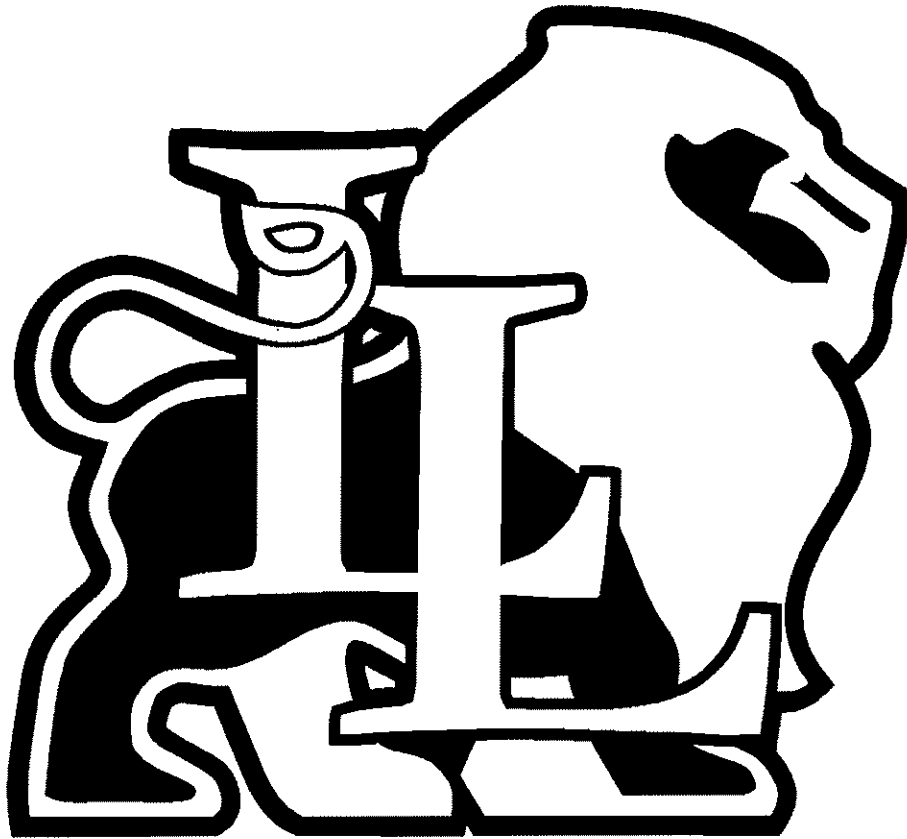




**LISBON COMMUNITY SCHOOL DISTRICT**

**2026-2027**

**Certified Employee Handbook**

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## **I. PURPOSE, SCOPE, AND DISCLAIMER**

Welcome to the Lisbon Community School District. The purpose of this Faculty Handbook is to describe some of the terms and conditions of employment for all faculty employees of the School District. These policies and procedures shall apply to all faculty employees except where labor agreements, the Board Policy, or the Code of Iowa more directly apply.

These policies and procedures are established pursuant to the authority of the Board of Directors and may be amended by action of the Board. Any issues not covered by this handbook will be given individual attention and policy will be revised or established as the need arises. In the event of a new policy or changes in old policy, this handbook will be modified and updated. All faculty employees are expected to be familiar with the contents of this handbook.

### **DISCLAIMER**

This handbook is provided for informational purposes only. The policies, procedures, benefits, and plans described in the handbook may be revised by the School District annually. The School District retains the exclusive right to revise the handbook annually. Any promises, representations, or actions by a School District official or employee that are contrary to this handbook are not the official policy of the School District and have no force or effect. Should any portion of this handbook be in conflict with any state or federal law, School Board Policy, or collective bargaining agreement, that law, ordinance, or agreement shall prevail.

This employee handbook is not intended to create any contractual rights in favor of the employee or the School District. This handbook is not to be construed as an employment contract or as a promise that the employee will be employed for any specified period of time.

## **II. DEFINITIONS**

The term "board", as used in this handbook, shall mean the Board of Directors of the Lisbon School District or its duly authorized representatives.

The term "employee", as used in this handbook, shall mean all faculty and all professional employees represented by the Association on the bargaining unit as defined and certified by the Public Employment Relations Board.

The term "association", as used in this handbook, shall mean the Lisbon Education Association or its duly authorized representatives or agents.

The term "school year", as used in this handbook, shall mean the normal employee working year as established by the Board.

This handbook is developed for a maximum 191-day contract for all full-time certified employees. The term "year of service", as used in this handbook, shall mean employment in the Lisbon School District for ninety (90) teaching days or more in one school year.

A teaching day shall be defined as employment for at least half of a "workday."

### **III. RECOGNITION**

The Board hereby recognizes the Lisbon Education Association, an affiliate of the Iowa Education Association and the National Education Association, as the certified exclusive and sole bargaining representative for all personnel as set forth in the PERB certification instrument (case #271) issued by the PERB on the 26th day of August 1975 as follows:

**INCLUDED:** All full-time and regular part-time professional personnel including but not limited to classroom teachers, guidance counselors, librarians, and four-year degree nurses.

**EXCLUDED:** Superintendents, assistant superintendents, principals, assistant principals, all non-certified employees, and all others excluded by Section 4 of the PERA.

### **IV. WAGES AND SALARIES**

#### **A. SCHEDULE**

The base salary schedule for newly hired employees is set forth in the Certified Employee Handbook.

Credit for Experience - Credit up to the 15th step of any salary level on the current salary schedule may be given for previous outside teaching experience in a duly accredited school upon initial employment.

#### **B. ADVANCEMENT ON THE SALARY SCHEDULE**

Employees on the regular salary schedule who move from one educational lane to a higher educational lane shall move to the corresponding eligible step on the higher lane. **Each lane advancement is equal to a 2.5% increase on the base wage.** For an employee to advance from one educational lane to another the employee shall file suitable evidence of additional credit earned with the Superintendent by **September 1** of each school year. All courses and lane advancements must be approved by the Superintendent in writing prior to final enrollment in the courses. Final enrollment is defined as the last day the institution will allow a person to drop a course. The course must meet the following qualifications:

1. Courses must be in the employee's teaching area, or if outside the employee's teaching area, provide a definite benefit to the School District.
2. The course may be used for renewal of a professional teaching certificate.
3. The course hours may not be used for removal of temporary certification or for the initial certification of a professional certificate.
4. Courses outside the employee's teaching area and which provide a definite benefit to the School District program shall be approved by the Superintendent.
5. Only hours earned after the date the MA degree is confirmed will be counted towards MA+12 and MA+24 hours. This pertains only to employees hired by the District after April 11, 1997.

#### **C. METHOD OF PAYMENT**

Each employee shall be paid twelve (12) equal installments on the 20th of each month. Employees shall receive their pay at their regular building and on regular school days.

When a pay date falls on or during a holiday or weekend, employees shall receive their pay on the last previous working day.

#### **D. FINAL PAY**

Up to eight (8) employees may request the remaining part of their earned contracted salary on July 1. Requests for such payment should be submitted by May 20th. Requests may be denied if fulfilling the requests should require the Board to exceed cash and/or spending authority.

#### **E. EXTENDED CONTRACT RATE**

Employees whose contract stipulates more than one hundred ninety-one (191) days of service shall be paid additional compensation. For each day of additional service, 1/191 of their base contract amount will be added to the base contract amount. New teachers to the district will work two additional days. However, their per diem rate will also be 1/191 of their base contract amount.

#### **F. CURRICULUM DEVELOPMENT**

When a teacher is under contract and approved by school administration to work on curriculum development or revision, he/she will be paid at the rate of \$30 per hour.

### **V. BENEFITS**

The Board shall offer the following employee benefits:

#### **A. HEALTH INSURANCE**

The District shall pay a total of nine hundred twenty-five dollars and 58/100 cents (\$925.58) per employee per month toward the employee health insurance. Employees who are contracted for .75 F.T.E. or higher are eligible to participate in the Group Health Plan. The District will pay the premiums for qualifying part-time employees at a rate proportional to their F.T.E. as compared to full-time employees.

Insurance coverage will begin no later than the first day of the month after the first day of employment. For those employees not completing the contract year, insurance will terminate the first day of the month following the termination date. Employees completing the full school year as assigned by the school calendar shall be insured until the first day of September. Rules and regulations of COBRA will be observed.

All insurance benefits and coverages shall be subject to the rules and regulations and insurance policy terms of the insurance company providing such insurance. Descriptions of coverages shall be provided in electronic form to each employee. Employees who are contracted for less than .75 F.T.E. may pay for their own insurance premiums at the District rate.

#### **B. LIFE INSURANCE**

The District will provide term life insurance for each employee whose Schedule A contract is .75 FTE or above. It is understood that the amount of the term life insurance is based on the individual teacher's base salary. An employee may choose to pay the premium for this insurance.

#### **C. LONG TERM DISABILITY INSURANCE**

The District will provide long term disability insurance for each employee whose Schedule A contract is .75 FTE or above. It is understood that the amount of the LTD insurance is based on the individual teacher's base salary, not to exceed \$50,000. An employee may choose to pay the premium for this insurance.

#### **D. CONTINUATION**

If an employee, absent because of illness or injury, has exhausted sick leave but not FMLA leave, then the employee's insurance benefits shall continue throughout the balance of the FMLA leave. Employees on paid leave shall continue to have contributions made according to the level described above and subject to the terms and conditions of the existing insurance policy. Employees on non-paid non FMLA leave for one month or longer shall have the option to continue any or all of the District paid insurance programs by paying the

premiums to the District within thirty (30) days prior to the billing date, with the further provision that this option is subject to the approval of the insurance company.

#### **E. CAFETERIA PLAN**

The District will offer a Cafeteria plan, and employees may choose to participate in the plan.

#### **F. WORKER'S COMPENSATION**

Absences due to injury incurred in the course of employment and covered under the worker's compensation rules of the State of Iowa, shall be filed with the school district's insurance company. The Board shall pay the difference between the daily net pay and the daily worker's compensation benefit to the employee if the employee elects to use sick leave during the time off on workers compensation. The total limit the Board will pay will be determined by the total number of accumulated sick leave days the employee has remaining in the given year.

### **VI. SUPPLEMENTAL PAY**

#### **A. EXTRA-CURRICULAR ACTIVITIES**

##### **APPROVED ACTIVITIES**

The Board recognizes that the extra-curricular activities listed in Schedule B attached to the Employee Handbook are official school sponsored activities.

##### **RATES OF PAY**

Employee's participation in extra-curricular activities which extend beyond the scheduled in-school day shall be compensated according to the rate of pay or other stipulations in Schedule B of the Employee Handbook.

#### **B. OTHER ASSIGNMENTS**

Assignments in adult education and summer school courses shall not be obligatory but shall be with the consent of the employee.

*All PreK-12<sup>th</sup> grade certified staff members work one (1) additional extra curricular duty throughout the year as assigned by the school administration. Every attempt will be made to accommodate staff members' schedules and requests to fulfill this assignment. In return employees will receive a Lisbon Activity Pass for the current school year. If a second activity is worked, they will receive an Activity Pass for their Spouse. If a third activity is worked, they will receive a Family Activity Pass. Staff will be given first choice of available dates.*

An employee shall qualify for a pass by performing one or more of the following duties:

- a. Scorer, timer, announcer and statistician for high school athletic events
- b. Supervisor of students at sports, drama, and musical events
- c. Ticket-taker at any event
- d. Chaperone of pep bus or employee requested to attend any away event

Coaches assigned to drive shall be paid the same as the regular drivers for their actual driving time. Employees are excluded from payment if they are covered under Schedule B Supplemental pay.

#### **C. TRANSPORTATION**

Employees shall use school owned vehicles for transportation on field trips and other school-related business. If it becomes necessary for an employee to use a personal vehicle for school business, the employee must have advance approval from administration. An allowance of .51 cents per mile shall be paid for use of personal cars for field trips or other business of the district. Employees should be aware of the fact that their personal car insurance provides the primary coverage for such trips, with the school district's insurance plan

providing co-insurance.

## **VII. LEAVES OF ABSENCE**

### **A. SICK AND FAMILY ILLNESS LEAVE**

Employees shall be entitled to sick leave days with pay for personal illness. Employees may also use the following leave for family illness, including sickness, surgery, or injury in the immediate family (children under nineteen (19) and spouse only). The employee will inform the principal of the need to obtain a substitute teacher. Upon returning to work, the employee may be required to provide a written verification of the illness/injury. With a doctor's written notice of need, these days include leave granted for illness or injury of the employee's parents, adult children (nineteen and over), father-in-law and mother-in-law. Final approval of the leave will be at the sole discretion of the Superintendent.

Sick and family illness days will be accumulated in accordance with the following schedule:

- |                                    |         |
|------------------------------------|---------|
| 1. First year of employment        | 12 days |
| 2. Second year of employment       | 12 days |
| 3. Third year of employment        | 12 days |
| 4. Fourth year of employment       | 13 days |
| 5. Fifth year of employment        | 14 days |
| 6. Sixth year and subsequent years | 15 days |
- (add 15 days until the maximum of 120 days is reached)

The above specified leave entitlements shall only apply to consecutive years of employment in the school district. Sick leave may begin the first day the employee is scheduled to report whether or not the employee reports for duty on that day. Unused sick / family illness leave days shall be accumulated from year to year until 120 days are accumulated. One hundred twenty (120) days shall be the maximum number of paid sick leave days taken during any single school year. The smallest unit of sick / family illness leave that may be used is .5 day. Nothing in this handbook limits the Board's right to require verification of use of any sick / family illness leave.

### **B. EXTENDED SICK LEAVE**

An employee who is unable to work because of personal illness or disability and who has exhausted all sick leave available may be granted a leave of absence without pay for the remainder of the contract year.

### **C. PERSONAL DAYS**

The District will continue to provide three (3) personal days each July 1 for all full-time teachers. Twenty-four (24) hour advance notice is required. These days shall not be used the first week or the last week of the school year. A week for this purpose shall be defined as the first seven calendar days of the school year and the last seven calendar days of the school year. There shall be a limitation of three (3) employees on leave per school day. These days may be used on the day before or the day after a vacation period (excluding summer vacation) or on the day before or the day after a paid holiday only if a substitute can be secured who has previously satisfactorily substituted in the school district. This leave must not be used in increments smaller than one-half (.5) day.

Teachers may carry over a maximum of one (1) personal day from one year to the next, to allow for four (4) total days. Employees may never exceed more than four (4) total personal days in any given year. Any unused personal days that are not used by June 30 may be paid out at the current substitute teacher rate. This payout includes the one carry-over day should a staff member choose to be paid out rather than have it carried over. Payout should not exceed a total of four (4) personal days at the end of each school year.

#### **D. PROFESSIONAL LEAVE**

An employee may be granted professional leave upon approval by the principal and shall notify the principal at least one week in advance of the absence. Professional days shall only be used for the purpose of:

- a. Approved visitation to view other instructional techniques or programs
- b. Approved conferences, workshops, or seminars conducted by colleges, universities, or other educational institutions or organizations
- b. Professional days may not be taken in increments smaller than .5 day
- d. Expenses of the professional day will be paid by the Board, with the Board's contribution limited to seventy-five (\$75.00) dollars per day. The Board may, at the discretion of the Superintendent, pay more than this amount for board/administrator initiated professional days. Professional days are non-accumulative.

#### **E. BEREAVEMENT LEAVE**

Up to five (5) days of non-accumulative leave may be granted at any one time in the event of death of an employee's legal spouse, child, or parent.

Up to three (3) days annually of non-accumulative leave may be granted to an employee to attend a funeral and other related purposes of anyone not listed above.

#### **F. RELIGIOUS LEAVE**

Any employee whose religious affiliation requires the observance of holidays other than those regularly scheduled in the school calendar shall be excused by the Superintendent or his designated representative without loss of salary. This type of leave will be limited to two days per year.

#### **G. JURY AND LEGAL**

An employee called for jury duty during school hours or who is subpoenaed in any judicial proceeding shall receive leave for the time required. Any fee or remuneration, except mileage, the employee receives during such leave shall be turned over to the Lisbon School District. If an employee is temporarily excused from jury duty, the employee shall return to work and complete the regular workday.

#### **H. ASSOCIATION LEAVE**

A total of four (4) days will be made available for representatives of the Association to attend conferences, conventions, or other activities of the local, state, and national affiliated organizations. The Association will pay the cost involved in providing substitutes. Leave may not be taken in any increments smaller than .5 day. This total of four (4) days is a grand total for the entire faculty and is not to be interpreted that each employee is entitled to four (4) days.

### **VIII. PARENTAL LEAVE (MATERNITY / PATERNITY)**

Up to 8 consecutive weeks of Maternity Leave shall be granted to female employees for the birth (or adoption under the age of 5) of their child. This 8 weeks will begin on the day of birth of the child. If an employee has not accumulated enough days of sick leave, the employee may take a portion of the 8 week maternity leave unpaid. Note that if medically necessary, the employee may be granted additional use of sick days for extended maternity leave.

If longer than 8 weeks is required/requested, the additional leave will fall under sick leave and/or the Federal Family Medical Leave Act (FMLA), which requires employers with 50 or more employees to provide no less than 12 weeks of unpaid leave for the birth or adoption of a child. Under the FMLA employees must have

worked a total of 12 months, or 1,250 hours in the prior 12 months, in order to qualify for the standard 12 weeks of unpaid leave. **If longer than 12 weeks of (non-medical) leave is requested and approved, District health insurance shall be terminated at the end of the 12-week period.**

Employees may use 15 consecutive sick days of Paternity Leave as defined by the Employee Handbook for the birth or legal adoption of a child under the age of 5. Additional unpaid leave may be taken under the guidelines of the Federal Family Leave Act (FMLA).

## **IX. OTHER TEMPORARY LEAVE**

Other temporary leaves of absence with pay may be granted at the sole discretion of the Superintendent.

### **A. THE FAMILY AND MEDICAL LEAVE ACT**

Employees of the District are entitled to unpaid family and medical leaves to the same extent and subject to the same terms and conditions as set forth in The Family and Medical Leave Act of 1993.

### **B. MILITARY LEAVE**

All employees are to attempt to schedule military leave at times that do not interfere with the regular school year. Chapter 29A of the Code of Iowa and its subsequent changes, if any, will be used to determine whether the leave will be paid or unpaid.

## **X. EMPLOYEE EVALUATION**

During the first two years of employment in the Lisbon School District, at least two formal evaluations should occur each year. The first should occur on or before December 1st and the second on or before April 1<sup>st</sup> of the school year. Beyond the second year of employment, evaluations should be scheduled and conducted at a minimum of once every three (3) years and professional development plans will be required of all certified employees on non-scheduled evaluation years. Employees may also request a formal evaluation.

The Administration should acquaint each employee with the procedural standards and instruments to be used within six weeks of the beginning of the school year or within six weeks of the date of employment for new employees starting employment after the beginning of the school year. Employees starting employment after the beginning of the school year should be evaluated, during the first year, as determined by the Administration.

Formal evaluation of the work performance of an employee shall be conducted openly with the full knowledge of the employee. Informal evaluations may occur at any time.

Nothing in this handbook shall preclude the use of a formal or informal employee evaluation in dismissal proceedings. However, any written record resulting from informal evaluations and which may be used in a dismissal proceeding, shall be made available to the employee promptly after being placed in the employee's file.

A copy of each formal written evaluation shall be given to the employee and a conference shall be held between the employee and the employer promptly following the observation. A copy signed by both parties shall be given to the employee. The employee's signature does not necessarily mean agreement with the evaluation, but rather awareness of content.

If the employee believes his/her formal evaluation is incomplete, inaccurate, or unjust, he/she may put his/her objections in writing and have them attached to the evaluation report. The file copy of such objections shall be signed by both parties to indicate awareness of the content.

The Board has the authority to utilize outside experts to evaluate job performance of faculty members.

## **XI. EMPLOYEE HOURS**

### **A. WORKDAY**

Employees should be in their assigned areas, or in other areas appropriate to class preparation activities by 7:45 a.m. and remain until 3:45 p.m. or until all of their responsibilities have been concluded for that day. On the last day of the work week, employees may leave the premises five (5) minutes after the last class is dismissed.

Employees who must return in the evening to supervise school activities may leave the premises five (5) minutes after the last class is dismissed on the day of the activity.

The principals have the authority to make minor changes in the school day as practical.

Employees may leave early with permission from their respective principal or supervisor. The principal or supervisor shall have the responsibility and authority in deciding such requests.

On the school days immediately preceding Thanksgiving and Winter breaks, employees may leave the premises five (5) minutes after the last class is dismissed for the school day.

Any teacher agreeing, at the request of the Board, to teach an "early bird" class scheduled before the regular school day will be allowed to leave school early in the afternoon. The amount of time the teacher will be allowed to leave early will be equal to the amount of time she/he was scheduled to report earlier than that of the regularly scheduled day. No teacher will be required to teach an early bird class.

### **B. LUNCH PERIODS**

Employees will have a comparable lunch period in relationship to their respective students. This lunch period will be duty free.

### **C. LEAVING THE BUILDING**

Employees may leave the building without requesting permission during their duty-free lunch periods, and with permission during their preparation periods. Employees must notify their supervisor's office of their intent to leave the building.

### **D. PREPARATION TIME**

It is desirable for each employee to have an uninterrupted preparation period each day. The practice of using a regular employee as a substitute, thereby depriving the employee of the preparation period, is undesirable, and is discouraged.

### **E. MEETINGS**

Meetings may be called by respective principals at their discretion. Employees with conflicts are to notify their principal or supervisor as soon as possible after notification has been received. Employees may be excused from the meeting if the conflict warrants it.

### **F. NEW TEACHER**

New teachers to the district will have two additional working days added to their contract before the start of the school year.

### **G. NOTIFICATION**

If any number of employees to be laid off has been determined by the Board, the Association shall be notified

in writing no later than April 30th preceding each school year. Such notice shall include written reasons for reduction of staff.

#### **H. SENIORITY LIST**

The seniority list for the year's current staff will be available upon request.

### **XII. HOLIDAYS**

All certified employees shall be entitled to the following five (5) paid holidays:

1. Labor Day
2. Thanksgiving Day
3. Christmas Day
4. New Year's Day
5. Memorial Day

No employee shall be required to perform duties on any of the above holidays. The holidays listed above will be recognized on the Federally observed day.

### **XIII. GRIEVANCE PROCEDURES**

#### **A. DEFINITIONS**

A grievance is a claim by an employee, or a group of employees, that there has been a violation, misinterpretation, or misapplication of any provision of this handbook. An "aggrieved person" is the person or persons making the complaint.

#### **B. PURPOSE**

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept confidential as may be appropriate at any level of the procedure.

#### **C. EMPLOYEE AND ASSOCIATION RIGHTS**

An employee shall be free to adjust individual complaints with the Employer, without representation. However, at no time will an employee be denied representation if requested by the Grievant.

All grievances arising under and during the term of this handbook shall be settled in accordance with the procedure hereinafter set forth.

**STEP I:** The aggrieved employee shall take up any grievance at the lowest level possible, usually with the employee's immediate supervisor, as soon as possible. They shall usually meet within 24 hours after such meeting is requested, except where that period includes a weekend, holiday or a scheduled school vacation period. The principal or immediate supervisor of the grievant shall respond in writing back to the grievant a disposition of said grievance within 5 days.

**STEP II:** If the employee's immediate supervisor is unable to settle the grievance and the Grievant wishes to process the grievance further, the Grievant shall submit in writing the matter in dispute to the superintendent or his/her representative and the employee's immediate supervisor within five days after the receipt of said written notice. The superintendent or his/her representative shall give to the aggrieved employee(s) a disposition of said grievance in writing within ten days after the meeting held on the grievance in this step.

**STEP III:** If the Superintendent is unable to settle the grievance and the Grievant wishes to process the grievance further, the Grievant shall submit in writing the matter in dispute to the Lisbon School Board within five days after the receipt of said written notice for their consideration and discussion.

The Lisbon School Board's decision on the grievance is final.

#### **XIV. PUBLICATION OF HANDBOOK**

Copies of this handbook shall be accessible to all faculty employees within thirty (30) days after the handbook and any changes thereto are approved by the Board. This handbook shall be accessible to all employees. Access will be made available for examination by potential employees.

## SCHEDULE B SUPPLEMENTAL PAY

- A. Amounts will be paid for activities which are actually performed.
- B. All employees filling the following positions shall receive the following percentage of their base increment step, based upon the BA lane, for the number of years they have conducted each activity up to step 15. Activity means the same activity at each level, i.e. football, basketball, band, vocal music and so forth.
- C. If a head coach is required to supervise the JV/Fresh-Soph. program, for a minimum of six playing dates in addition to the regular varsity scheduled playing dates, the coach shall be compensated at the rate of one-half (1/2) of the rate of an assistant coach.
- D. The board reserves the right to determine if an assistant coach is needed and if one is hired, the JV/Fresh-Soph. programs shall be that person's responsibility, and paragraph C above shall no longer be applicable.
- E. Three (3) designated personnel have been placed on Schedule B step 16, until resignation of these agreed upon responsibilities. All others will not move beyond step 15.

### 11%

Athletic Director  
Band  
Varsity Baseball  
Varsity Basketball  
Varsity Football  
Varsity Softball  
Varsity Track  
Varsity Volleyball  
Varsity Wrestling  
Head Speech Sponsor  
Dance Team Coach  
Varsity Golf

### 9%

Drama Director (1Play, 1 Musical)  
Vocal Music Director (2 concerts; Winter & Spring)  
Yearbook Sponsor

### 8%

Assistant Varsity Volleyball  
Assistant Varsity Baseball  
Assistant Varsity Football  
Assistant Varsity Wrestling  
Assistant Varsity Softball  
Assistant Varsity Track  
Assistant Basketball  
Assistant Speech Sponsor  
Senior Class Sponsor

### 6%

Assistant Play Director

### 5%

Junior High Football  
Junior High Baseball  
Junior High Basketball  
Junior High Wrestling  
Junior High Softball  
Junior High Track  
Junior High Volleyball  
Weightlifting Coach  
Musical Director – Musical Play  
Orchestral Director – Musical Play

### 4%

Basketball Cheerleading Coach  
Wrestling Cheerleading Coach

### 3%

Junior Class Sponsor (Prom)  
Senior Class Sponsor  
Football Cheerleading Coach  
Student Council Sponsor  
Win With Wellness Coordinator  
National Honor Society Sponsor

### 2%

SCAT Team Coordinator  
Lego League Sponsor  
Robotics Sponsor

(used to place new hires only)

|                                      |                 |                |               |               |
|--------------------------------------|-----------------|----------------|---------------|---------------|
| <b>BASE</b>                          | <b>\$37,053</b> | <b>Minimum</b> | <b>50,000</b> | <b>62,000</b> |
| <b>(2.5% Step &amp; Lane Change)</b> |                 |                |               |               |