

Weld County School District Re-3J Request for Extra-Duty Position



Initial requests for extra-duty positions must be submitted by February 1 to be considered for the following school year. This form is to be completed and submitted when a staff member requests that an extra-duty position be placed on the extra-curricular stipend schedule. Please complete all sections accurately and thoroughly. You may attach additional documentation, if necessary.

Teacher's Name: _____

School: _____

Please describe the position being requested:

If the activity has been led voluntarily in the past, please indicate when it was established and how many years someone has been filling this position.

Please provide detailed information about how many students have (if voluntarily led) or are anticipated to participate in the program, the grade levels of the students involved, the number of hours spent with kids, the number of hours spent preparing for the program, and the activities and responsibilities involved with the position? If there is a need for an assistant advisor, please include that information, as well.

Who is eligible to participate in the program and what requirements are there for the students?

How does this position relate to academic standards and or support the district-approved curriculum?

What value does this program provide for our school and community, as well as the education of our students?

Is this requested position one that would exist at just this school or at multiple schools? Explain.

Suggested placement on the Extra-Duty Stipend Schedule (based on hourly commitment and student participation): _____

Please review this request with the building WCEA Representative and then submit the completed request to your building principal.

Teacher Signature: _____ Date: _____

Signature of WCEA Representative: _____ Date: _____

Principal Signature: _____ Approval/Denial (*circle one*) Date: _____

Reviewed at Superintendent/WCEA Meet and Confer on (date): _____

- Decision and Recommended Placement on Extra-Duty Stipend Schedule: _____

If recommended for approval, date slated for BOE first reading: _____

Superintendent Signature: _____

Signature of WCEA Officer: _____

Presented to School Board (date): _____

Date and Action taken by Board: _____

