

Supplement Handbook

**St. Lucie Public Schools
Port St. Lucie, Florida**

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SUPPLEMENT HANDBOOK

I. General Provisions

- A. All provisions of this handbook are intended to be in accordance with the CTA Contract.
- B. Supplements are additional salary for which an employee performs extra duties and/or responsibilities before, during, and after the regular workday, as well as nonteaching duty days. They are designed in such a way as to allow individual school flexibility in matching its employees' resources to the needs of the student body, be it in the area of extracurricular activities, athletics, monitoring type duties, or representing the school.
- C. Supplements are not transferable, which means that the funds for one supplement cannot be used for a different supplement.
- D. Supplement nominations are submitted by the site administrator through completion of forms, which are forwarded to a District-Level Department.
- E. Because supplemental positions are considered leadership roles at the school level, consideration should be given to instructional performance when selecting personnel for supplemental positions.
- F. Acceptance of duties for which supplements are paid is voluntary for SLCSB employees, except for those that may be specified otherwise by the Contract. If the employee declines the supplemental duties, another employee may be interviewed and selected by the administrator to receive the supplement. This also means that there are no guarantees that a supplement will continue to be offered, and changes may be made from year to year, to meet changing needs of a particular school. If the supplement receiver is terminated in the supplemented position, the receiver will be notified in writing.
- G. The amounts paid for supplemental duty are negotiable, and are included in the CTA Contract. Other supplements not explicitly described in this handbook may be paid if specified in contract.
- H. An employee holding a supplemented position may voluntarily relinquish the position provided s/he notifies the site administrator at the earliest possible date. The site administrator will notify the employee as soon as feasible if the employee will not be reappointed to the supplemental position, but no later than June 1.
- I. If an employee starts a supplemental duty late or terminates from it early, or for any other reason cannot complete all of the requirements to receive the full supplement, s/he shall be paid a prorated amount based on the period of time which the supplemented duties were performed.

- J. Deans are eligible for only one supplement in addition to their Dean's supplement (athletic or teaching).
- K. In order to insure hourly, non-exempt staff employment standards consistent with the requirements of the Fair Labor Standards Act all members of the CU bargaining unit will be paid in accordance with Article XII, Paragraph H. 2. of the CTA/CU contract.
- L. All supplemental positions expire at the end of each school year and are subject to annual renewal by the principal of each school or department head and approval by the St. Lucie County School Board.

II. Athletics

- A. Most interscholastic competition is regulated by the Florida High School Activities Association, (FHSAA) and applicable athletic conferences and/or national/state governing associations.
- B. Athletic supplements are paid for the following at the high school level: athletic director, baseball, basketball, bowling, cross country, competitive cheerleading, sports manager, football, girl's flag football, golf, soccer, softball, swimming, tennis, track, volleyball, girls' weightlifting, and wrestling. No person may have more than 3 athletic supplements.
- C. A head coach may not be paid as a head coach of another sport if the overlap of seasons is three weeks or longer. Athletic directors may not be supplemented as head coaches.
- D. Supplements paid for intramural middle school sports are as negotiated in the CTA contract.
- E. The number of athletic coaching supplements is based upon the sports offered at a school, with a required minimum participation in accordance with the allocation chart in this section. More than one supplement is authorized (head, assistant, and/or associate coaches) in certain sports depending upon the size of the program and whether or not there are JV and/or Freshman teams.
- F. Non-certificated personnel serving as coaches are required to obtain a part-time athletic coaching certificate from the Florida Department of Education. In addition, individuals who are not employees of St. Lucie County School Board must also complete an employment application, be approved by the School Board as an athletic coach, and meet Level 2 fingerprinting requirements.
- G. Duties and Responsibilities
 - 1. The County Athletic Director must be a certified, full-time teacher. S/he coordinates and oversees total athletic program of the county and recommend athletic policies and procedures to the Superintendent and School Board. Typical duties includes the coordination of services provided by the various departments of the school district, serving

as the project manager for inter-local agreements which allow for mutual use of school and local governmental facilities, coordinating county-wide athletic recognition programs; assisting school based staff in the interpretation of policies and oversee compliance to State Statutes and the policies of the FHSAA and School Board; making recommendations to the superintendent as necessary regarding the operations of the Athletic Instructional Services department; and conducting and reporting investigations of alleged violations to appropriate district personnel. A comprehensive job description for the high school Athletic Director is available from the Human Resources Department.

2. The Athletic Director must be a certified, full-time teacher. S/he coordinates and oversees all areas of the athletic program in the high school, including conducting monthly coaching staff meetings, representing the school at related district level meetings, and acts as the athletic program's representative to the community for the purpose of soliciting funds and community support. Typical daily duties may include: coordinating and scheduling the use of athletic facilities in cooperation with the physical education department chair, arrange for sport officials and event personnel, supervise and maintain records of students eligibility, make team transportation arrangements, arrange for medical examinations, publicize all athletic events and make provisions for security at home events. A comprehensive job description for the high school Athletic Director is available from the Human Resources Department.
3. The responsibilities of the Assistant Athletic Director include assisting the Athletic Director in carrying out policies and procedures for the school athletic department and the FHSAA; serving as athletic director for the school as needed when the County Athletic Director is unavailable due to job responsibilities; take precautionary measures against any legal negligence; and serving as game administrator at home events as needed. A comprehensive job description for the Associate Coach is included in the County Athletic Handbook.
4. The responsibilities of the Head Athletic Coach include the daily overall operation of his/her sport throughout its season. In addition to providing a schedule of activities to the Athletic Director, each Athletic Coach must submit an annual budget to the Athletic Director. Athletic Coaches are accountable for the training-and care of students under their charge and for communicating with college recruiters. They are also accountable for all equipment and uniforms used in the sport. A comprehensive job description for the Athletic Coach is included in the County Athletic Handbook.
5. The responsibilities of the Assistant Coach include assisting the head coach in the successful operation of his/her sport; keeping the Athletic Coach and Athletic Coordinator informed of the status and conduct of team members; and assisting with care and maintenance of equipment. A comprehensive job description for the Assistant Coach is included in the County Athletic Handbook.
6. The responsibilities of the Athletic Coordinator include the scheduling and staffing the activities of his/her sport; assisting with scouting and recruitment of athletes; communicating with college recruiters; evaluating the status and progress of athletes on

his/her team(s). A comprehensive job description for the Athletic Coordinator is included in the County Athletic Handbook.

7. The responsibilities of the Associate Coach include maintaining a written inventory of equipment; assisting the head coach with supervisory duties during and after all home and away games; assisting the head coach in carrying out policies and procedures for the school athletic department and the FHSAA; take precautionary measures against any legal negligence. A comprehensive job description for the Associate Coach is included in the County Athletic Handbook.
8. The District will pay a supplement to two Intramural Coordinators (one north and one south) at the middle school level. This is a supplemental duty only, not a full-time position. Each school with middle grades will also have a site-based intramural coordinator.
9. The responsibilities of the Intramural Coordinator include assisting in identification and evaluation of coaches for intramural sports; assuming responsibility for maintaining inventory of intramural participation cards; directing the promotion of and sale of tickets at Middle School Intramural Tournaments; preparing and processing receipts and deposits of athletic funds with the school business office in accordance with established district procedures; and assuming responsibility for arranging for or supervising intramural tournaments
10. School Special Olympics positions and responsibilities:
 - a. Coordinator – serves as the school based-based liaison to Special Olympics and District Special Olympics contact, attend all area and state competitions, and process all necessary paperwork for team and coach participation with Special Olympics.
 - b. Coach – Coaches will attend appropriate training provided by Special Olympics, schedule practices and coach individual students/teams in district-approved Special Olympics sports.
 - c. Assistant. Coach – Assistant coaches will attend appropriate training provided by Special Olympics, attend all scheduled games and practices and assist in coaching individual students/teams in district-approved Special Olympics sports.

H. Allocation of Coaches per Sport

Refer to Letters of Understanding between the Classroom Teachers' Association and the St. Lucie County School Board concerning the allocations of athletic supplements found in the approved Salary Schedule Book and the approved Athletic Supplement Form PER0052.3.

III. Music/Performing Arts

A. Music/Performing Arts supplements are tied to regular music teaching assignments, and are designed to address activities held outside of school hours.

B. Duties and Responsibilities

1. The **Band Director** must have been appointed to a fulltime instructional position and must be certified or pursuing certification in music education with emphasis in wind and percussion pedagogy. The Band Director is responsible for the planning, preparation, and supervision of performances and activities conducted by the school's band. .
2. The **Orchestra Director** must have been appointed to a full-time instructional position and must be certified or pursuing certification in music education with an emphasis in string pedagogy. The Orchestra Director is responsible for preparing and presenting performances conducted by the school's orchestra.
3. The **Choral/Vocal Director** must have been appointed to a full-time instructional position and must be certified or pursuing certification in music education with an emphasis in choral music. The Choral Director is responsible for the planning, preparing, and supervising performances conducted by the school's choirs and vocal ensembles.
4. The **Auxiliary Marching or Fife and Drum Sponsor** is responsible for the planning, preparation and supervision of performances conducted in the school's Auxiliary Marchers or Fife and Drum Corp.
5. The **Elementary Performing Arts Sponsor** is responsible for the planning, preparation, and supervision of at least two (2) performances of students conducted outside of the school day.

IV. Extracurricular/School Activities

A. Supplements in this area are for school programs or activities that involve or could appeal to a significant part of the student body as a whole, as differentiated from club sponsorship. These include such activities as class sponsorships, drama/musical play, debate team, JROTC, school paper, student council and yearbook.

B. Duties and Responsibilities

1. The **Senior Class Sponsor** is responsible for planning, organizing, and overseeing all aspects of senior class functions, including, but not limited to, fundraising, Senior Week, Grad Night, senior class pictures, and baccalaureate and graduation exercises. S/he is responsible for the collection and disposition of senior class dues where applicable. S/he encourages each student to clear his or her debts.
2. The **Junior Class Sponsor** is responsible for planning, organizing, and overseeing functions normally associated with the junior class, including, but not limited to, the junior/senior prom, the homecoming float, and the ordering and sale of class rings. S/he is also responsible for the collection and disposition of junior class dues where applicable.
3. The **Sophomore Class Sponsor** is responsible for planning, organizing, and overseeing all aspects of sophomore class functions, including, but not limited to, homecoming, selected school wide and class projects, and the orientation of new students. S/he also is responsible for the collection and disposition of sophomore class dues where applicable.
4. The **Freshman Class Sponsor** is responsible for planning, organizing, and overseeing all aspects of freshman class functions, including, but not limited to, selected school wide and class projects, the orientation of new students, and assisting with homecoming activities as needed. S/he is responsible for the collection and disposition of freshman class dues where applicable.
5. The **Drama/Musical Play Sponsor** is responsible for organizing, planning, and preparing a production group (Drama Club or Musical Play). The group must participate in interscholastic competition and have a minimum of two major productions (full-length play or three one-act plays presented in a single performance) per school year. Rehearsals and performances are to be held outside the student day
6. The **Drama Play Director** is responsible for supervising, organizing, or preparing acting performances including but not limited to full length plays, one-act plays, murder mystery dinner theatre, student showcases, and IB presentations. Rehearsals and performances are to be held outside of the school day.
7. The **Musical Play Director, Fall/Spring** is responsible for supervising, organizing, planning and preparing a full scale musical play production. Rehearsals and performances are to be held outside of the school day.

8. The **Drama Club Sponsor** responsible for supervising, organizing and planning student drama club activities including but not limited to student educational trips, master classes, competitions, community service activities, theatrical appreciation opportunities. All activities, trips and events will be held outside of the school day.
9. The **Debate Team** must participate in an active competitive forensic program. The forensic program must have a minimum number of active participants to qualify for state or local competition in order to be eligible for this supplement.
10. The **JROTC Sponsor** is responsible for providing the guidance and direction necessary to establish and maintain the school's corps of cadet students. This includes, but is not limited to, planning, training, and scheduling activities such as after school drill, formal parades and colors; and providing color guards for appropriate ceremonies and functions. The teacher receiving a ROTC supplement must be assigned to the military department of the school, or at district level.
11. The **School Paper Sponsor** is responsible for organizing and assisting the newspaper staff, and ensuring the publication of a minimum of four issues of the school newspaper during the school year.
12. The **Student Council Sponsor** is responsible for the guidance and direction necessary to establish and maintain the school's student government association. S/he also must ensure the integrity of the election, attend regularly scheduled meetings with the student council, and participate in activities sponsored by the student council.
13. The **Annual/Yearbook Sponsor** is responsible for organizing and assisting the annual/yearbook staff, and ensuring the publication and promotion of the school's annual/yearbook, including fundraisers, coordinating school pictures, and competition.
14. The **Academic Activities Sponsor** includes specific content area sponsors such as math, computer, language arts, elementary and secondary Science Fair Coordinator, History Fair Coordinator, Young Floridians Coordinator, and Academic A-Team. Teams must participate in an active competitive program, in which participation may occur on nonteaching duty days. An academic activity program must have a minimum number of active participants to qualify for state or local competition in order to be eligible for this supplement.
15. The **Agriculture Sponsor**: The Agriculture supplement is tied into the regular agriculture teaching assignments. The supplement is for the additional time that is spent in school laboratory maintenance and supervised agricultural experience home visits. Typical duties include attending the Area IV Leadership Workshop; submitting Chapter Program of Activities, Roster and Dues before the deadline; preparing FFA members to participate in at least two of the four Sub-District events and to compete in at least one judging competition; assisting FFA members in submitting the proficiency award, degree and chapter award applications; holding an annual awards banquet; attending the State FFA convention with at least two chapter delegates.

16. The **HOSA Sponsor** is responsible for the securing of internships as well as the monitoring and supervision of HOSA interns. S/he also functions as the liaison for the state and national HOSA. In addition, the HOSA sponsor is responsible for supervising and chaperoning all after school and off campus activities.
17. **CTE Activities Sponsor** includes specific vocational organizations such as DECA, Skills USA, FBLA, and FFEA. Teams must participate in an active competitive program, participation in which may occur on nonteaching duty days. A Career Technical activity program must have a minimum number of active participants to qualify for state or local competition in order to be eligible for this supplement. These supplements will be paid only if the sponsor/employee does not have a reduced workload in order to accommodate the Career Technical activity.

V. Curriculum Leadership

- A. These supplements are tied into staffing functions at a school. Departmental chairpersons' supplements should include the following subject areas:

High School: Career/Technical/JROTC Education, Exceptional Student Education, Electives, Foreign Languages, Guidance, Language Arts, Math, Phys. Ed/Health, Reading, Science, Social Studies

Middle Grades: Exceptional Student Education, Math, Language Arts, Reading, Science, Social Studies, Guidance, Electives

- B. In schools that use the Team concept, appointed team leaders will receive supplements.
- C. Grade Level/Resource Chairpersons—at the elementary school level shall receive one supplement per grade level (K-5), plus one supplement per school for resource teachers. Pre-K responsibilities shall fall under the Kindergarten chairperson.
- D. Duties and Responsibilities

1. The **Departmental Chairperson (Secondary Schools)** is responsible for supervising all functions of his/her department, including budget preparation and property control, chairing regular meetings of teachers within the department/grade level, attending subject area meetings for county department chairs, and coordinating his/her department's activities with those of other departments. S/he also is responsible for providing input to the administration concerning the purchase of instructional materials, supplies, and equipment. In addition s/he is responsible for communication with the administration concerning the department. This leader may assist administrators in matters of policy, scheduling, and student advisement.

2. The **Team Leader** will work in conjunction with the site administrators and appropriate district staff to coordinate the activities of team members related to the instruction, data analysis and team activities for their commonly shared students. He or she will plan team activities, organize the agenda for meetings and coordinate the reports of the meeting for administration. The Team Leader-Senior supplement may be used for leaders of small learning communities of grades 9 – 12.
3. The **Grade Level Chairperson** coordinates the grade level activities with the total school program and other grade levels, chairs regular meetings of teachers within the grade level, provides input to and communicates with the administration concerning the purchase of instructional materials, supplies, and equipment, and communicate with the administration concerning the grade.
4. The **Faculty Council Member (Elected/SLCTA Appointed)** will participate in activities and scheduled meetings of the Faculty Council such as monthly scheduled meetings, training for the Interest Based Decision-Making process, etc. and communicate with fellow members of the staff regarding Faculty Council business as requested. The member of the Faculty Council appointed by the SLCTA will serve as the vice chair of the Faculty Council in accordance with Article XV, D of the SLCTA Contract.

VI. Special Duty

- A. Supplements in this area are for special duties or responsibilities of benefit to the school program or student body.
- B. Duties and Responsibilities
 1. The **Enrichment Teacher** is responsible for sponsoring specific curriculum based after school student activities selected by the principal/designee.
 2. The **Audio Visual Director** is responsible for the school AV inventory including disbursement and collection. In addition, the AV Director is responsible for activities such as video announcements, tapings, etc.
 3. The **Volunteer Coordinator** is a school-based employee who trains volunteers; trains teachers in the appropriate use of volunteers; tracks volunteer hours; determines volunteer placement within the school; acts as liaison between the school and the district volunteer coordinator; and coordinates volunteer recognition.