

**LETTER OF UNDERSTANDING BETWEEN
DEARBORN BOARD OF EDUCATION AND DEARBORN FEDERATION OF
TEACHERS**

NON-ATHLETIC EXTRA PAY ASSIGNMENTS

The Dearborn Board of Education (hereinafter referred to as the Board), and the Dearborn Federation of Teachers (hereinafter referred to as the D.F.T.), whereas the above mentioned parties agree as follows:

Although the DFT and the District have different interpretations of the contract language regarding the purpose of extra pay assignments being included in the contract, the District and the DFT agree to the following adjustments to non-athletic extra pay assignments effective for 2019-20 school year through the expiration of the contract in June, 2023. This agreement and adjustments are not precedent setting regarding contract language for extra pay offerings, and without prejudice to the District's position that the assignments are not subject to bargaining.

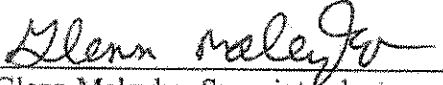
Changes are as follows:

- The High School Athletic Director positions are now administrative positions in the ADSA bargaining unit.
- High School "Intramurals" is changed to High School Weight Training & Conditioning." The stipend for this position is 4% (of the average teacher salary).
- Student Council stipend is 5%.
- 9th Grade Class Sponsor position is added with a 4% stipend.
- 10th Grade Class Sponsor position is added with a 4% stipend.
- 11th Grade Class Sponsor position is added with a 4% stipend.
- 12th Grade Class Sponsor position is added with a 4% stipend.
- Key Club position is added with a 3% stipend.
- Interact position is added with a 3% stipend.
- Social Media position is added with a 3% stipend.
- Middle School Theater is added with a 4.75% stipend.

This agreement is effective through June 30, 2023.

For the Board of Education
Of the School District of the
City of Dearborn

For the Dearborn Federation of Teachers



Dr. Glenn Maleyko, Superintendent



Jane Mazza, DFT President

10-22-19

Date

10-22-19

Date

**DEARBORN PUBLIC SCHOOLS
DEPARTMENT OF HUMAN RESOURCES**

TITLE OF POSITION: STUDENT COUNCIL/HIGH SCHOOL

DIRECTLY RESPONSIBLE TO: Building Principal

EXTRA COMPENSATION: *5.0

LENGTH OF SEASON: September - June

HOURS PER WEEK: An average of three hours after school per week.

NUMBER OF STUDENTS: 25

NUMBER OF DISPLAYS: Minimum of one per month

REQUIRED QUALIFICATIONS:

1. Employee of the Dearborn Public Schools.
2. Possession of a provisional or professional State of Michigan Teacher Certificate.

DESIRABLE QUALIFICATIONS:

1. Ability to relate positively to students, parents, staff and administrators.
2. Interest and experience in student government.
3. Successful experience working with students in settings outside of the traditional classroom.

PRIMARY RESPONSIBILITY:

To provide leadership in the planning, organizing and operation of the student government in the senior high level.

DUTIES AND RESPONSIBILITIES:

1. Guide students in the development and organization of an active student government.
2. Work with students to establish criteria for student participation and encourage student involvement.
3. Guide students in planning and conducting activities for the entire school.
4. Work with the student government to encourage school spirit, pride, and participation in sponsored activities.
5. Encourage students to work together with staff and administrators to develop and achieve school improvement goals.
6. Maintain necessary records, evaluate program and progress of participants and submit a yearly report to the building principal.
7. Coordinate activities with the Mega Conference Student Councils.

Updated 2019

**Rate was reduced by LOA 2019-20*

**DEARBORN PUBLIC SCHOOLS
DEPARTMENT OF HUMAN RESOURCES**

TITLE OF POSITION: SOCIAL MEDIA/HIGH SCHOOL-NEW 2019-20

DIRECTLY RESPONSIBLE TO: Building Principal

EXTRA COMPENSATION: 3.0

LENGTH OF SEASON:

REQUIRED QUALIFICATIONS:

1. Employee of the Dearborn Public Schools.
2. Possession of a provisional or professional State of Michigan Teacher Certificate.
3. Knowledge and experience using a variety of social media platforms

DESIRABLE QUALIFICATIONS:

1. Organizational ability.
2. Ability to relate positively to students, parents, staff and administrators.
3. Successful experience working with students in settings outside of the traditional classroom.

PRIMARY RESPONSIBILITY:

1. Promote and share information about the school using social media platforms that target specific audiences.
2. Work with Communications Office to coordinate school messaging with District efforts.
3. Adhere to all Board policy and guidelines regarding the proper use of social media.
4. Ability to utilize analytic tools provided by social media platforms to track audience participation and use.

DUTIES AND RESPONSIBILITIES:

1. Maintain school news presence on Instagram, Facebook and Twitter.
2. Oversee production on school related YouTube channel as applicable by school.
3. Select and supervise students to work on the above as applicable by school.
4. Coordinate equipment related to above as applicable by school.
5. Monitoring/updating the building website.
6. Promoting the building brand utilizing technology including social media.
7. Any other duties deemed appropriate by the building principal.

***This is a new position and job description is subject to change pending feedback following implementation.*

Updated 10/25/2019

**DEARBORN PUBLIC SCHOOLS
DEPARTMENT OF HUMAN RESOURCES**

TITLE OF POSITION: INTERACT/HIGH SCHOOL-NEW 2019-20

DIRECTLY RESPONSIBLE TO: Building Principal

EXTRA COMPENSATION: 3.0

LENGTH OF SEASON: 10 months

REQUIRED QUALIFICATIONS:

1. Employee of the Dearborn Public Schools.
2. Possession of a provisional or professional State of Michigan Teacher Certificate.

DESIRABLE QUALIFICATIONS:

1. Organizational ability.
2. Ability to relate positively to students, parents, staff and administrators.
3. Successful experience working with students in settings outside of the traditional classroom.
4. Ability to work cooperatively with local, state, and national Rotary Clubs.

PRIMARY RESPONSIBILITY:

To guide students in planning and implementing different fundraisers, community service activities and community enrichment activities.

DUTIES AND RESPONSIBILITIES:

1. Teach students the importance of the Rotary "4 Way Test".
2. Guide students to become better citizens and decision makers.
3. Encourage students to give back to their communities and pay forward the opportunities they have been given.

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Updated 9/19/2019

**DEARBORN PUBLIC SCHOOLS
DEPARTMENT OF HUMAN RESOURCES**

TITLE OF POSITION: WEIGHT TRAINING & CONDITIONING/
HIGH SCHOOL

DIRECTLY RESPONSIBLE TO: Principal and Athletic Director--NEW 2019-20

EXTRA COMPENSATION: 4.00%

LENGTH OF SEASON: Calendar Year July 1 - June 30

REQUIRED QUALIFICATIONS:

1. Employee of the Dearborn Public Schools.
2. Possession of a provisional or permanent State of Michigan Teacher Certificate

DESIRABLE QUALIFICATIONS:

1. Organizational ability.
2. Ability to relate positively to students, parents, staff and administrators.
3. Successful experience working with students in settings outside of the traditional classroom.

PRIMARY RESPONSIBILITY:

1. Supervision of in-season and off-season weight training and conditioning programs for high school student-athletes with a focus on physical and mental preparation, injury prevention, general strength and conditioning, nutrition, and general health and well-being.

DUTIES AND RESPONSIBILITIES:

1. Supervise weight room (and other workout sites) activities at the high school.
2. Coordinate weight room (and other workout sites) usage at the high school.
3. Organize and supervise workouts for student-athletes at the high school level following accepted protocols and standards for weight training and conditioning.
4. Coordinate out-of-season training programs for all teams/sports at the high school.
5. Coordinate (in-season and out-of-season) injury prevention and injury rehabilitation activities with the athletic trainer.
6. Know and follow all MHSAA protocols for in-season and out-of-season conditioning sessions.
7. Coordinate with the building engineer access to the facilities on non-school days or during non-school times if necessary.
8. Keep on file a summary of attendance for athletes attending workouts and a record of specific

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Updated 2019

- workouts that they are doing.
9. Maintain and clean all weight room and workout equipment and store all weight room and workout equipment in the proper place when not in use.
 10. Coordinate with the building custodial staff the routine maintenance of weight room and other workout sites.
 11. Work cooperatively with others to solve problems.

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Updated 2019

**DEARBORN PUBLIC SCHOOLS
DEPARTMENT OF HUMAN RESOURCES**

TITLE OF POSITION: THEATER /MIDDLE SCHOOL-NEW 2019-20

DIRECTLY RESPONSIBLE TO: Building Principal

EXTRA COMPENSATION: 4.75

LENGTH OF SEASON: September to May

REQUIRED QUALIFICATIONS:

1. Employee of the Dearborn Public Schools.
2. Possession of a provisional or professional State of Michigan Teacher Certificate.
3. Meets North Central requirements.
4. JX endorsement required. Significant experience and/or coursework in related fields.
5. Related academic endorsements preferred.

DESIRABLE QUALIFICATIONS:

1. Organizational ability.
2. Certification in English.
3. Course work and/or solid experience in Theater Arts.
4. Experience producing, directing and/or developing musical theatre at the middle school and/or the high school level.
5. Ability to relate positively to students, parents, staff and administrators.
6. Successful experience working with students in settings outside of the traditional classroom.
7. Ability to implement and instruct established Dearborn Public Schools Curriculum. Quality assessment skills.
8. A desire to sustain and own a comprehensive vocal music program that blends technical excellence, a variety of unique performance experiences for students and significant vocal music opportunities for students beyond the school day.
9. A passion for the success of all students.
10. A demonstrated track record of providing differentiated instruction to students.
11. An ability to motivate and academically challenge students.
12. Effective communication skills with both students and adults.

PRIMARY RESPONSIBILITY:

To provide leadership in the selection, planning, direction and presentation of plays, and the theatre

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Updated 9/19/2019

program's place in the overall school community and experience.

DUTIES AND RESPONSIBILITIES:

1. Plan and direct drama activities at the middle school level.
2. Establish criteria for student participation and encourage involvement.
3. Sponsor a student drama club that focuses on theatre activities and meets at least 1 day after school each month
4. Direct and product a minimum of two plays (or a play and a musical) each year, 1 per semester.
5. Work with students in their development of acting skills, knowledge of and about the theatre, and experience in the production of a play.
6. Work professionally with other faculty in the building who may assist with the school theatre program, including but not limited to the performing arts faculty members
7. Select plays which are appropriate to the setting, i.e., age of participants, community mores, etc.
8. Possess the basic production and technical skills for the theatre
9. Arrange for necessary facilities, equipment, tickets, playbill, and advertising.
10. Assume responsibility for maintaining records, including legal contracts and financial sales records.

PHYSICAL REQUIREMENTS:

1. Ability to stand and walk over 60% of the work day in order to supervise students during change of classes and during lunch periods, walk between classrooms to observe instruction and rotate throughout the school complex on a regular basis.
2. Ability to sit up to 40% of the day in meetings, and to sit/stand several times in short periods of time while moving between classrooms and sitting for intervals of instruction.
3. Ability to walk up and down stairs throughout the day, and walk up/down bleachers or other stepped surfaces while supervising students or extracurricular events.
4. Must be able to work up to 12 hours in a day, which includes the full school day and then during after school extra-curricular activities where supervision and involvement is required.
5. Must be physically able to separate or intervene in physical altercations between students in order to guarantee student safety.

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Updated 9/19/2019

**DEARBORN PUBLIC SCHOOLS
DEPARTMENT OF HUMAN RESOURCES**

TITLE OF POSITION: SPONSOR/HIGH SCHOOL-NEW 2019-20

GRADES: Four positions available for 9th, 10th, 11th, and 12th

DIRECTLY RESPONSIBLE TO: Building Principal

EXTRA COMPENSATION: 4.0

LENGTH OF SEASON: September- June (Summer is for Floats in August)

REQUIRED QUALIFICATIONS:

1. Employee of the Dearborn Public Schools.
2. Possession of a provisional or professional State of Michigan Teacher Certificate.

DESIRABLE QUALIFICATIONS:

1. Ability to relate positively to students, parents, staff, parents and administrators.
2. To plan to stay with the class for all 4 years.
3. Ability to be a team player and work well with students, staff, administrators, and parents.
4. Interest and experience in student government.
5. Successful experience working with students in settings outside of the traditional classroom.

PRIMARY RESPONSIBILITY:

Provide leadership in planning, organizing, and operating student government events such as homecoming parade, dances, fundraisers, events to build community. The goal of an adviser is to bring together all parties that are invested increase school culture by creating fundraisers/activities that involve giving back and engaging all students to be active at school events to build the vision and mission of Fordson High School.

DUTIES AND RESPONSIBILITIES:

1. Work as a team member with another staff or teacher.
2. Guide students in the development and organization of an active student government.
3. Hold elections online in May, Freshman in September, and start preparing for Homecoming Parade Floats in August.
4. Hold fundraisers 3-4 a year, if necessary, to put on activities that make students work together with staff and administrators to develop and achieve goals to better the school.

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Updated 9/19/2019

5. Maintain necessary records, evaluate the program and progress of participants and submit a yearly report to the building principal.
6. Stay after school with the student council to meet for planning any events.
7. Be present at all events student council decides to be apart of.
8. Meet for adviser meetings once a month and help build activities for the entire school.

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Updated 9/19/2019

**DEARBORN PUBLIC SCHOOLS
DEPARTMENT OF HUMAN RESOURCES**

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| <u>TITLE OF POSITION:</u> | KEY CLUB/HIGH SCHOOL-NEW 2019-20 |
| <u>DIRECTLY RESPONSIBLE TO:</u> | Building Principal |
| <u>EXTRA COMPENSATION:</u> | 3.0 |
| <u>LENGTH OF SEASON:</u> | 12 months |

REQUIRED QUALIFICATIONS:

1. Employee of the Dearborn Public Schools.
2. Possession of a provisional or professional State of Michigan Teacher Certificate.

DESIRABLE QUALIFICATIONS:

1. Organizational ability.
2. Ability to relate positively to students, parents, staff and administrators.
3. Successful experience working with students in settings outside of the traditional classroom.

PRIMARY RESPONSIBILITY:

Faculty advisor provides counsel, make recommendations, provide information and guide the club members to give careful consideration and deliberation to issues at hand. Faculty advisor helps students develop leadership through Key Club events, roles, interactive training, and services. Also, empower students to become competent, capable and compassionate future leaders. Advisor will help guide students to serve their home, school and community, develop initiative and leadership, provide experience in living and working together and to cooperate with the school principal.

DUTIES AND RESPONSIBILITIES:

1. Make certain all Key Club projects and fundraising activities are acceptable to the school or organization and are in accordance with regulations. •
2. Make certain the Key Club bylaws always comply with school or organization regulations that govern students.
3. Ensure the financial records of the Key Club are kept in accordance with bylaws/standard

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Updated 9/19/2019

procedure for student groups.

4. Advocate for the club and make sure that administration and faculty have an understanding of the Key Club.
5. Attend all regular and board meetings along with Kiwanis meetings that are scheduled.
6. Assist the Key Club in obtaining meeting room space for regularly scheduled club and board meetings.
7. Help recruit members for the club through contacts with other faculty members and students.
8. Encourage proper and adequate publicity for Key Club events in school or organization publications.
9. Seek ideas and suggestions for Key Club service projects from the faculty, administration and other groups.
10. Attend all events hosted by your club after school.
11. Attend Fall Rally, Student Leadership Conference (SLC), etc.
12. Follow the bylaws, due dates, rulings of Key Club International

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