

2016-2018

Montesano Education Association  
Collective Bargaining Agreement

APPENDIX C Addendum – Co-Curricular Rules, Positions,  
Descriptions

ARTICLE I CO-CURRICULAR POSITIONS

For the purpose of complying with Washington Administrative Code 391, the Montesano School District and the Montesano Education Association agree as follows:

**POSITIONS:**

**Elementary:**

Band/Activities

Chorus/Activities

Computer /Activities

Enrichment/Activities

Humanities/Activities

Young Authors/Activities

ASB/Activities

**Secondary:**

Government - JH & HS ASB

Activities – Chorus, Knowledge Bowl, Math Team, Pep Band

Classes – Freshmen, Sophomore, Junior, Senior

Clubs – Art, Astronomy, Chess, Drama, GSA, JH Honor Society, HS Honor Society, Newspaper, Pep, SURE, Yearbook

CTSO's – FCCLA, FFA, HOSA, Skills USA, VICA, FBLA

Additional groups as created.

- A. For all co-curricular positions, every effort will be made to fill vacancies and retain certificated employees. Unless otherwise specified in the position description, in the event a qualified certificated employee cannot be found, a qualified non-certificated person may be hired on a case-by-case basis, with the approval of the Association.
- B. Payment for co-curricular positions shall be paid in equal monthly installments. For year-long activities, the employee shall be paid out over twelve (12) months. Employees will complete supplemental contract for their co-curricular positions.
- C. Employees will need to apply for open co-curricular positions following normal District procedures.
- D. Additional Rules:
  - 1. Classes at the secondary level shall have two advisor positions.
  - 2. CTSO – Career and Technical Student Organizations exist to support CTE classes and to provide leadership opportunities. CTSO advisors must have the appropriate CTE certificate in order to advise the various CTSO's.
  - 3. If employees want to share a position, they need to submit a letter to the District with the agreement of all parties.
  - 4. If only one employee applies for the class advisor position(s), they shall receive both stipends.

**ARTICLE II                      JOB DESCRIPTIONS**

### **Government:**

Elementary ASB Supervisor – This is a Year-Round Position. The Advisor will supervise all elementary ASB events and advise officers and members in planning meetings, fundraisers and activities.

JH ASB Supervisor – This is a Year-Round position. The advisor will supervise all JH ASB meetings and advise officers and members in planning meetings, fundraisers, dances and community service activities. The advisor will assist in planning JH specific assemblies including the year-end awards assembly and any junior high only initiatives. The advisor will also supervise all junior high dances sponsored by the JH ASB and the year-end Fun Day. The advisor supervises about 10-20 students. This position requires about \_\_\_\_ hours of extra time per year. The advisor must be a certificated teacher.

HS ASB Supervisor – This is a Year-Round position. The advisor will supervise all HS ASB meetings, pep assemblies, and other school wide initiatives. The advisor will coordinate foodbowl and teach the Leadership class, if offered. The advisor must be a certificated teacher.

### **Secondary Activities:**

Chorus – This is a Year-Round position. The Chorus advisor must be a highly qualified instructor in choral music. The chorus advisor will direct the choir and concerts, competitions and community events.

Knowledge Bowl – This is a Seasonal Position. All advisors must be certified teachers. Knowledge Bowl will have two co-advisors for high school and one advisor for junior high. The Knowledge Bowl advisors will advertise, organize teams, communicate with parents, hold regular practices, request transportation and coach teams at up to 4 meets (for high school, this includes regionals as part of the regular season). The junior high advisor supervises about 30 students. The high school advisors supervise between 70-90 students. There is an advisor and an assistant for this position.

Math Team – Seasonal Position. The math team advisor must be a highly qualified instructor in mathematics. The advisor will hold regular practices and coach the math team at competitions.

Pep Band – This is a Year-Round position. The Pep Band advisor must be a highly qualified instructor in instrumental music. The pep band advisor will direct the pep band at selected school assemblies, sporting events, parades and competitions.

### **Secondary Classes:**

All class advisors must supervise students at class events such as meetings, fundraisers, decoration events and trips. Each class shall have two advisors. Class advisor is a year round position with a four year commitment. On the co-curricular pay scale, experience from advising previous classes shall be applied. Experience from previously serving as a class advisor shall also be included. Two advisors will be

funded for each class. Pay can be split between more advisors with mutual agreement and a letter to the District.

Underclassmen Advisors –Elect officers in the Fall of Freshman year (for 9<sup>th</sup> grade) and in the Spring of Freshman year (for 10<sup>th</sup> grade), fundraise, decorate hallway for spirit week.

Upperclassmen Advisors - Elect officers in the Spring of the previous year, fundraise, decorate hallway for spirit week, plan, decorate and supervise the Junior-Senior Ball. Juniors will fund and arrange Honors Banquet and Graduation for the Senior Class. Senior Class advisors will coordinate with senior parents and supervise the Senior Picnic.

### **Secondary Clubs:**

Astronomy Club – This is a Year-Round position. Hold meetings and fundraise. The advisor will plan activities to increase student knowledge of astronomy by holding activities such as stargazing.

Drama Club – This is a Year-Round position. The advisor will supervise students in the club and assist in the production of multiple Drama productions and activities during the school year.

Gay Straight Alliance – This is a Year-Round position. Help support students who are Lesbian, Gay, Bisexual and Transgender and their Allies. Organize support group, increase student knowledge of gay culture and resources, help students with coming out and work to create a safer school environment by participating in events like National Coming Out Day, The Day of Silence, Gay History Month and hold assemblies. Supervise students on field trips and events such as Pride. The advisor supervises about 20 students. Activities take about 5 hours per month.

HS Honor Society – This is a Year-Round position. Must be a certified teacher.

Junior High Honor Club – This is a Year-Round position. Must be a certified teacher.

Newspaper – This is a Year-Round Position. The advisor organizes students, edits articles, holds regular meetings, works with an outside organization to maintain the site where the newspaper is posted, and maintains the group's Facebook page. The newspaper advisor supervises about 5-10 students.

Pep Club – This is a Year-Round position. The advisor will hold meetings to plan and decorate for the Homecoming Assembly, Spirit Week, the Homecoming Dance and the Winter Tolo. The advisor announces court at the Homecoming game and supervises at the bonfire. Advisor supervises up to 50 students for about 50 hours per school year.

SURE – This is a Year-Round position. Help students plan drug and alcohol free and student safety activities such as Click It and Ticket It, Every 32 Minutes, assemblies and SURE Retreat. Coordinate with local law enforcement including Target Zero Task Force officer. Fundraise by coordinating Jingle

Bell Jog during the Festival of Lights in December. This advisor supervises about 10-20 students. Activities take about 20 hours per school year.

Yearbook – This is a Year-Round Position. The yearbook advisor will supervise students in the creation of the yearbook. This includes taking pictures, writing articles, designing pages and the book's theme, management of equipment, running the yearbook app, communicating with the Production Company, communicating with parents, and distributing yearbooks, as well as ads and senior recognition ads. The advisor supervises about 15-30 students. This position requires an average of 8-10 hours a week of additional time. The advisor must be a certified teacher.

### **CTSO's:**

Skills USA – The Skills USA advisor supervises about 10-15 students which are supervised for about 30 hours per year, unless the team qualifies for state or nationals. The Skills advisor must be a certified teacher.

HOSA – This is a Year-Round position. Future Health Professionals – Year Round Position. Supervise and assist student interested in going into a healthcare related field.

Family Career and Community Leaders of America – Year-Round Position. Supervise and assist students as they learn about family and consumer sciences. The advisor will help students with projects and competitions.

FFA – Year-Round Position. Supervise students at a variety of fundraisers and activities during the school year.

FBLA – Year-Round Position. Supervise students at a variety of fundraisers and activities during the school year.