



<b><i>New Summit Charter Academy</i></b>	<b><i>Policies and Procedures</i></b>
Policy Name:	Extra Duty Pay Procedures
Policy Number:	GCCBC-NSCA-R
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Category:	Board
Author:	Executive Director, Compliance Officer
Approval:	NSCA Board of Directors

## Introduction

This document guides New Summit Charter Academy’s approved Extra Duty Pay and Non-athletic Stipend Pay activities, compensation amounts for these activities, and procedures for submitting payment requests for non-athletic sponsors.

## Extra Duty Pay / Non-Athletic Stipend Pay

### Program Requirements

- Extra Duty and Non-athletic stipend pay is limited to the activities and amounts outlined in the chart below. No other activities and/or quantities will be compensated.
- The school principal and business manager must authorize all extra duty activities, and all personnel selected to perform extra duty pay or non-athletic stipend activities.
- Non-athletic stipend pay will be prioritized in the following order: Academic Extra Duty, Non-Academic Clubs, and Non-Academic Coordinator Positions. Any additional proposed stipends will be categorized accordingly.
- All extra duty activities or stipends must be paid within the fiscal year in which the activities are performed.
- All extra duty/stipend pay will be paid on a seasonal or semi-annual basis or upon completion.

### Selection

All interested candidates must apply for the Extra Duty position.

Selection for the Extra Duty and Non-Athletic Stipend positions shall be made only from qualified applicants, regardless of their certification area. If no qualified individuals are available to conduct a needed Extra Duty or Non-Athletic Stipend activity, the principal may provide professional development or training to an interested applicant.

\*All Extra Duty Positions will be reviewed annually and established based on necessity.

### Middle School / Elementary Pay Chart for Non-Athletic Activities

TABLE 1: NSCA NON-ATHLETIC ACTIVITIES DUTY PAYMENT

Extra Duty Position	Extra Duty Job Description	Extra Duty Payment Amount

<p>Activities/Events Coordinator</p>	<p>A School Events and Activities Coordinator is responsible for planning, organizing, and overseeing various events and activities within a school setting. This list includes, but is not limited to, all school assemblies, dances, end-of-year celebrations, award ceremonies, and coordination with middle and elementary school counterparts.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Coordinating logistics, scheduling, and ensuring all necessary resources are available.</li> <li>• Managing budgets for events and activities, ensuring expenses are within allocated limits.</li> <li>• This may involve fundraising efforts to support larger projects.</li> <li>• Manage &amp; approve school clubs.</li> </ul>	<p>\$4,000 (\$2000 paid per semester) *ED Approval</p>
<p>Audio Specialist/ Setup</p>	<p>Staff members will set up sound equipment for required events, including assemblies, training events, and all applicable after-school activities.</p> <p>Other facility rental events may require audio setup as well.</p>	<p>\$500 *Paid out in May *ED Approval</p>
<p>NJHS Sponsor</p>	<p>A National Junior Honor Society (NJHS) sponsor is a faculty or staff member responsible for overseeing and guiding the activities of the NJHS chapter within the school. The NJHS program recognizes and promotes academic achievement, leadership, service, character, and citizenship among middle school students.</p> <p>Sponsor responsibilities:</p> <ul style="list-style-type: none"> <li>• Running the induction ceremony for new member students.</li> <li>• Supervising student meetings.</li> <li>• Supporting in-service projects.</li> <li>• Act as the primary point of contact for the Society.</li> </ul>	<p>\$1500 *Paid out in May *ED Approval</p>
<p>Middle School Team Lead (School Year)</p>	<ul style="list-style-type: none"> <li>• A highly effective teacher who leads a team of teachers at their grade level.</li> <li>• The teacher understands the best practices of high-quality instruction and builds the team</li> </ul>	<p>\$1000 *Paid out in May *Principal Approval</p>

	<p>members' capacity through conversations, observations, and coaching.</p> <ul style="list-style-type: none"> <li>• Act as a liaison between teachers and administration during lead teacher meetings, giving the teachers a voice and allowing them to contribute to the middle school's future planning.</li> <li>• Running team meetings to update teachers on what is happening within the school, grade level, and with students.</li> <li>• Leads also support and moderate PLCs.</li> <li>• Taking on special projects within the school or leading professional development with the staff.</li> <li>• Promotes team motivation and morale, including goal setting for the team.</li> </ul>	
<p>Electives/Specials Team Lead (School Year)</p>	<ul style="list-style-type: none"> <li>• A highly effective teacher who leads a team of teachers at the elective level.</li> <li>• The teacher understands the best practices of high-quality instruction and builds the team members' capacity through conversations, observations, and coaching.</li> <li>• Act as a liaison between teachers and administration during lead teacher meetings, giving the teachers a voice and allowing them to contribute to the middle school's future planning.</li> <li>• Running team meetings to update teachers on what is happening within the school, grade level, and with students. Leads also support and moderate PLCs.</li> <li>• Taking on special projects within the school or leading professional development with the staff.</li> <li>• Promotes team motivation and morale, including goal setting for the team.</li> </ul>	<p>\$1000 *Paid out in May *Principal Approval</p>
<p>Middle School Elective class</p>	<ul style="list-style-type: none"> <li>• For a teacher who teaches 1 elective course during the year and does not have a planned time during the elective day.</li> <li>• Staff members must be committed to teaching the elective for the whole school year.</li> </ul>	<p>\$3,000 Annual 50% in Dec 50% in May *Principal Approval</p>

<p>K - 5th Grade Level Team Lead (School Year)</p>	<ul style="list-style-type: none"> <li>• A highly effective teacher who leads a team of teachers at their grade level.</li> <li>• The teacher understands the best practices of high-quality instruction and builds the team members' capacity through conversations, observations, and coaching.</li> <li>• Act as a liaison between teachers and administration during lead-teacher meetings, giving the teachers a voice and allowing them to contribute to the elementary school's future planning.</li> <li>• Running team meetings to update teachers on what is happening within the school, grade level, and with students.</li> <li>• Leads also support and moderate PLCs.</li> <li>• Taking on special projects within the school or leading professional development with the staff.</li> <li>• Promotes team motivation and morale, including goal setting for the team.</li> <li>• Promotes team motivation and morale, including goal setting for the team.</li> </ul>	<p>\$1000 *Paid in May *Principal Approval</p>
<p>Teacher Assistant Team Lead (School Year)</p>	<ul style="list-style-type: none"> <li>• A highly effective teacher assistant who leads the team of T/A's.</li> <li>• They will be a central point of contact for all communication and schedule changes/needs.</li> </ul>	<p>\$500 *Paid in May *Principal Approval</p>
<p>After School Clubs (quarterly/semester time frame)</p>	<ul style="list-style-type: none"> <li>• This staff member is responsible for collaborating, organizing, scheduling, and managing the selected after-school club.</li> <li>• No more than two staff members per club will be paid. (1 Staff member/18 Students)</li> <li>• Additional staff members may be approved by the principal only.</li> </ul>	<p>\$500 *Dependent upon the number of participants *Principal Approval</p>
<p>Process Champions (yearly position)</p>	<ul style="list-style-type: none"> <li>• Process Champions understand that the Capturing Kids' Hearts Process is a way of life, not simply a tool to use at school. By constantly modeling the Capturing Kids' Hearts Process (Capturing Kids' Hearts EXCEL Model™, Social Contract, affirmations, listening, asking for feedback), other</li> </ul>	<p>\$500 *Paid in May *Principal Approval</p>

	<p>staff members see the positive change and are influenced to embrace personal growth.</p> <ul style="list-style-type: none"> <li>• Process Champions understand that all responsibilities previously outlined for teachers must be modeled by the Process Champion first.</li> <li>• Be a leader!</li> <li>• This team consists of a maximum of 8 members.</li> </ul>	
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## Extra Duty Pay / Athletic Stipend Pay

### Program Requirements

- Coaching stipends are limited to the activities and amounts outlined in the chart below. No other activities and/or amounts will be compensated.
- The school principal and business manager must authorize all athletic activities and all personnel selected as coaches.
- Coaching stipends will be prioritized in the following order: Interscholastic, Intermural, and Club. Any additional proposed stipends will be categorized accordingly.
- All extra duty activities or stipends must be paid within the fiscal year in which the activities are performed.
- All extra duty/stipend pay will be paid on a seasonal or semi-annual basis or upon completion of the season.

### Selection

All interested candidates must apply for the athletic coaching positions. Viable candidates will be interviewed. Selected candidates will be hired as employees of the NSCA and subject to all the compulsory paperwork and background checks. Selected candidates will attend a training session with the athletic director to review policies, procedures, and expectations regarding NSCA sports. The athletic coaching positions will be chosen only from qualified applicants, regardless of their certification area.

\*All Extra Duty Positions will be reviewed annually and established based on necessity.

### Middle School / Elementary Pay Chart for Athletic Coaches.

Interscholastic coaches	<ul style="list-style-type: none"> <li>• The Head Coach is responsible for coaching and managing assistant coaches and team managers and maintaining team culture for all practices, games, and other team activities. These expectations extend to all team interactions within the NSCA facility and at "away" games.</li> <li>• No more than two coaches per sport will be paid.</li> </ul>	<p>A-Team: \$1000 per coach per season.  B-C-Teams: \$850 per coach per season.  This will always be dependent upon the number of participants</p>
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	<ul style="list-style-type: none"> <li>Additional unpaid coaches may be approved by the principal only.</li> </ul>	and season length.
Intermural / Elementary sports coaches	<ul style="list-style-type: none"> <li>The Head Coach is responsible for coaching and managing assistant coaches and team managers and maintaining team culture for all practices, games, and other team activities. These expectations extend to all team interactions within the NSCA facility.</li> <li>No more than two coaches per sport will be paid.</li> <li>Additional staff members may be approved by the principal only.</li> </ul>	\$500 per coach per season. This will always be dependent upon the number of participants and season length.
Sports camps	<ul style="list-style-type: none"> <li>Sports camps will be scheduled during off-times at NSCA (summer, breaks, etc.).</li> <li>No more than two coaches per sport will be paid pending the number of enrolled participants.</li> </ul>	\$250 per coach per camp. This will always be dependent upon the number of participants and season length.

### Revision History

Date	Revision Details	Revised By
5/20/2019	Creation	Board, Executive Director
10/09/2024	Revised	Board, Executive Director
05/07/2025	Revised	Board, Executive Director
12/17/2025	Revised	Board, Executive Director