

APPENDIX P – AGREEMENT ON TEACHERS ON SPECIAL ASSIGNMENT

1. The work year for full-time District-Based Teacher or Counselor Special Assignment (TSA) bargaining unit members, hereafter referred to as TSA, shall follow the work year of a classroom bargaining unit member, plus up to an additional ten (10) flex days for up to 194 days per year (July-June). The additional ten (10) flex days shall be scheduled by the supervisor. District-based TSAs shall be placed on the regular certificated salary schedule and shall receive up to the ten (10) days additional compensation at the TSA's per diem rate as a stipend. Site-based TSAs shall follow the work year of a classroom bargaining unit member and shall be placed on the regular certificated salary schedule.
 - a. Upon mutual agreement with their immediate supervisor, a District-based TSA may work up to an additional ten (10) flex days beyond the 194 flex days paid at the TSA's per diem rate. The additional ten (10) flex days shall be scheduled by the supervisor.
 - b. No full-time TSA shall receive a preparation period, as preparation periods are for classroom teaching bargaining unit members to prepare for students assigned to course sections.
2. Any bargaining unit members selected for a full-time TSA shall have a right to return to a similar position in the District as the one they held prior to the selection.
3. When any full-time TSA position becomes available in the District, the position shall be posted district-wide for a minimum period of five (5) working days. If the vacancy occurs during the summer months, an e-mail shall 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 shall be responsible for collecting all applications submitted, based on the instructions given, and the administrator in the department responsible for hiring shall coordinate the interview process. At the conclusion of the application period for Site-based TSA positions, site administration shall collect all applications submitted and shall coordinate the interview process.

4. For a District-based TSA position, an interview panel shall be formed consisting of two (2) members representing SVFT. The panel shall determine if classroom visitations are necessary. The panel shall be responsible for reviewing and verifying references and conducting interviews. The panel shall then submit the name of the finalist to the Assistant Superintendent of Human Resources for final selection.
5. The term of service for a full-time District or Site-based Teacher or Counselor on Special Assignment (TSA) shall be for six (6) years based on funding availability and the needs of the District. An evaluation of each TSA shall be conducted every year to determine if the bargaining unit member selected should continue in such a position. The appropriate evaluation guides found in Appendix I shall be used to evaluate a TSA. Full-time TSAs shall not serve more than six (6) consecutive years. Upon the completion of serving six (6) consecutive years as a full time TSA, the bargaining unit member shall return to the classroom for at least two (2) years before applying for another full-time TSA position.
 - 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 of Human Resources.
6. The term for a partial TSA will be three (3) years based upon funding availability and the needs of the District or school. To qualify as a partial TSA, the TSA must teach a minimum of two (2) sections with students assigned. A partial TSA shall not serve more than three (3) terms or nine (9) years consecutively. Partial TSA assignments may be adjusted annually based on site need and available funding. When a partial TSA position becomes vacant, it shall be posted for three (3) days at the site where the vacancy exists.
 - a. Partial TSAs shall receive a preparation period if they are teaching four (4) or more periods of course sections with students assigned. Partial TSAs who are assigned fewer than four

(4) instructional sections with students shall not be assigned a preparation period.

- b.** When a full-time site-based TSA position becomes available, and one (1) or more bargaining unit members from that site apply, and meet the minimum qualifications for that position, those bargaining unit members shall be granted an interview.