

RIVER DELTA UNIFIED SCHOOL DISTRICT

TEACHER IN CHARGE

A site administrator at an Elementary School site may seek site teacher volunteers to perform the duties of a “teacher in charge”. The site administrator has discretion to select one or more teacher(s) from among the volunteers.

JOB DUTIES

The job duties of the position in charge include serving as the acting site administrator, in the absence of the site administrator, and completing other tasks assigned by the site administrator.

For completing these duties, a total base stipend equivalent to 6.7% of Class V/Step 1 of the non-fully credentialed salary schedule will be paid. If only one teacher is assigned the teacher in charge duties, then that individual will be paid the full base stipend. If more than one teacher is assigned to the teacher in charge duties at the school site, then the principal will allocate the stipend and the hours to be worked and duties to be performed. The individuals performing the teacher in charge duties will be required to keep track of time spent on a District variable time counted as two hours for record keeping purposes. All hours logged must be submitted to the site administrator on a biweekly basis. The site administrator will then review and either approve or deny the time submitted. Once the teacher(s) assigned to the teacher in charge duties have worked a total 220 hours in a school year, subsequent hours will be compensated at the rate of \$11.50 per hour for duties performed during the teacher’s regular duty day, and \$23.00 per hour for duties performed outside the teacher’s regular duty day, provided that prior approval to work the hours granted by the site administrator. If more than one teacher is assigned of the teacher in charge duties at a single school site, the 220 base hours will be allocated in proportion to the allocation of the base stipend.