

## **Appendix P - Agreement on Teachers On Assignment**

The parties have agreed to the following:

1. The work year for full-time District-Based Teacher on Special Assignment (TSA) will be 194 flex days per year (July - June). Site-based TSAs will follow the work year of a classroom teacher. District-based TSAs will be placed on the regular certificated salary schedule and will receive up to ten (10) days additional compensation at the TSA's per diem rate as a stipend. Site-based TSAs will be placed on the regular certificated salary schedule.
2. Any teachers selected for a full-time TSA will have a right to return to a similar position in the District as the one he/she held prior to the selection.
3. When any full-time TSA position becomes available in the District, such position will be posted district-wide for a minimum period of five working days. If the vacancy occurs during the summer months, an e-mail will include a brief description of the job, information on how to apply, and to whom the application should be addressed. At the conclusion of the application period for District-based TSA positions, Human Resources will be responsible to collect all applications submitted, based on the instructions given, and will coordinate the interview process. At the conclusion of the application period for site-based TSA positions, site administration will collect all applications submitted, based upon the instructions given, and will coordinate the interview process.
4. For a District-based TSA position, an interview panel will be formed consisting of two (2) members representing the District. The panel will determine if classroom visitations are necessary. The panel will be responsible to review and verify references and conduct interviews. The panel will then submit the name of the finalist to the Associate Superintendent of Instructional Services for final selection.
5. A full time District or sited-based Teacher on Special Assignment will be for three (3) years based on funding availability and the needs of the District. An evaluation of each Teacher on Special Assignment will be conducted every year to determine if the teacher selected should

continue in such position. The appropriate evaluation guides found in Appendix I will be used to evaluate a Teacher on Special Assignment. Full time Teachers on Special Assignment shall not serve more than two (2) terms or six (6) years. Upon the completion of serving two (2) terms or six (6) years as a full time Teacher on Special Assignment, the teacher shall return to the classroom for at least two years before applying for another full-time Teacher on Special Assignment opening.

- a. In a situation where a qualified applicant cannot be identified, the District may request the incumbent to continue on a year to year basis, provided the District demonstrates a good faith effort of seeking a replacement and evidence of building capacity. The SVFT President or designee shall be included in the pre-interview process with the Assistant Superintendent for Human Resources.
6. The term for a partial TSA will be three (3) years based upon funding availability and the needs of the District. To qualify as a partial TSA, the TSA must teach a minimum of two (2) sections. A partial TSA shall not serve more than three (3) terms of nine (9) years consecutively.