



VAIL INCENTIVE PROGRAMS

2017-2018

*Vail School District No. 20
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VAIL INCENTIVE PROGRAMS

OVERVIEW AND PHILOSOPHY

The Vail School District has outstanding, hard-working, well-qualified teachers. Vail teachers are expected to take responsibility for a variety of duties both in and out of the classroom.

Some teachers choose to demonstrate leadership and commitment beyond expected responsibilities and duties. The purpose of Vail's Incentive Programs is to recognize and reward these teachers.

The Incentive Programs are also specifically intended to recognize and reward instructional expertise. As such, activities directly related to improving instruction and student achievement receive a higher level of compensation. The intent is attract the best teachers to these activities and to provide the best teachers with additional income.

DESCRIPTIONS OF EACH PROGRAM

(Please refer to each program's packet for more detailed information.)

1. **Home Visits:** Teachers visit the homes of their students in order to foster communication between the home and the school, and to demonstrate an interest in each student outside of the regular classroom.
2. **Leadership Program:** This program offers teachers the opportunity to assume positions of leadership in each school and to receive compensation for their extra responsibilities and leadership duties.
3. **Education Enrichment Plan (EEP) Program:** Teachers enrich the regular curriculum by designing and implementing unique programs for Vail students. The District provides compensation to teachers whose plans demonstrate excellence, creativity, leadership, and commitment beyond regular responsibilities.

ELIGIBILITY

Teachers and social workers **new** to the Vail School District are eligible for the Home Visits; however, an EEP plan may be submitted by a first year teacher to the district if they have at least three years of previous teaching experience and approval by the site principal. **Returning** teachers and social workers are eligible to participate in all portions of the Teacher Incentive Programs. ALL Vail Incentive Programs are optional.

HOME VISITS PROGRAM PACKET
2017-2018

The purpose of the Home Visits program is to increase communication between the home and the school, providing opportunities for teachers to demonstrate an interest in each student outside the regular classroom. Home Visits vary in length from 45 minutes to 90 minutes or more depending on the activity. Going on a bike ride, shooting hoops, watching a football game on TV, reading books, doing a science experiment are a few activities that teachers do with students at the student's home.

I. HOME VISITS PROGRAM GUIDELINES

- A. Certified staff will receive compensation upon documentation of visits **to the homes** of 15 students in their class or 90% of the students in their class (whichever is less). Specialty teachers must do 15 home visits.
- B. A kindergarten teacher assigned to more than one homeroom may choose to do the minimum number of visits for each homeroom and receive compensation for each homeroom.
- C. Inclusion teachers, Behavioral Specialists, and Student Service Coordinators may participate in the Home Visits program. Due to their smaller student case loads, compensation will be **prorated** based on the number of students they are serving and the number of homes visited.
- D. Middle School and High School Teachers must make it a priority to visit the homes of students in their home base/advisory base. If necessary, they may visit the homes of students in their other classes, as long as no **regular** education student is visited by more than one teacher.
- E. If parents refuse to allow a home visit, a teacher may, with the **prior approval** of his/her principal, visit a student off campus at an appropriate location other than the child's home (*i.e.*, soccer game, music recital).
- F. Teachers who wish to participate in the Home Visits program will turn in the signed commitment statement to their principal no later than August 4, 2017.
- G. Eight (8) of the home visits must be completed by Friday, November 3, 2017. The deadline to complete all home visits and turn in the Home Visits Log is Friday, March 9, 2018.

II. COMPENSATION METHODS

- A. Personal Benefit Points - Teachers are compensated (both monetarily and non-monetarily) for their efforts by earning points. **Home Visits earn a total of seven points**. The value for each point redeemed for personal benefit is one hundred and twenty dollars (\$120). Teachers can redeem Personal Benefit Points through the following means:
 - 1. Financial compensation (added to paycheck).
- B. Vail Value Voucher - Teachers may also choose to place points in a "Vail Value Voucher." Voucher Points must be redeemed for items that will have a direct or indirect benefit to students at Vail School. The value of each Vail Value Voucher point is one hundred and eighty dollars (\$180). Voucher Points may be redeemed for any of the following items:
 - 1. Tuition, for approved education classes that start in current fiscal year.*
 - 2. Funding for approved state or national educational conferences and workshops (travel, lodging, per diem, etc.).
 - 3. Purchase of classroom supplies, student rewards, or services. (District retains ownership.) Audit requirements make it necessary to eliminate any of the following purchases by Vail Vouchers: apparel,

iPods, iPads, laptops or notebook computers, desk top computers, projectors, computer games or software, furniture, flash drives, portable or exterior hard drives, digital cameras, or other electronic equipment.

4. Membership dues in approved professional organizations. Vail Vouchers may not be used for teacher certificate fees, tests required for certificate subject/professional knowledge or approved area, or renewal fees for teacher certification.
5. Subscriptions to educational publications, which remain the property of the District.
6. Costs associated with National Board Certification.
7. Staff or student travel costs for approved student or staff travel.

*Teachers are required to pay the class costs up front and be reimbursed with proof of payment.

- C. Any decision to choose Voucher Points must be made when the letter of agreement is signed by the teacher prior to the implementation of the plan.
- D. The use of Voucher Points is an irrevocable prospective choice. Voucher points cannot be changed back to regular financed compensation. Voucher points cannot be carried forwarded to the next school year.**

III. TIMING OF FINANCIAL COMPENSATION

- A. Upon certification from the principal that 50% of the Home Visits are done by November 3, a 50% payment will be provided to teachers by December 31. If home visits are completed prior to November 3, teachers may request full payment. Upon certification from the principal that the home visits are complete, the remaining 50% will be paid to teachers by the end of June.

IV. CONTRACT OBLIGATION

- A. Agreement by a teacher to participate in Home Visits constitutes a contractual agreement with the District. Release from this contract requires approval by the Governing Board.

HOME VISIT TIMELINE

Monday, August 4, 2017	Home Visit Commitment Statement due to Principal
Friday, November 3, 2017	Home Visit Mid-year Log due to Principal
Friday, March 9, 2018	Home Visit Final Log due to Principal

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HOME VISITS LOG - EXAMPLE

Teacher's Name _____ Date submitted _____

Student's Name	Date	Arrival Time	Departure Time	Comments (what happened?)
1. James Daniel	8/31	3:50	4:45	Shot hoops, played 1 on 1 basketball
2. Micaela Lorne	10/6	2:50	3:35	Read books, played monopoly, ate dinner and looked at photos
3. Ray Bernardo	10/13	6:00	7:30	Played N64 Pod Racers - I won!
4. Katie King	11/8	2:15	3:00	Worked together to paint wagon project
5.				
6.				
7.				
8.				

Teacher's Name _____ Date Submitted _____

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HOME VISITS COMMITMENT STATEMENT

I will participate in the Home Visit Program for the 2017-2018 School Year.

I have read the packet and understand that I need to complete my visits by Friday, March 9, 2018.

Signature

Print Name

School

Dated

This statement needs to be submitted to your building principal no later than Monday, August 3, 2017. This agreement constitutes a contractual agreement with the District. RELEASE FROM THIS CONTRACT REQUIRES APPROVAL FROM THE GOVERNING BOARD.

Please indicate below how you want the 7 points awarded for home visits to be "spent." You may indicate partial points in each category - as long as the total points equal 7.

Payment in cash (in paycheck): _____ points

Vail Value Voucher: _____ points

The use of Voucher Points is an irrevocable prospective choice. Voucher Points cannot be changed back to regular financed compensation. Voucher points may not be carried forward.

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HOME VISITS MID YEAR LOG

2017-2018

(50% of Home Visits must be completed by Friday, November 3, 2017)

Teacher's Name _____ Date submitted _____

Student's Name	Date	Arrival Time	Departure Time	Comments (what happened?)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Teacher's Name _____ Date _____

Principal's Initials _____

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**HOME VISITS END OF YEAR LOG
2017-2018**

(Due to Principal by Friday, March 9, 2018)

Student's Name	Date	Arrival Time	Departure Time	Comments (what happened?)
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Teacher's Name _____ Date _____

Principal's Initials _____

**LEADERSHIP PROGRAM PACKET
2017-2018**

This program offers teachers the opportunity to assume positions of leadership in each school and to receive compensation for their extra responsibilities and leadership efforts.

I. LEADERSHIP PROGRAM GUIDELINES and APPLICATION PROCEDURE

- A. Leadership positions include: Instructional Team Leader, Cognitive Coaches, Literacy Coaches, Math Coaches, Curriculum Management Team, District Formative Assessment Team, Technology Advisory Team, Student Council Advisor, National Junior Honor Society, PBIS Team Leader, and District and Site Coordinators.
- B. Teachers may apply/be appointed for a leadership position by submitting a letter of interest to the site principal by Friday, May 19, 2017. (Forms are attached and include job descriptions and evaluation criteria.)
- C. It is suggested that applicants meet with their principal prior to submitting the application in order to discuss goals, plans, and qualifications.

II. COMPENSATION METHODS

- A. Teachers are compensated as follows:
- B. The following list shows the components of the Leadership Program and the corresponding amount earned.

<u>Leadership</u>	<u>Amount</u>
Instructional Team Leader (appointed by principal)	
Basic	\$1,000
2-6 Teachers*	\$2,000
7 -11 Teachers*	\$2,500
12+ Teachers*	\$3,000
*does not include the Instructional Team Leader	
Cognitive Coaches (appointed by principal)	\$500 yearly stipend per assigned teacher
Special Education Cognitive Coaches (appointed by Special Education Leadership)	\$500 yearly stipend per assigned teacher
Literacy Coaches (appointed by principal)	\$500 yearly stipend per assigned teacher
Math Coaches (appointed by principal)	\$350 yearly stipend per assigned teacher
Curriculum Management Team (CMT)	\$1,500 yearly stipend
District Formative Assessment Team (DFAT)	\$1,500 yearly stipend
IEP Coach	\$500 yearly stipend per assigned teacher
Technology Advisory Team	\$1,050 yearly stipend
Coding/Computer Science Advisory Team	\$1,050 yearly stipend per team member
Student Solutions Team (K-12)	\$500 yearly stipend per assigned teacher, not to exceed \$2,500/site

Psychologist Team Leader	
2-6 psychologists	\$2,000
7-11 psychologists	\$2,500
12+ psychologists	\$3,000
District Science Fair Coordinator	\$1,260 yearly stipend
Site Science Fair Coordinator	Based upon student entries
	Minimum 50-99 \$630 yearly stipend
	100-149 \$840 yearly stipend
	150+ \$1,050 yearly stipend
District K-8 Music Coordinator	\$630 yearly stipend
District High School Music Coordinator	\$630 yearly stipend
District K-8 Art Coordinator	\$630 yearly stipend
District High School Art Coordinator	\$630 yearly stipend
District K-8 P.E. Coordinator	\$630 yearly stipend
District High School PE Coordinator	\$630 yearly stipend
District Math Bowl Coordinator	\$630 yearly stipend
ELP District Coordinator	\$630 yearly stipend
PBIS Team Leader	\$750/yearly stipend

C. Personal Benefit Points - The value for each point redeemed for personal benefit is one hundred and twenty dollars (\$120). Teachers may redeem Personal Benefit Points through the following means:

1. Financial compensation (added to paycheck).

III. TIMING OF FINANCIAL COMPENSATION

- A. Upon certification from the principal that satisfactory progress is being made, a 50% payment will be provided to teachers by December 31. Upon certification from the principal that the project or duties are complete, the remaining 50% will be paid to teachers by the end of June.

IV. CONTRACT OBLIGATION

- A. Agreement by a teacher to participate in any component of the Leadership Program constitutes a contractual agreement with the District. Release from this contract requires approval by the Governing Board.

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Application Process for Instructional Team Leader 2017-2018

PROCESS

- A. Each applicant for an instructional team leader position will be given the opportunity to meet with the principal to discuss qualifications and plans.
- B. The principal will take the following into consideration when making leadership assignments:
 - 1. Proven record of professional leadership in the requested area.
 - 2. Level of experience and education (specifically in the area being requested).
 - 3. Teaching success (former evaluations) from Vail or previous district.
 - 3. Full-time (187 days) employee.

JOB DESCRIPTION

- A. The instructional team leader will work with the principal to coordinate and lead both curriculum and activities in the department to the advancement of District goals.
 - 1. Schedule, lead and record regular department meetings.
 - 2. When necessary, represent administrator or designee at multidisciplinary meetings (special education).
 - 3. Communicate department concerns and recommendations to the principal.
 - 4. Assist:
 - a. The principal with development of the budget.
 - b. The principal in the coordination of curriculum development and delivery within the department.
 - c. The principal in the coordination of intervention efforts.
 - d. With the coordinated use of facilities, supplies and equipment within the department.
 - e. With the development of class schedules within the department.
 - f. With the coordination of gifted and special education services.
 - g. Child Study Team/Student Solution Team at grade/department level as needed
 - 5. Coordinate:
 - a. Budgeting and distribution of supplies
 - b. Sharing of textbooks, supplies and materials
 - c. Inventory of textbooks, supplies and materials
 - d. Review of grade level curriculum and academic standards
 - 6. Attend scheduled leadership meetings.
 - 7. Provide consultation for incentive pay plans.
 - 8. Other duties as assigned.

Basic - \$1,000

2-6 Teachers* - \$2,000

7 -11 Teachers* - \$2,500

12 + Teachers* - \$3,000

*does not include Instructional Team Leader

**INSTRUCTIONAL TEAM LEADER COMMITMENT STATEMENT
2017-2018**

I will participate in the Instructional Team Leader Program for the 2017-2018 School Year.

I have read the packet and understand my commitments.

Signed

Print Name

School

Dated

This statement needs to be submitted to your building principal no later than **Friday, August 4, 2017**. This agreement constitutes a contractual agreement with the District.

Please indicate below the number of teachers in your team (not including the leader).

Number of teachers _____

Amount of compensation \$ _____

Basic - \$1,000

2-6 Teachers* - \$2,000

7 -11 Teachers* - \$2,500

12 + Teachers* - \$3,000

*does not include Instructional Team Leader

**Application Process for Student Solutions Team (K-12)
2017-2018**

PROCESS

- A. Interested applicants should submit a letter of interest, which includes reasons for wanting to serve on the Student Solutions Team, to the site principal. Each applicant for the Student Solutions Team will be given the opportunity to meet with the site principal to discuss interest experience, and qualifications.

- B. The administration will take the following qualifications into consideration when making Student Solutions Team assignments:
 - 1. Current Vail School District certified employee
 - 2. Interest and experience in the Student Solutions Team process
 - 3. Willingness and ability to work collaboratively
 - 4. Demonstrated leadership skills
 - 5. Content area specialty/grade level (team needs balanced representation)

JOB DESCRIPTION

- A. The Student Solutions Team is a communication gateway between teachers, students, parents, and school resources. Members of the team will work collaboratively to perform the following duties:
 - 1. At principal's discretion, members of the team will attend the training offered by the AZ Masonic Foundation for Children
 - 2. Attend and participate in designated Student Solutions Team meetings
 - 3. Using district created forms, gather and review data pertinent to students referred to SST
 - 4. Conduct observations of referred students, as necessary
 - 5. Brainstorm effective practices and/or interventions for referred students
 - 6. Support classroom teachers in designing and implementing interventions
 - 7. Effectively communicate SST process and interventions with involved staff and parents
 - 8. Follow up on and document students' interventions
 - 9. Provide training regarding the purpose and functionality of the Student Solutions Team

STIPEND: Up to \$500 per person, not to exceed \$2,500 per site.

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**Application Process for Psychologist Team Leader
2017-2018**

PROCESS

- A. Each applicant for a psychologist team leader position will be given the opportunity to meet with the Director of Special Education and assistant superintendent to discuss qualifications and plans.
- B. The Director of Special Education and Associate Superintendent will take the following into consideration when making leadership assignments:
 - 1. Proven record of professional leadership in the requested area.
 - 2. Level of experience and education (specifically in the area being requested).
 - 3. Success as a psychologist (former evaluations) from Vail or previous district.

JOB DESCRIPTION

- A. The psychologist team leader will work with the director of special education to coordinate and lead both curriculum and activities in the department to the advancement of District goals.
 - 1. Schedule, lead and record regular department meetings.
 - 2. When necessary, represent administrator or designee at multidisciplinary meetings (special education).
 - 3. Communicate department concerns and recommendations to the director of special education.
 - 4. Expected to assist, as follows:
 - a. The director of special education in the coordination of special education instructional delivery within the department.
 - b. The director of special education in the coordination of RTI and intervention.
 - c. With the coordinated use of supplies and equipment within the department.
 - d. With the development of class schedules within the department.
 - e. Child Study Team/Student Solution Team at department level as needed
 - 5. Expected to coordinate, as follows:
 - a. Budgeting and distribution of supplies
 - b. Review of grade level curriculum and academic standards
 - 6. Attend scheduled leadership meetings.
 - 7. Provide consultation for incentive pay plans.
 - 8. Other duties as assigned.

Basic - \$1,000

2-6 Psychologists* - \$2,000

7 -11 Psychologists* - \$2,500

12 + Psychologists* - \$3,000

*does not include Psychologist Team Leader

**PSYCHOLOGIST TEAM LEADER COMMITMENT STATEMENT
2017-2018**

I will participate in the Psychologist Team Leader Program for the 2017-2018 School Year.

I have read the packet and understand my commitments.

Signed

Print Name

School

Dated

This statement needs to be submitted to your supervisor no later than **Friday, August 4, 2017**. This agreement constitutes a contractual agreement with the District. Release from this contract requires approval from the Governing Board.

Please indicate below how many staff members are in the team (not including the leader).

Number of Psychologists _____

Amount of compensation \$_____

Basic - \$1,000

2-6 Psychologists* - \$2,000

7 -11 Psychologists* - \$2,500

12 + Psychologists* - \$3,000

*does not include Psychologist Team Leader

Vail School District #20

**Application Process for Cognitive Coach (K-12)
2017-2018**

PROCESS

- A. Interested applicants should submit a letter of interest/qualifications to the site principal and the Director of Professional Development.
- B. Each applicant for a Cognitive Coach position may be given the opportunity to meet with the principal to discuss interest, experience and qualifications.
- C. The administration will take the following qualifications into consideration when making Cognitive Coaching assignments:
 - 1. Three to five years teaching experience, three within the Vail School District.
 - 2. Working knowledge of the Essential Elements of Instruction and Classroom Management.
 - 3. Communication skills with building level teachers; possess good interpersonal skills and flexibility.

JOB DESCRIPTION

- A. The Cognitive Coach will:
 - 1. Conduct three formal observations. Each to include a pre- and post-conference and written feedback.
 - 2. Schedule all observations and conferences.
 - 3. Attend all district-wide Cognitive Coaches' meetings.
 - 4. Attend Cognitive Coaching training as scheduled.
 - 5. Provide mentoring assistance throughout the year.
 - 6. Perform other duties as assigned by Director of Professional Development.
- B. The Cognitive Coach is responsible for scheduling these duties during his/her non-teaching time.
- C. The Cognitive Coach position is directly responsible to a district administrator assigned to the program. Issues concerning instruction and coaching should be directed to the district administrator.

STIPEND: \$500 per assigned teacher

Vail School District #20

**Application Process for Special Education Cognitive Coach (K-12)
2017-2018**

PROCESS

- A. Interested applicants should submit a letter of interest/qualifications to Special Education Leadership.
- B. Each applicant for a Cognitive Coach position may be given the opportunity to meet with Special Education Leadership to discuss interest, experience and qualifications.
- C. The administration will take the following qualifications into consideration when making Cognitive Coaching assignments:
 - 1. Three to five years teaching experience as a certified Special Education Staff member, three within the Vail School District.
 - 2. Working knowledge of the Essential Elements of Instruction and Classroom Management.
 - 3. Communication skills with building level teachers; possess good interpersonal skills and flexibility.
 - 4. Working knowledge of specialized instruction for students with disabilities, IEP writing and facilitation of IEP meetings, and supervision of paraprofessional staff.

JOB DESCRIPTION

- A. The Special Education Cognitive Coach will:
 - 1. Conduct three formal observations. Each to include a pre- and post-conference and written feedback. This must include at least one lesson observation, and two other observations which may include:
 - a. Observation of a lesson
 - b. Observation of an IEP Meeting
 - c. Observation of a consultative conversation with paraprofessional or teacher.
 - 2. Schedule all observations and conferences.
 - 3. Attend all district-wide Cognitive Coaches' meetings.
 - 4. Attend the Cognitive Coaching training as scheduled.
Special Education Cognitive Coaches must first be trained in the Vail Cognitive Coach process to be eligible to serve as a Special Education Cognitive Coach.
 - 5. Provide mentoring assistance throughout the year.
 - 6. Perform other duties as assigned by Special Education Leadership Team in partnership with the Director of Professional Development.
- B. The Cognitive Coach is responsible for scheduling these duties during his/her non-teaching time.
- C. The Cognitive Coach position is directly responsible to a district administrator assigned to the program. Issues concerning instruction and coaching should be directed to the district administrator.

STIPEND: \$500 per assigned teacher

Name _____
(Teacher being coached)

School _____

School Year 20____ - 20_____

Cognitive Coaching Status Report

(To be completed by the Cognitive Coach)

1. Cognitive Coach Observations:
(Indicate dates)

a. pre-conference observation post conference

***Needs to be completed by Fall Break (October)**

b. pre-conference observation post conference

***Needs to be completed by Winter Break (December)**

c. pre-conference observation post conference

***Needs to be completed by Spring Break (March)**

By signing this Cognitive Coaching Status Report, you are hereby certifying, under the professional conduct requirements of certified teachers, that all information contained herein is true and accurate.

Notes:

Name of Cognitive Coach _____

Signature of Cognitive Coach _____

Please return in an envelope to District Office to Megan Cloud

Vail School District #20

**Application Process for Literacy Coach (K-8)
2017-2018**

PROCESS

- A. Interested applicants should submit a letter of interest/qualifications to the site principal and the Director of Professional Development.
- B. Each applicant for a Literacy Coach position may be given the opportunity to meet with the principal to discuss interest, experience and qualifications.
- C. The administration will take the following qualifications into consideration when making Literacy Coaching assignments:
 - 1. Three to five years teaching experience, three within the Vail School District.
 - 2. Working knowledge of the Balance Literacy Program as implemented in the Vail School District, the Essential Elements of Instruction and Classroom Management.
 - 3. Communication skills with building level teachers; possess good interpersonal skills and flexibility.

JOB DESCRIPTION

- A. The Literacy Coach will:
 - 1. Conduct two formal observations. Each will include a pre- and post-conference and written feedback.
 - 2. Conduct two modeling observations. Each will include a pre- and post-conference and written feedback.
 - 3. Schedule all observations and conferences.
 - 4. Attend all district-wide Literacy Coaches' meetings.
 - 5. Attend Literacy Coaching training as scheduled.
 - 6. Provide mentoring assistance throughout the year.
 - 7. Perform other duties as assigned by Director of Professional Development.
- B. The Literacy Coach is responsible for scheduling these duties during his/her non-teaching time.
- C. The Literacy Coach position is directly responsible to a district administrator assigned to the program. Issues concerning instruction and coaching should be directed to the district administrator.

STIPEND: \$500 per assigned teacher

**Application Process for Balanced Math Coach (K-8)
2017-2018**

PROCESS

- A. Interested applicants should submit a letter of interest/qualifications to the site principal and the Director of Professional Development.
- B. Each applicant for a Balanced Math Coach position will be given the opportunity to meet with the principal to discuss interest, experience and qualifications.
- C. The administration will take the following qualifications into consideration when making Balanced Math Coaching assignments:
 - 1. Three to five years teaching experience, three within the Vail School District.
 - 2. Working knowledge of the Balanced Math Program and Classroom Management.
 - 3. Communication skills with building level teachers; possess good interpersonal skills and flexibility.

JOB DESCRIPTION

- A. The Balanced Math Coach will:
 - 1. Conduct two formal observations. Each to include a pre- and post-conference and written feedback.
 - 2. Schedule all observations and conferences.
 - 3. Attend any district-wide Balanced Math Coaches' meetings.
 - 4. Attend Cognitive Coaching training as scheduled and Balanced Math Implementation meeting.
 - 5. Provide mentoring assistance throughout the year.
 - 6. Perform other duties as assigned by Director of Professional Development.
- B. The Balanced Math Coach is responsible for scheduling these duties during his/her non-teaching time.
- C. The Balanced Math Coach position is directly responsible to a district administrator assigned to the program. Issues concerning instruction and coaching should be directed to the district administrator.

STIPEND: \$350 per assigned teacher

Vail School District #20

**Application Process for Curriculum Management Team (K-12)
2017-2018**

PROCESS

- A. Interested applicants should submit a letter of interest, which includes reasons for wanting to serve on the District Curriculum Management Team and experience in curriculum and professional development to the site principal and to the Deputy Superintendent of Teaching and Learning. Each applicant for the Curriculum Management Team will be given the opportunity to meet with the Deputy Superintendent of Teaching and Learning to discuss interest, experience, and qualifications.
- B. The administration will take the following qualifications into consideration when making Curriculum Management Team assignments:
1. Current Vail School District certified employee.
 2. Interest and experience in curriculum and assessment.
 3. Willingness and ability to work collaboratively.
 4. Demonstrated leadership skills.
 5. Content area specialty/grade level (team needs balanced representation).

JOB DESCRIPTION

- A. The Curriculum Management Team will:
1. Review given curriculum areas/textbook adoptions.
 2. Assist in the design and implementation of district inservices
 3. Keep abreast with latest state/nation wide efforts in curriculum and professional development.
 4. Attend outside workshops/seminars in curriculum issues.
 5. Assist in developing a method to “spread leadership” opportunities to other teachers in the areas of curriculum.
- B. The Curriculum Management Team will attend all regularly scheduled meetings - once a month from 3:30 – 5:00 p.m. Meetings will begin in August and end in May.
- C. The Curriculum Management Team member will perform other assigned duties such as: meetings with other teachers throughout the District, attend Governing Board meetings (if pertinent curriculum issue is on the agenda), and present at district inservices.

STIPEND: \$1,500 yearly stipend

Vail School District #20

**Application Process for District Formative Assessment Team (K-12)
2017-2018**

PROCESS

- A. Interested applicants should submit a letter of interest/qualifications to the site principal and to the Deputy Superintendent of Teaching and Learning.
- B. The purpose of the District Formative Assessment Team is to coordinate administration of all state mandated district testing, provide an analysis of test data and facilitate the use of data to improve instruction.

JOB DESCRIPTION

- A. The District Formative Assessment Team will:
 - 1. Site Coordinator to develop formative assessments aligned to the Arizona State Standards.
 - 2. Assist in the design and implementation of district-wide formative assessment.
 - 3. Evaluate formative assessment items submitted by school sites.
 - 4. Attend training as determined by the Curriculum Department.
 - 5. Support Student Achievement Teachers at each school.
 - 6. Assist with the development of district inservices related to use of test data.
- B. The District Assessment Team will attend all regularly scheduled meetings - once each month from 3:30 to 5:00 p.m. Meetings will begin in August and end in May.
- C. The District Assessment Team will perform other assigned duties such as: meet with other teachers throughout the District, attend Governing Board meetings (if pertinent assessment issues are on the agenda) and present at district inservices.

STIPEND: \$1,500 yearly stipend

**Application Process for IEP Coach (PreK-12 Special Education)
2017-2018**

PROCESS

- A. Interested applicants should submit a letter of interest/qualifications to Special Education Administration and Site Principal.
- B. Each applicant for an IEP Coach position may be given the opportunity to meet with the Special Education Administration to discuss interest, experience and qualifications.
- C. Special Education administration and Site Principal will take the following qualifications into consideration when making IEP Coaching assignments:
 - 1. Three to five years teaching experience, three within the Vail School District.
 - 2. Working knowledge of, as well as timely and accurate completion of, the Individual Education Plan.
 - 3. Communication skills with building level teachers; possess good interpersonal skills and flexibility.

JOB DESCRIPTION

The IEP Coach will:

- 1. Initiate contact with the IEP Coachee.
- 2. Work with Coachee and Co-write three Individual Education Plans.
- 3. Attend all district-wide IEP Coaches' meetings.
- 4. Attend IEP Coaching training as scheduled.
- 5. Schedule the Coachee to attend and observe an IEP conducted by the coach.
- 6. Observe the Coachee conducting at least one IEP.
- 7. Perform other duties as assigned by Special Education Administration.

The IEP Coach is responsible for scheduling these duties during his/her non-teaching time.

The IEP Coach position is directly responsible to the district Special Education administrator assigned to the program. Issues concerning instruction and coaching should be directed to the district administrator.

The IEP Coach and Coachee will each complete, sign, and submit the attached IEP Coach Accountability Statement to Special Education Administration.

STIPEND: \$500 per assigned teacher

**Application Process for Technology Advisory Team
2017-2018**

PROCESS

- A. Technology Advisory Team openings will be posted each spring. There will be one specialist from each site. Each interested applicant should submit a letter of interest/qualifications to the site principal and the Chief Information Officer.
- B. The purpose of the Technology Advisory Team is to increase the integration of technology into district curriculum and instructional practices. The Technology Advisory Team will advise the site principals and the Chief Information Officer on the state of district technology from the teacher's perspective.
- C. Administration will take these qualifications into consideration when making Technology Advisory Team assignments:
 - 1. Strong background in use of technology in the education setting.
 - 2. Desire to assist others in integrating technology into their curriculum objectives.
 - 3. Mastery of PowerTeacher, Safari, email, G-Suite, LMS, and similar applications.
 - 4. Experience with minor troubleshooting (printing, connectivity issues, logins, etc.).
 - 5. Interpersonal skills.

JOB DESCRIPTION

- A. Attend a 2-hour training session in the Fall with district technology staff.
- B. Work with site technology coordinators to provide assistance to site staff with light technical support and training at the client (end-user) level.
- C. Keep informed on new trends and methodologies in instructional technology to share with their colleagues.
- D. Develop and deliver a technology inservice to address an instructional goal once per semester. These inservices may be presented at their own site or another as is appropriate to the topic and instructional goal. Or, alternatively, several members may collaborate on an inservice to be presented at a given site.
- E. All Technology Advisory Team members will attend all scheduled meetings - as arranged by the Chief Information Officer. Meetings will begin in August and end in May.

STIPEND: \$1,050 yearly stipend

Vail School District #20

**Application Process for District Coding/Computer Science Advisory Team
One Team Member each for K-5, 6-8, and 9-12
2017-2018**

PROCESS

- A. Interested applicants should submit a letter of interest/qualifications to the site principal and to the Director of Technology.
- B. The purpose of the District Coding/Computer Science Advisory Team is to help develop, implement and promote coding, computer science, and STEM activities across the District.
- C. The administration will take the following qualifications into consideration:
 - 1. Current Vail School District certified employee.
 - 2. Interest and experience in specialty areas.
 - 3. Effective organization and time management skills.
 - 4. Effective written and verbal communication skills.

JOB DESCRIPTION

- A. The District Coding/Computer Science Team Members will:
 - 1. Participate in, and help lead, Coding Cohort group meetings (monthly).
 - 2. Lead in District's Computer Science Education Week/Week of Code initiatives.
 - 3. Help to organize and coordinate Coding and Computer Science activities at Vail Pride Day.
 - 4. Assist in the development of curriculum, lessons, activities, and resources for assigned grades.
 - 5. Be available as a resource for schools within assigned grades.
 - 6. Assist in the planning and execution of district-wide Coding/Computer Science/STEM night.

STIPEND: \$1,050 yearly stipend

Vail School District #20

**Application Process for District Science Fair Coordinator
2017-2018**

PROCESS

- A. Interested applicants should submit a letter of interest/qualifications to the site principal and to the Deputy Superintendent of Teaching and Learning.
- B. The purpose of the District Science Fair Coordinator is to coordinate the Vail Pride Day Science Fair and facilitate Site Science Fair Coordinators.
- C. The administration will take the following qualifications into consideration:
 - 1. Current Vail School District certified employee.
 - 2. Interest and experience in science.
 - 3. Effective organization and time management skills.
 - 4. Effective written and verbal communication skills.

JOB DESCRIPTION

- A. The District Science Fair Coordinator will:
 - 1. Meet with Science Fair Site Coordinators to facilitate and provide continuity of individual school Science Showcases.
 - 2. Provide training for Science Showcase Site Coordinators as to their students' projects relationship to SARSEF.
 - 3. Communicate to teachers, students, and parents the rules and regulations governing the Site Science Showcases.
 - 4. Facilitate a program for projects selected from site showcases to be displayed at Vail Pride Day. The program will include individual interviews with critiques of each project by expert mentors for those projects going on to SARSEF as well as showcasing selected student projects.
 - 5. Assist with registration and logistics of SARSEF.

STIPEND: \$1,260 yearly stipend

Vail School District #20

**Application Process for Site Science Fair Coordinator
2017-2018**

PROCESS

- A. Interested applicants should submit a letter of interest/qualifications to their site principal.
- B. The purpose of the Site Science Fair Coordinator is to coordinate site science fair and assist District Science Fair Coordinator with Vail Pride Day and SARSEF.
- C. The administration will take the following qualifications into consideration:
 - 1. Current Vail School District certified employee.
 - 2. Interest and experience in science.
 - 3. Effective organization and time management skills.
 - 4. Effective written and verbal communication skills.

JOB DESCRIPTION

- A. The Site Science Fair Coordinator will:
 - 1. Attend science fair committee meetings.
 - 2. Disseminate information to teachers.
 - 3. Prepare information and materials.
 - 4. Assist with Awards Ceremony (Vail Pride Day).
 - 5. Communication to teachers, students, and parents.
 - 6. Organize and promote Site Science Fair.
 - 7. Coordinate judges for the Site Science Fair.
 - 8. Awards assembly at site.
 - 9. Facilitate Site Science Fair Committee.
 - 10. Assist District Science Fair Coordinator with SARSEF.
 - 11. Provide support for classroom teachers.
 - 12. Organize projects going to District Fair (Vail Pride Day).

STIPEND:

50-99 minimum projects	\$630 yearly stipend
100-149	\$840 yearly stipend
150+	\$1,050 yearly stipend

Vail School District #20

**Application Process for District K-8 Music, P.E. and Art Coordinator
2017-2018**

PROCESS

- A. Interested applicants should submit a letter of interest/qualifications to the site principal and to the Deputy Superintendent of Teaching and Learning.
- B. The purpose of the District K-8 P.E. Coordinator is to coordinate physical education curriculum, P.E. teachers, and District Physical Education activities.
- C. The purpose of the District K-8 Art Coordinator is to coordinate art curriculum, art teachers, and District art activities.
- D. The purpose of the District K-8 Music Coordinator is to coordinate music curriculum, music teachers, and District music activities.
- E. The administration will take the following qualifications into consideration:
 - 5. Current Vail School District certified employee.
 - 6. Interest and experience in specialty areas.
 - 7. Effective organization and time management skills.
 - 8. Effective written and verbal communication skills.

JOB DESCRIPTION

- A. The K-8 P.E. Music and Art Coordinator will:
 - 7. Organize and facilitate a minimum of four specialty area meetings each school year.
 - 8. Organize and coordinate schools for Vail Pride Day.
 - 9. Organize specialty areas in-services.
 - 10. Coordinator will attend Vail Pride Day.

STIPEND: \$630 yearly stipend

Vail School District #20

**Application Process for District High School Music, P.E. and Art Coordinator
2017-2018**

PROCESS

- A. Interested applicants should submit a letter of interest/qualifications to the site principal and to the Deputy Superintendent of Teaching and Learning.
- B. The purpose of the District High School P.E. Coordinator is to coordinate physical education curriculum, P.E. teachers, and District Physical Education activities.
- C. The purpose of the District High School Art Coordinator is to coordinate art curriculum, art teachers, and District art activities.
- D. The purpose of the District High School Music Coordinator is to coordinate music curriculum, music teachers, and District music activities.
- E. The administration will take the following qualifications into consideration:
 - 1. Current Vail School District certified employee.
 - 2. Interest and experience in specialty areas.
 - 3. Effective organization and time management skills.
 - 4. Effective written and verbal communication skills.

JOB DESCRIPTION

- A. The High School P.E. Music and Art Coordinator will:
 - 1. Organize and facilitate a minimum of four specialty area meetings each school year.
 - 2. Organize and coordinate schools for Vail Pride Day.
 - 3. Organize specialty areas inservices.
 - 4. Coordinator will attend Vail Pride Day.

STIPEND: \$630 yearly stipend

Vail School District #20

**Application Process for District Math Bowl Coordinator
2017-2018**

PROCESS

- A. Interested applicants should submit a letter of interest/qualifications to their site principal and Deputy Superintendent of Teaching and Learning.
- B. The purpose of the District Bowl Coordinator is to coordinate the Vail Pride Day Math Counts competition and facilitate the Math Bowl site coaches.
- C. The administration will take the following qualifications into consideration:
 - 1. Current Vail School District certified employee.
 - 2. Interest and teaching experience in mathematics.
 - 3. Effective organization and time management skills.
 - 4. Effective written and verbal communication skills.

JOB DESCRIPTION

- A. The District Math Bowl Coordinator will:
 - 1. Coordinate Math Bowl for grades 4th through 12th.
 - 2. Develop the criteria by which teams are formed and rules and regulations for competing.
 - 3. Meet with Math Bowl site coaches and provide mentoring.
 - 4. Develop a district Math Bowl competition with teams from each school and by each grade level to be held at Vail Pride Day.
 - 5. Coordinator will attend Vail Pride Day and Vail Pride Day awards ceremony.
 - 6. Communicate the program to teachers, students, and parents.

STIPEND: \$630 yearly stipend

**Application Process for ELP District Coordinator
2017-2018**

PROCESS

- A. Interested applicants should submit a letter of interest/qualifications to the site principal and Associate Superintendent.
- B. The purpose of the District ELP Coordinator is to coordinate the gifted education curriculum, help ensure compliance with state gifted requirements, and coordinate any needed district-wide gifted/ELP activities.
- C. The administration will take the following into consideration:
 - 1. Current Vail School District Certified Gifted Education Teacher
 - 2. Interest and experience in gifted education
 - 3. Effective organization and time management skills
 - 4. Effective written and verbal communication skills

JOB DESCRIPTION

- A. The District ELP Coordinator will:
 - 1. Organize and facilitate a minimum of four ELP meetings each year.
 - 2. Organize and coordinate ELP participation in Vail Pride Day.
 - 3. Work with Associate Superintendent to ensure compliance with state gifted requirements.
 - 4. Organize ELP staff training and inservice.

STIPEND: \$630 yearly stipend

Vail School District No. 20

Application Process for Site PBIS Core Team Leader 2017-2018

PROCESS

- A. Interested applicants should submit a letter of interest/qualifications to the site principal.
- B. Each applicant for a Site PBIS (Positive Behavior Intervention Supports) Core Team Leader position will be given the opportunity to meet with the principal to discuss interest, experience and qualifications.
- C. Each applicant may be interviewed by a committee. The administration will take the following qualifications into consideration when making PBIS Core Team Leader assignments:
 - 1. Two or more years experience as a participant in a VUSD Site PBIS Core Team,
and/or
 - 2. Extensive working knowledge of PBIS as an evidence-based practice to address universal, targeted and specific student behaviors.
 - 3. Communication skills with site staff; possess good interpersonal skills and flexibility.

JOB DESCRIPTION

- A. The Site PBIS Core Team Leader will:
 - 1. Assist in recruiting a site PBIS Core Team.
 - 2. Schedule a minimum of 5 PBIS Core Team site meetings during the regular school year.
 - 3. With the Site PBIS Core Team, use site data to identify areas for improvement and create an Action Plan to implement PBIS strategies.
 - 4. With the Site PBIS Core Team, assist in informing staff and parents about PBIS, obtain staff consensus on PBIS strategies and mentor new teachers to so they can become familiar with PBIS.
 - 5. Attend the 6 (six) scheduled District-wide PBIS (Vail Cares Cadre) meetings and participate in the Vail CARES Cadre sub-committee work.
 - 6. Assist in conducting the Vail Cares Cadre annual PSA (Protective School Assessment) and Student Climate Survey at your site.
 - 7. Perform other duties as assigned by site principal.
- B. The Site PBIS Core Team Leader is responsible for scheduling these duties during his/her non-teaching/working time.
- C. The PBIS Core Team Leader position is directly responsible to the site principal.

STIPEND: \$750 yearly stipend

EDUCATION ENRICHMENT PLAN (EEP) PROGRAM PACKET
2017-2018

The Education Enrichment Plan (EEP) Program offers teachers the opportunity to enrich the regular curriculum by designing and implementing unique programs for Vail students. Teachers who participate in EEP write “enrichment plans” for programs they wish to implement. Based on a team’s evaluation, the District provides compensation to teachers whose plans demonstrate excellence, creativity, leadership, and commitment beyond regular responsibilities.

I. EDUCATION ENRICHMENT PLAN (EEP) GUIDELINES

The following guidelines will be used for evaluating and approving EEP performance plans:

- A. The plan must demonstrate excellence or commitment beyond what is normally expected or inherent in the responsibilities of a teacher in the Vail School District.
- B. Enrichment plans must be discussed with the principal (prior to writing the plan) in order to clarify goals and to determine if the plan meets the standard referenced above.
- C. It is essential that plans very clearly communicate all activities that will take place during the school year.
- D. Enrichment plans must show evidence of **DIRECT BENEFIT TO STUDENTS**. Teacher training or education may be part of a plan, but the plan must focus on the application of the training, not the training itself.
- E. It is important to note that although the amount of additional teacher time spent on a project is a major factor in the evaluation process, enrichment plans are not intended to be an hour-by-hour compensation plan.
- F. Teachers may submit more than one enrichment plan.
- G. One EEP plan may be submitted by a first year teacher to the district if they have at least three years of previous teaching experience and approval by the site principal.
- H. A teacher with two to five year's experience with the District is **limited to 20 points total**. Teachers with more than five years of experience with the District are **limited to 24 points total**.
- I. Teachers may submit a group plan. The following conditions apply if more than one person is working on one plan:
 - 1. Group members must submit one plan. One score will be given to the plan. Points will be divided equally amongst the various participants.
 - 2. Individual plans submitted for the same activity must have distinctly different tasks and/or assignment of hours to be worked in order to be considered as an individual plan instead part of a group plan.
- J. Review the EEP Criteria Scoring Sheet.
- K. Remediation and tutoring activities are not eligible for Education Enrichment Plans. Homework clubs are eligible for Education Enrichment Plan.
- L. Enrichment plans must run from the first day students report to school through the last day students attend school so June hours are not to be included.
- M. Athletic enrichment plans are for activities outside of the normal athletic season – will not overlap with coaching duties paid through a stipend (i.e. off-season conditioning would qualify for EEP).

II. APPLICATION PROCEDURE

- A. Mandatory watching and listening to the podcast. The online submission will require that you date and time stamp that you listened to the podcast.
- B. Develop your idea and review with principal. Meet with principal/assistant if this is your first plan or if you would like feedback and guidance. **The principal must be consulted with the idea prior to submitting the plan.**
- C. Ensure that resources and approvals necessary for completing the plan are available. (Some examples: if a plan calls for weekly classroom visits by the Governor, it is necessary to make sure the Governor is willing to accommodate you; if a plan calls for \$5,000 worth of supplies and materials, it is necessary to make sure the expenditure has been approved in the budget or that there is an extremely viable plan for raising the money.)
- D. Submit the EEP document online. The plan will be assigned a number. The plan will be read by the principal, and if approved will be reviewed by the site council.
- E. If a plan is approved, weigh the evaluation score (compensation level) against the amount of work and decide to do, or not do, the plan.
- F. If the decision is to do the plan, complete the commitment form, and then carry the plan out.
- G. When the plan's activities and evaluations are complete, submit online evaluation to the principal. There will be a mid-year and end of the year summary required, which will be available online.

III. EVALUATION OF PLAN

- A. Submitted plans will be evaluated by a committee comprised of teacher representatives (one K-5, one 6-8, and one high school), a principal (one K-5, one 6-8, and one high school) and a Board member. The teacher representative must be selected by the Vail teaching staff. The K-5 representative will only evaluate plans submitted by K-5 teachers, the 6-8 representative will only evaluate plans submitted by 6-8 teachers, and the high school representative will only evaluate plans submitted by high school teachers. The principals must be currently employed by the Vail School District and appointed by the superintendent. The Board member must be a member of the Vail Governing Board and appointed by the Board.
- B. Plans will be scored as per the criteria on the "Education Enrichment Plan Evaluation Rubric Form." This form is included in this EEP document.**
- C. Plans will be evaluated using a consensus process. The procedure for scoring each plan will be as follows:
 - 1. Scores from each evaluator will be posted individually.
 - 2. If there is a significant difference between the ratings on any of the specific criteria, a discussion is held until individual members adjust their scores to fall within an acceptable variance.

Maximum Value	Acceptable Variance
5	1
15	2
20	3
35	5

- 3. Revised scores from all committee members are averaged.

4. **If the total score for “Additional Time” and “Overall Impact” is from 0-32, all other values will be reduced by .75; if from 33-39, all other values will be reduced by .40 and if 40-55, the plan will receive full value.**
5. Averaged scores are totaled.
6. Total score is divided by 5 and rounded to the nearest whole number to arrive at the number of points to be awarded for the Plan.

Note: A plan must achieve a minimum evaluation score of at least “25” in order to be approved.

IV. AVERAGED PLANS

- A. If an applicant is submitting a plan that previously has been approved for two consecutive years, the teacher may choose to receive the average compensation of the last two years the plan was evaluated. The teacher will provide the scores from the previous two years.
- B. This option can be chosen only if the plan remains essentially the same. This option is only available for a *maximum of two years* and is only offered at the time the plan is submitted.

V. APPEAL PROCEDURE

- A. A teacher who is not satisfied with the evaluation of his/her enrichment plan or with the decision of the principal regarding the completion of the plan, may appeal as follows:

Level One: Request a meeting of the evaluation committee to verbally present evidence regarding the plan or parts of the plan. A level one appeal must be requested within 5 school days after a teacher receives evaluation results.

Level Two: If a teacher is not satisfied with the results of level one, he/she may submit a written appeal to the superintendent. A level two appeal must be submitted within 5 school days after a teacher is given written notice of his/her level one appeal.

VI. COMPENSATION METHODS

- A. Personal Benefit Points - Teachers are compensated (both monetarily and non-monetarily) for their efforts by earning points. **Education Enrichment Plan (EEP) plans may receive between 3 and 20 points.** The value for each point redeemed for personal benefit is one hundred and twenty dollars (\$120). Teachers can redeem Personal Benefit Points through the following means:
 1. Financial compensation (added to paycheck).
- B. Vail Value Voucher - Teachers may also choose to place points in a “Vail Value Voucher.” Voucher Points must be redeemed for items that will have a direct or indirect benefit to students at Vail School. The value of each Vail Value Voucher point is one hundred and eighty dollars (\$180). Voucher Points may be redeemed for any of the following items:
 1. Tuition for approved education classes that start in current fiscal year.*
 2. Funding for approved state or national educational conferences and workshops (travel, lodging, per diem, etc.).
 3. Purchase of classroom supplies, student rewards, or services. (District retains ownership.) Audit requirements make it necessary to eliminate any of the following purchases by Vail Vouchers: apparel, iPods, iPads, laptops or notebook computers, desk top computers, projectors, computer games or software, furniture, flash drives, portable or exterior hard drives, digital cameras, or other electronic equipment.

4. Membership dues in approved professional organizations. Vail Vouchers may not be used for teacher certificate fees, tests required for certificate subject/professional knowledge or approved area, or renewal fees for teacher certification.
5. Subscriptions to educational publications, which remain property of the District.
6. Costs associated with National Board Certification.
7. Staff or student travel costs for approved student or staff travel.

*Teachers are required to pay the class costs up front and be reimbursed with proof of payment.

- C. Any decision to choose Voucher Points must be made when the letter of agreement is signed by the teacher prior to the implementation of the plan.
- D. The use of Voucher Points is an irrevocable prospective choice for the remainder of the school year. Voucher points cannot be changed back to regular financed compensation. Voucher points cannot be carried forward to the next school year.**

VII. FUNDING OF PLANS

Each year the Governing Board determines a specific amount of “301” and regular “maintenance and operations” money to be used to fund Incentive plans. Leadership and Home Visit Plans are funded first. Remaining funds are used to cover the costs of Educational Enrichment plans. If the District does not have sufficient funds for all EEP plans, the following procedure will be used to determine which plans are funded:

- A. Only one plan per teacher (single plans) will be funded. After the scoring of all the plans, a teacher who has submitted more than one approved plan can select which plan will be funded.
- B. All plans will be ranked according to the total score in the areas of “Relationship to District Guiding Principles,” “Student Achievement.” and “Overall Impact and Value.”
- C. If there are insufficient funds to cover a single plan for every teacher, single plans per teacher will be funded as per ranking described in #2 above.
- D. If there are sufficient funds to cover a single plan for each teacher, but not enough funds to cover all of the second plans, the second plans will be funded as per the ranking described in #2 above.

VIII. TIMING OF FINANCIAL COMPENSATION

- A. Upon certification from the principal that satisfactory progress is being made, a 50% payment will be provided to teachers by December 31. If a plan or duties have been completed prior to November 3, teachers may request full payment by December 31. Upon certification from the principal that the project or duties are complete, the remaining 50% will be paid to teachers by the end of June. A mid-year status form of a short narrative detailing progress or completion of plan is to be submitted to the principal by November 3, 2017.

IX. CONTRACT OBLIGATION

- A. Agreement by a teacher to participate in any component of the Plan constitutes a contractual agreement with the District. Release from this contract requires approval by the Governing Board.

X. TIMELINE

- | | |
|------------------|---|
| Monday, April 24 | Deadline for teachers to select a representative for the evaluation committee for the 2017-2018 school year. |
| Monday, April 24 | Online submission of the plan needs to be made by 11:59 p.m. A confirmation email will be sent to the teacher once the submission is completed. |

May	Plans approved by site council.
June	Committee evaluates plans.
July	Approval of plans by Governing Board.
Friday, August 4	Form indicating how points are to be spent is returned.
Friday, August 11	First year teachers must submit online plan by 11:59 p.m. Eligible first year teachers must have a minimum of three years of prior teaching experience.
Friday, Nov. 3	The Mid-Year Status Report must be submitted by Friday, November 3 to the EEP online system. If satisfactory progress is being made on the primary education enrichment plan or duties, and the teacher has chosen direct financial compensation, 50% payment is made to the teacher (if the plan or duties have been completed, teachers may request full payment) by December 31.
Friday, May 4	The End of the Year Status Report must be completed to the EEP online system by Friday, May 4 to receive financial compensation by the end of June.

All necessary forms are available online.

**Education Enrichment Plan — Evaluation Form
2017-2018**

Plan # _____

EEP Committee members read the plan to determine answers to the following questions:

1. Does the plan meet the standard of being “above and beyond what is normally expected or inherent in the responsibilities of a teacher in the Vail School District.”
2. Is the plan clear enough to be understood and evaluated?

If the committee agrees that the answer to either of these questions is negative, the plan will not be scored.

Rate the plan according to the following criteria:

Your score	Maximum possible	Criteria
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____ **35 Plan Goals & Activities**

- Plan overview
- Plan goals
- (Your score will be reflective of the activities listed)

____ **3 Appropriateness of Activities and Timelines to the Goal**

- Are goals appropriate for the curriculum of the targeted grade and age level?
- Do the activities apply to the goals?

____ **3 Creativity and Innovation**

- How will the activities expand and/or enhance the curriculum beyond regular classroom duties?
- How do you plan to create interest and motivation with students for your plan?

____ **20 Relationship of Plan to Student Achievement**

- **How will your plan impact student achievement?**
- Which academic standards does your plan address?

____ **15 Relationship to District’s Guiding Principles**

- Selection at least three Guiding Principles and describe how each is addressed in your plan.

____ **4 Evaluation of Plan’s Success and Implementation**

- Write a short paragraph on how an observer will know if the plan has been completed and is successful.

____ **20 Overall Impact or Value**

Write a paragraph describing the overall impact or value of your plan. Consider the following in your response:

- What is the “holistic” value of the plan, including social, behavioral, physical performance?
- How will it make a real difference for the school/students?
- How many students will be impacted?
- What will be the impact beyond the school (i.e., community involvement)