



# NON-IBN ADDENDA JOB DESCRIPTION

**Position Title:**

**Position Summary:** (Provide a brief overview of the purpose and scope of the position)

**Essential Duties and Responsibilities:** (List 4–6 specific responsibilities)

**Minimum Qualifications:** (Check or fill in applicable criteria)

Certified/licensed staff in good standing

Classified staff member with demonstrated relevant experience

Minimum years of district experience ( \_\_\_\_\_ number of years preferred)

Other/Additional Qualifications:

**Addenda/Rate of Pay:**      Amount: \$

Flat Rate

Formula

If formula, explain:

**Evaluator:** Site Administrator

**REQUIRED:** [Click here to Complete the Addenda Job Request form](#)

Term 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.

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.

Deer Valley Unified School District is an equal-opportunity employer. Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons.