ARTICLE XVIII: EXTRA DUTY ASSIGNMENTS AND TEACHERS ON SPECIAL ASSIGNMENT

18.1 Extra Duty Assignments

18.1.1 Benefits which are expressly provided by this Article are the sole benefits to which members of the bargaining unit who are employed for extra duty assignments are entitled by reason of said extra assignments; and it is agreed that any benefit provided by State Law, District Policies, or Articles IV, V, IX, XI, XIII, XIV, XV, XVI, XVII, XX, and XXII of this Agreement are not applicable to or provided for members of the bargaining unit employed for an extra duty assignment, except as may be otherwise specifically provided for by law.

18.1.2 Extra duty assignments for purposes of this Article include: Individual Instruction Teacher, Athletic Coach, Band Director, Orchestra Director, Choral Director, Drama Coach, Forensics Coach, Newspaper Advisor, Intermediate Athletic Program Coordinator and Coaches, Drill Team Advisor, Pep Squad Advisor, Department Chairperson, Team Leader, Student Study Team Elementary Coordinator, Guidance Team/IEP Coordinator, Site Support Elementary Coordinator, Yearbook Advisor, Rally Coach, and Curricular Focus Coordinator.

18.1.3 Members of the bargaining unit employed as Individual Instruction Teachers shall be remunerated as provided in Article X, Section 10.5 and all other extra duty assignments listed above shall be remunerated as provided in Article X, Section 10.6.

18.1.4 Procedures for the evaluation of services performed by members of the bargaining unit in extra duty assignments may be developed by the administrative staff at the school to which the member of the bargaining unit is assigned for the extra duty assignment. The procedure shall be based upon the special needs of the extra duty assignment.
18.1.5 Any grievance filed pertaining to an extra duty assignment shall be limited solely to the specific provisions of this Article XVIII.

18.2 **Teacher on Special Assignment**

A Teacher on Special Assignment (TOSA) is a teacher whose assignment is outside of the classroom providing her/his expertise, skills, talents and knowledge in order to improve classroom instruction.

18.2.1 TOSAs shall not be utilized in the computation or application of the class size ratios listed in Article XIII, Class Size.

18.2.2 The District shall post openings for TOSAs in accordance with Article 14.2.

18.2.3 The primary criteria in selecting TOSAs shall be appropriate credentials, appropriate trainings, appropriate experience and satisfactory evaluations.

18.2.4 The work year for TOSAs shall be 196 days, paid at the member’s daily rate. Scheduling of the 196 days will be mutually agreed upon between the TOSA and the immediate supervisor.

18.2.6 TOSAs shall not evaluate other staff.

18.2.7 The District shall employ temporary staff for members in TOSA positions. Should a member’s TOSA assignments end, they shall return to their previous work location, unless the member requests transfer. The District shall attempt to return members to previous grade level/courses taught but cannot guarantee such placement.

18.2.9 TOSA positions may be ended by the District at the conclusion of the school year. If a position will end, the TOSA will receive notification on or before March 15th.

18.2.10 TOSA positions may be split between two or more bargaining unit members with the approval of both the District and the Association.

18.2.11 A split assignment will be compensated based on FTE. TOSA positions beginning after the contractual year has started will be paid at a prorated amount based on the days served in the positions.
18.2.12 Evaluations of TOSAs will follow the evaluation procedures contained within Article XVI with the following exceptions: The unit member will select two standard elements and the evaluator will select one standard element. In lieu of an anticipated “Does Not Meet Standards” evaluation, a TOSA may give notice to the District no later than May 30 of their election to return to the classroom at the end of the year; no evaluation will be recorded for that year.