

**ARTICLE XVII**  
**SUPPLEMENTAL DUTIES/TEACHER REPRESENTATIVE POSITIONS**  
*(Revised 2017 – 2018)*

1. Supplemental Duties are those duties, which are listed on and paid according to the Supplemental Pay Schedule, Appendix E.
  - 1.1. Supplemental duties are not part of a unit member's regular instructional and adjunct duties defined in Section 1 of Article II, and supplemental duties are in addition to any voluntary duties such as club sponsorship.
  
2. **Posting of Vacancies** - The District shall post at each school, and deliver to the Association, a Notice of Vacancy as soon as the District determines the need to fill one of the supplemental duty positions.
  - 2.1. The Notice of Vacancy shall include the Job Description of duties, the qualifications and experience requirements for the position, and the closing date for submitting applications.
  - 2.2. Except in unusual circumstances, the closing date shall not be less than ten (10) working days after the first day of posting. Positions shall not be filled before the closing date.
  
3. **Selection Procedures** - Preference shall be given to employees of the District and no supplemental duty position shall be offered to a non-employee if there is an employee applicant who meets all of the qualifications and experience requirements listed in the Notice of Vacancy.
  - 3.1. Department Chairpersons, Grade Level Leaders, and any District or site committee members shall be selected by the unit members in the department, grade level, or specialty area they will represent, in elections conducted by the Association. Teachers must be tenured and receive “meets District standards” in all evaluation Criteria areas to be considered for Supplemental Duties or Teacher Representative Positions.
    - 3.1.1. The above criteria may be waived on a case-by-case basis with the approval of the TCEA President.
  - 3.2. Assistant coaches shall be selected by the Head Coach they will be assisting, pending approval by the Assistant Superintendent of Personnel.
  - 3.3. All other supplemental duty positions shall be selected by consensus of the District selection committee or site selection committee, which shall consist of the principal and three-unit members selected by the unit members at that site in an election conducted by the Association.

4. **Selection Procedures for all Teacher Representative Positions** - These procedures are established as a guideline for the selection of teacher representatives.
  - 4.1. Representative positions shall be elected by teachers, whenever practicable.
  - 4.2. Examples of represented positions include:
    - 4.2.1. Department chairs
    - 4.2.2. Grade Level/Team Leaders
    - 4.2.3. District or Site Committee Members