performance conforms to the California Standards for the Teaching Profession.

Elementary School Library Media Teachers assigned to multiple sites shall be evaluated by a site administrator assigned by the appropriate Assistant Superintendent or his/her designee.

Alternatively, qualified first year library media teachers may be evaluated by a coach from the Peer Assistance and Review Program.

The duties and responsibilities of Elementary School Library Media Teachers are as follows:

1. to establish, in cooperation with the Director of K-12 Curriculum and Instruction or his/her designee (or designated by the collective bargaining agreement), goals and objectives consistent with the evaluation article of the collective bargaining agreement.

2. comply with all laws and regulations of the State of California, policy and rules of the Mt. Diablo Unified School District Board of Education, and terms and conditions of the collective bargaining agreement, which include but are not limited to the following:
   a. being present on campus during contractually designated time;
   b. attending job-related meetings and activities;
   c. submitting accurate forms, reports and other required documents;
   d. complying with mandatory child abuse reporting laws;
   e. adhering to State adopted curriculum and standards.

3. to plan and carry out the school library program within the philosophy of the District's Library/Media Services Program.

4. to report promptly to the principal (or an individual designated by the principal) any serious accident or illness affecting students.
5. to maintain adequate and current collections for students and teachers within the limitations of funds available.

6. to promote the use of books and other instructional materials in curriculum-related activities.

7. to create a laboratory atmosphere which will encourage investigation.

8. to supervise classified personnel employed in the library.

9. to instruct students in the use of the library.

10. to instruct students in study and research skills.

11. to assist teachers in selecting and using instructional materials.

12. to consult with students, teachers and parents.

13. while on a site is responsible to the site administrator for the care, control, and instruction of the students in his/her charge.

14. to respect the individuality of the children.

15. to maintain conditions and practices in the library which positively affect the physical and mental health of the children.

16. to report promptly to the principal (or individual designated by the principal) any factors which prevent the full exercise of duties and responsibilities.

17. provide and maintain adequate lesson plans and instructions for a substitute.

18. to attend job-related meetings and activities specified by the Director of K-12 Curriculum and Instruction and/or his/her designee and/or by the principals of the schools served.

19. to perform those non-instructional duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Board of Education.
CERTIFICATED TEACHING PERSONNEL

Duties and Responsibilities of Secondary School Library Media Teachers

Secondary School Library Media Teachers are responsible to the school Principal for conducting the school library program within the administrative and instructional philosophy of the school and the District Library/Media Services Program.

Secondary School Library Media Teachers shall be evaluated by the principal or his/her designee on the basis of how their performance conforms to the California Standards for the Teaching Profession.

Alternatively, qualified first year library media teachers may be evaluated by a coach from the Peer Assistance and Review Program.

The duties and responsibilities of Secondary School Library Media Teachers are as follows:

1. to establish, in cooperation with the principal or his/her designee (or designated by the collective bargaining agreement), goals and objectives consistent with the evaluation article of the collective bargaining agreement.

2. comply with all laws and regulations of the State of California, policy and rules of the Mt. Diablo Unified School District Board of Education, and terms and conditions of the collective bargaining agreement, which include but are not limited to the following:
   a. being present on campus during contractually designated time;
   b. attending job-related meetings and activities;
   c. submitting accurate forms, reports and other required documents;
   d. complying with mandatory child abuse reporting laws;
   e. adhering to State adopted curriculum and standards.

3. to plan and carry out the school library program within the philosophy of the District's Library Services Program.

4. while on a site is responsible to the site administrator for the care, control, and instruction of the students in his/her charge.

5. to report promptly to the principal (or an individual designated by the principal) any serious accident or illness affecting students.
6. to be an active member of the school's faculty, a member of the teaching team.

7. to have knowledge and understanding of the curriculum and educational goals of the District and of the school to which the library media teacher is assigned.

8. to understand the need for sequence and articulation at the different levels of instruction and make provisions for this need with faculty and feeder school librarians.

9. to participate in school curriculum planning.

10. to interpret the library program and its needs to both administrators and teachers.

11. to keep abreast of professional innovations in the field of librarianship and to implement changes in library program as necessary for the improvement of the educational program.

12. to maintain (within budget limitations) a well-rounded collection of materials in the areas of curriculum, reference and current student interests.

13. to promote the use of books and other instructional materials in curriculum-related activities and provide a circulation system which makes them easily available to students and teachers.

14. to create an atmosphere which will encourage investigation and enjoyment in reading and learning.

15. to supervise library personnel, formulate and manage a library budget, plan, organize and supervise the library facility.

16. to coordinate the use of the library by classes for orientation in library and research skills, and other presentations as mutually agreed upon by teachers and librarians.

17. to provide a program of instruction to staff and student assistants.

18. to assist teachers in selecting and using instructional materials.

19. to attend job-related meetings and activities specified by the Principal, and/or the Program Administrator, Library/Media Services.

20. to perform those non-instructional duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Board of Education.
CERTIFICATED TEACHING PERSONNEL

Duties and Responsibilities of School Nurse

The School Nurse is responsible to the Director of Student Services or his/her designee in administrative, instructional and philosophical matters falling within the District Health Program. It is the responsibility of the Nurse to carry out the District's Health Program in the schools(s) served under the supervision of the Principal(s).

School Nurses shall be evaluated by the Director of Student Services or his/her designee in accordance with evaluation of their performance in relation to the Standards adopted between the District and Association.

The duties and responsibilities of the School Nurse are as follows:

1. to establish, in cooperation with the Director of Student Services or his/her designee (or designated by the collective bargaining agreement), goals and objectives consistent with the evaluation article of the collective bargaining agreement.

2. comply with all laws and regulations of the State of California, policy and rules of the Mt. Diablo Unified School District Board of Education, and terms and conditions of the collective bargaining agreement, which include but are not limited to the following:
   a. being present on campus during contractually designated time;
   b. attending job-related meetings and activities;
   c. submitting accurate forms, reports and other required documents;
   d. complying with mandatory child abuse reporting laws;
   e. adhering to State adopted curriculum and standards.

3. while on a site is responsible to the site administrator for the care, control, and instruction of the students in his/her charge.

4. to report promptly to the principal (or an individual designated by the principal) any serious accident or illness affecting students.

5. to conduct vision screening with all kindergarten, 2nd grade, 5th grade, 8th and 10th grade students and with other students receiving special education services.

6. to conduct hearing screening with all kindergarten, 2nd grade, 5th grade, 8th and 10th grade students and with other students receiving special education services.

7. to conduct scoliosis screening with all 7th grade girls and 8th grade boys.

8. to refer students who meet vision, hearing and scoliosis referral criteria and to conduct follow-up action on referrals.
9. to review all student immunizations for compliance as required by state law for entrance in California Public Schools and follow up in cases of non-compliance.

10. to review all first grade student physical examinations for compliance as required by the Child Health and Disability Prevention Program and follow up in cases of non-compliance.

11. to complete health assessments for referred general education students and students being evaluated and/or re-evaluated for special education who have suspected or actual health related concerns.

12. to train and supervise district staff or contracted personnel who perform Specialized Health Care Procedures with students requiring such services.

13. to provide information and lead staff development activities on health-related matters in the school setting (e.g. communicable disease, medication administration, etc.).

14. to consult with families, staff and health care providers regarding students receiving health care and to monitor students as appropriate.

15. to attend job-related meetings and activities specified by the Director.

16. to perform those non-instructional duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Board of Education.

17. to strengthen the educational process through improvement of the health status of students.

18. to evaluate and interpret (to student, parents, school personnel) the health and development status of the pupil.

19. to identify and follow up on chronic, acute, or latent health problems which may impair the learning process.

20. to recommend to the appropriate school personnel needed modification in the educational program.

21. to hold conferences with teachers or other school personnel at least once a year or as the need arises within the school year to review health information of students and to make plans for appropriate action.

22. to assist in planning for emergency care for illness or injury of pupil(s) on school premises.

23. to assist in the coordination of the school and community health programs.

24. to promote a healthful and safe school environment by reporting to the administrator any condition of health and/or sanitation that may need correction.

25. to supervise the keeping of statistics and health records of pupils on such forms as are approved by the District.
Duties and Responsibilities of Speech, Hearing, and Language Specialist

Speech Pathologists shall be evaluated by an administrator designated by the Assistant Superintendent for Special Education in accordance with evaluation of their performance in relation to the Standards adopted between the District and the Association.

Alternatively, qualified first year teachers may be evaluated by a coach from the Peer Assistance and Review Program.

The duties and responsibilities of Speech, Hearing, and Language Pathologists are as follows:

1. to establish, in cooperation with his/her evaluator (or designated by the collective bargaining agreement), goals and objectives consistent with the evaluation article of the collective bargaining agreement.

2. comply with all laws and regulations of the State of California, policy and rules of the Mt. Diablo Unified School District Board of Education, and terms and conditions of the collective bargaining agreement, which include but are not limited to the following:
   - being present on campus during contractually designated time;
   - attending job-related meetings and activities;
   - submitting accurate forms, reports and other required documents;
   - complying with mandatory child abuse reporting laws;
   - adhering to State adopted curriculum and standards.

3. while on a site is responsible to the Site Administrator for the care, control, and instruction of the students in his/her charge.

4. to report promptly to the Principal (or an individual designated by the Principal) any serious accident or illness affecting students.

5. to be knowledgeable about augmentative communication tools and consult with parents and teacher regarding their use, as needed.

6. to cooperatively participate as part of a multi-disciplinary team in assessing and planning appropriate educational program adjustments for children having exceptional needs.

7. to administer and interpret formal and informal tests on referred children having known or suspected speech, hearing and/or language disorders.

8. to report and interpret findings in oral and written forms.

9. to design and facilitate an appropriate program of speech therapy to help remediate language disorders, speech disorders, and the communicative effects of impaired hearing according to results of assessment(s) as recorded in IEP and in compliance with Federal and State Regulations.
10. to schedule consultation conferences with parents, teachers, and others to improve their understanding of children having speech, language or hearing disorders.

11. to refer students to other personnel or agencies for further study, diagnosis, or therapy, when necessary.

12. to keep accurate and up-to-date student records — attendance, assessments, care histories, progress reports/Individualized Education Programs (IEPs), evaluation, caseload rosters, and others that may be administratively required.

13. to attend IEP Team meetings, as needed.

14. to attend job-related meetings and activities specified by the appropriate District Administrator, Special Education Administrator or the Principal of the school.

15. to perform those non-instructional duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Board of Education.
CERTIFICATED TEACHING PERSONNEL

Duties and Responsibilities of Inclusion Facilitators for Special Education

The Inclusion Facilitators are responsible to the Special Education Administrator for Special Day Classes and Centers. Evaluations of these teachers will be the responsibility of the special education administrators. While in a school building, Inclusion Facilitators are responsible to the principal for the program implementation of their included students at that site.

The duties and responsibilities of Inclusion Facilitators are as follows:

1. to establish, in cooperation with his/her evaluator (or designated by the collective bargaining agreement), goals and objectives consistent with the evaluation article of the collective bargaining agreement.

2. comply with all laws and regulations of the State of California, policy and rules of the Mt. Diablo Unified School District Board of Education, and terms and conditions of the collective bargaining agreement, which include but are not limited to the following:
   a. being present on campus during contractually designated time;
   b. attending job-related meetings and activities;
   c. submitting accurate forms, reports and other required documents;
   d. complying with mandatory child abuse reporting laws;
   e. adhering to State adopted curriculum and standards.

3. while on a site is responsible to the site administrator for the care, control, and instruction of the students in his/her charge.

4. to report promptly to the principal (or an individual designated by the principal) any serious accident or illness affecting students.

5. to facilitate the implementation of the student's Individualized Education Program (IEP).

6. to assist the teacher in maintaining a classroom environment conducive to the attainment of an individual student's IEP goals and objectives.

7. to report promptly to the principal and appropriate administrator or his/her designee any job-related factors which prevent the full exercise of duties and responsibilities.

8. to consult with, and advise, the classroom teacher and assistant regarding modifications of curriculum and instruction for inclusion students.

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9. to assist and train the Special Education Instructional Assistant in completing assigned tasks in collaboration with the classroom teacher.

10. to assist the classroom teacher in providing appropriate materials and curriculum adaptations for use in the classroom for inclusion students.

11. to serve as the case manager for inclusion students, including maintaining appropriate records.

12. to coordinate and participate in annual reviews and three year re-evaluations for each student on the caseload.

13. to assist the classroom teacher in communicating with parents and the appropriate personnel in the implementation of the IEP for inclusion students.

14. to be knowledgeable about current educational practices and curriculum trends so as to be in a position to participate in policy-making processes and curriculum revision.

15. to be knowledgeable about current behavior management strategies and consult with the classroom teacher and assistant, as needed, regarding behavior.

16. to be knowledgeable about alternative and assistive technology tools and to consult with the classroom teacher and assistant, as needed, regarding the use of assistive technology.

17. to facilitate communication among members of the IEP team and to be available for conferences as is needed.

18. to attend job-related meetings and activities specified by the appropriate Special Education Administrator.

19. to perform those job-related non-instructional duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Board of Education.