

**Mill Valley School District  
Certificated Stipends**

<b>Stipend Title &amp; Description</b>	<b>Notice of Interest Due Date</b>	<b>Stipend Request Due Date</b>	<b>Stipend Pay Date</b>
<b>K-8 TEACHER LEADER</b>			
Assists the district in developing professional development plans. Facilitates grade level/department (K-8) meetings in which the agenda is teacher driven. Facilitates grade level/department (K-8) professional development, where teams of teachers collaborate and share instructional strategies on predetermined topics in curriculum and instruction, technology, etc. Facilitates conversations/planning regarding assessments and implementation of progress reports (K-5)/report cards (6-8).	Spring of prior year	May 1	June
<b>OUTDOOR ED</b>			
Attends an annual overnight fifth grade trip to such programs as Walker Creek and the Headlands Institute, per Board Administrative Regulation 615(c). Stipend is for the overnight component of the trip.	N/A	End of Program	Following month pay period
<b>MS DEPT HEAD</b>			
Facilitates monthly site department meetings. Organizes and manages textbook orders and other content specific needs such as maps, calculators, lab equipment, art materials, etc. Attends monthly Department Chair meeting with site administrators. Acts as liaison between administration and teachers.	on/before Sept. 10	May 1	June
<b>MS GRADUATION COORDINATOR</b>			
Works closely with parents to plan and organize 8th grade end of year trip, graduation day activities, graduation rehearsals and ceremony.	on/before Sept. 10	End of Program	Following month pay period
<b>ELEMENTARY SCHOOL GRADUATION</b>			
Under direction of site principal. Organize and facilitate 5th grade promotion should the site hold one. Develop and rehearse student promotion speeches. Communicate promotion set-up specifics with parents and all stakeholders such as audio/visual components, slide show and reception. Coordinate with specialist teachers for music and other needs. Any other duties that are part of the school's promotion traditions.	Prior to May 1	End of Program	June
<b>PRIVATE SCHOOL RECOMMENDATION LETTERS</b>			
This stipend is paid to teachers who are asked to write letters of recommendation for students applying to private school. This stipend is paid per letter.	Not Applicable	Upon completion of letter	Following month pay period
<b>ELEMENTARY CONFLICT MANAGER SUPERVISION</b>			
Oversees conflict management program throughout the year.	on/before Sept. 10	May 1	June

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<b>ADVISOR TO STUDENT COUNCIL</b>			
Takes charge of Elementary Student Council member selection and meets regularly with the Student Council, at least twice monthly, throughout the year.	on/before Sept. 10	May 1	June
<b>SCHOOL SITE COUNCIL MEMBER</b>			
Under direction of site principal. Attend and participate in School Site Council meetings. See contract Article 10.12.2.	on/before Sept. 10	May 1	June
<b>ELEMENTARY TEAM LEADERSHIP MEMBER</b>			
Under direction of site principal. Works with principal on school initiatives to create shared decision making in the best interest of students in the area of curriculum, assessment and instruction. Assists with data analysis of student outcomes. Discuss and work on solutions to staff/grade level concerns.	on/before Sept. 10	May 1	June
<b>TECH SUPPORT TEACHER (1 PER SITE)</b>			
Under direction of site principal. Provide tech support or advice when requested by teaching staff for a variety of tech issues which may need immediate attention. Coordinate with district site technician if needed.	on/before Sept. 10	May 1	June
<b>ELEMENTARY TEACHER PRINCIPAL OF THE DAY (1 PER SITE)</b>			
Under direction of the site principal, serves as the Principal on call when the Principal is away from the school site during the school day. The teacher, acting as Principal of the Day, will remain in their classroom performing their regular duties, but will be the point person for the school site in case of an emergency. The teacher does not serve as a substitute principal.	on/before Sept. 10	May 1	June
<b>STIPENDS TO BE FUNDED CONTINGENT UPON RECEIPT OF DONATIONS</b>			
<b>MS WEB COORDINATOR</b>			
The teacher coordinators recruit, train, and facilitate the MVMS WEB leaders to run the 6th grade orientation in August prior to the start of school. The Coordinators organize activities throughout the year such as: lunch with WEB groups, after school social activities, help with 6th grade dance, as well as other events as they come up.	on/before Sept. 10	May 1	June
<b>MS DANCE CHAPERONE</b>			

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Attends the entire dance and is responsible for monitoring student behavior.	on/before Sept. 10	End of Program	Following month pay period
<b>MS DIRECTOR OF MS PLAY (TICKET SALES)</b>			
Is responsible for all aspects of organizing and managing the middle school musical including casting, rehearsals and performances. This position traditionally begins in December and runs until spring break.	Spring - TBD	End of Program	Following month pay period
<b>MS ASSISTANT DIRECTOR OF MS PLAY (TICKET SALES)</b>			
Supports the director in all aspects and works with students to prepare them for performances of school musical.	Spring - TBD	End of Program	Following month pay period
<b>MS YEARBOOK DIRECTOR</b>			
Meets weekly with students to plan, create, and publish the annual MVMS yearbook. Teaches students how to take pictures of school events, clubs, and staff. The coordinator also works with parent volunteers and the yearbook publisher, organizes and tracks sales, and distributes year books at the end of the year.	on/before Sept. 10	May 1	June
<b>MS STUDENT NEWSPAPER COORDINATOR</b>			
Supervises and manages students interested in journalism. Works with students to plan, edit and publish the school newspaper at least several times each year.	on/before Sept. 10	May 1	June
<b>MS INTRAMURALS COACH</b>			
Plans, organizes and coaches student sports activities for grade level competitions each trimester.	Spring - TBD	End of Program	Following month pay period
<b>MS MATHLETES COACH</b>			
Recruits and works with students interested in Mathletes Club and helps prepare them for competitions; organizes drivers to away matches and takes care of permission slips.	on/before Sept. 10	End of Program	Following month pay period
<b>MS COORDINATOR OF AFTER SCHOOL SPORTS</b>			
Recruits athletic coaches, coordinates school rules and reviews behavioral expectations with coaches, organizes referees for home games. Works with Assistant Principal regarding eligibility of student athletes.	on/before Sept. 10	May 1	June
<b>MS MUSICAL - SUPERVISION</b>			

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Attends the entire musical and is responsible for monitoring student behavior.	on/before Sept. 10	End of Program	Following month pay period
<b>MS COACH OF AFTER SCHOOL SPORTS</b>			
Recruits, supervises and coaches student athletes for various sports teams. Works with After School Sports Coordinator to learn school behavioral expectations. Maintains safe and respectful tone at sporting events and practices. Organizes drivers for away events and makes sure all permission slips are completed.	on/before Sept. 10	End of Program	Following month pay period
<b>MS STUDENT LEADERSHIP</b>			
Organizes student government elections, coordinates spirit days with student leaders; meets weekly with leadership club to discuss school issues, fundraisers, community involvement; supports PTSA in putting on dances.	on/before Sept. 10	May 1	June
<b>MS SPELLING BEE COORDINATOR</b>			
Coordinates and works with students interested in Spelling Bee and helps prepare them for competitions. Organizes drivers and prepares permission slips as necessary.	on/before Sept. 10	End of Program	Following month pay period
<b>MS WORLD SAVVY CHALLENGE</b>			
The teacher coordinator(s) recruit and train student interested in the MVMS World Savvy Program. The coordinators assist students to research global issues and create viable solutions to present to the annual World Savvy Festival.	on/before Sept. 10	May 1	June
<b>MS SCHOOL WIDE READ</b>			
Under direction of site principal. January - begin book research. Solicit teacher, student, administrator opinions about book choices. Spring - consult with principal on book finalists, research costs and author availability. Cultivate support among staff for June book selection. August - arrange for author and/or guest speaker visits. Develop optional extension materials and curriculum. Plan and make necessary presentations to staff and PTSA. September/October - manage book distribution, manage alternate bell schedule, manage communications to staff and all other tasks needed to run the All School Read for two weeks. October/November - collect books from students who want to donate them back to send to another school.	on/before Sept. 10	May 1	June

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<b>GREEN TEAM LEADER</b>			
Oversees the “Green Team” program throughout the year.	on/before Sept. 10	May 1	June
<b>ELEMENTARY MAKER SPACE COORDINATOR</b>			
Under direction of site principal. Preparation (ordering, acquiring, and prepping materials). Participate in and facilitate Maker Space student activities. Organize and maintain Maker Space room. Help with Maker Space scheduling.	on/before Sept. 10	May 1	June
<b>MS COMMUNITY SERVICE COORDINATORS</b>			
Under direction of site principal. Work with PTSA, Interact Club, Green Team, Student Council, Site Administration, and interested teachers to research, organize, and deepen community service opportunities for students on and off campus.	on/before Sept. 10	May 1	June
<b>OVERNIGHT FIELD TRIP CHAPERONES</b>			
Under the direction of site principal. Supervise the care and well-being of students. Administer medications to students; prescriptions and as needed. Manage student behavior during overnight hours. Support and manage parent chaperones.	Prior to May 1	May 1	June
<b>MUSIC DIRECTOR OVERNIGHT FIELD TRIPS</b>			
Under direction of site principal. Plan, organize, and supervise middle school students on overnight field trips/tours. Prepare and lead students in rehearsals, workshops, and performances on the trip. Direct chaperones on student supervision throughout the trip.	Prior to May 1	May 1	June

<b>PAR (PEER ASSISTANCE AND REVIEW)</b>			
See Article 16.			
<b>BTSA (INDUCTION) SUPPORT PROVIDER</b>			
See Article 16.8.			
<b>SITE COUNCIL</b>			
See Article 10.11.			