

TITLE/POSITION Fine Arts & Health Interim CIAS Addenda

SUPERVISOR Deputy Superintendent of Curriculum, Instruction and Assessment

EVALUATION Performance is to be evaluated annually by a district administrator

CERTIFICATION REQUIREMENTS Valid AZ Teaching Certificate

ADDITIONAL REQUIREMENTS Currently serving as a certified teacher in the content area in the district.

QUALIFICATIONS Bachelor's Degree or higher and AZ Elementary or Secondary Teacher Certificate

TERMS OF ADDENDA Addenda/Extra Duty employment is term specific with no right of continuation. Remuneration is per the Board approved schedule. The administrator has the right to recommend a pro-rated addenda/extra-duty stipend based on completion of responsibilities. Should you be unable to fulfill your contractual obligation, the amount will be pro-rated upon actual days completed.

ADDENDA TYPE

SELECT ONE

- Flat Rate
 Per Diem
 Formula

NOTES: 9-12 HS Band Specialist \$2,500; 4-8 Band Specialist \$2,500; K8 General Music Specialist \$1,500; K8 Choir Specialist \$1,500; K8 Visual Art Specialist \$2,000; HS Visual Art Specialist \$1,500; Health Specialist \$2,000; Theater Specialist \$1,500; Dance Specialist \$1,500; 9-12 Choir Specialist \$1,500

ITEMS REQUIRED AT THE START OF PROGRAM

DUE DATE:

EMPLOYEE SIGNATURE: _____

COMPLETION DATE:

1. Select dates for HS Dept Leader Meetings (if applicable).
2. Arrange transportation for performance assessments (Band, Choir, Theater, Dance)
3. Organize professional development for early release PD days.
4. Communicate district assessment dates and procedures with teachers.
5. Generate resource adoption plan, set meeting dates, build team (Health)
6. Complete any facilities use requests needed for PD, meetings, Art Show, etc.
7. Prepare an introductory email for teachers.

8. Update Canvas site/Portal with current information and resources.
9. Meet with CIA Department leadership for planning.
10. Reach out to new teachers to ensure that they have the resources and information that they need.

ITEMS REQUIRED

AFTER THE START OF PROGRAM

DUE DATE:

EMPLOYEE SIGNATURE: _____

COMPLETION DATE:

1. Meet with HS Department Leaders monthly (if applicable).
2. Facilitate professional development sessions on early release dates.
3. Provide monthly or quarterly newsletters for teachers & keep Canvas/portal updated
4. Secure adjudicators for performance assessments (Band, Choir, Theater, Dance)
5. Secure adjudicators for Art Show (Visual Arts).
6. Follow all steps of the resource adoption process (Health)
7. Provide updates for CIA Department leadership during monthly meetings.

8. Organize and manage performance assessment events (Band, Choir, Theater, Dance)
9. Organize and manage district art show (Visual Arts)
10. Ensure SchoolCity assessments are available for teachers.
11. Ensure funding requests, PO's are submitted.
12. Attend pertinent district level meetings as assigned by CIA Leadership.
13. Serve as a source of information for teachers, administrators, and district personnel for the subject area.

ITEMS REQUIRED

AT COMPLETION OF PROGRAM

DUE DATE:

EMPLOYEE SIGNATURE: _____

COMPLETION DATE:

COMPLETION OF ADDENDA

SUPERVISOR SIGNATURE _____

DATE _____

**Your employment is "at will" and may be terminated by the District, or by you, with or without cause. Termination shall become effective upon Board action. No legitimate expectation of continued employment is created by this notice of appointment, understandings with the District or its agents, interpretations of Board policies, salary/compensation schedules, job descriptions or documents generated by the District.