Extracurricular Activities Program Handbook

SY27

2026-2027

Additional updates for SY27 may be forthcoming, to include job codes and new ECA opportunities.

ECA Handbook

This handbook serves as an essential guide for principals, coaches, sponsors, extracurricular activities leaders, and timekeepers to navigate the wide variety of extracurricular opportunities we offer our students. This guide contains stipend assignments, job responsibilities, eligibility requirements, and operational guidelines for both athletic and non-athletic extracurricular programs. All times listed for activities are based upon minimum program requirements that coaches and sponsors are expected to complete beyond the regular work hours.

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Elementary Schools

Non-Athletic ECA Stipends - Class III

Choral Director (E3R05). $1,296	Safety Patrol (E3M01). $3,438
Enrichment Activities (E3L141). $450	Yearbook Adviser (E3J02). $1,800
Enrichment Activities (E3L161). $450	

Non-Athletic ECA Stipends - Class I

Each Elementary School is allocated **50 ECA 1 stipend hours**. ECA Class 1 Job Codes can be found here. A school may purchase additional stipend hours using the school's IAF.

Middle Schools

Athletic ECA Stipends - Class III

Athletic Coordinator (E3C36). $3,825	Flag Football (B) (E3A152) $1,638
Basketball, Boys (E3B11). $1,656	Flag Football (G) (E3A162). $1,638
Basketball, Girls (E3B08). $1,656	League Coordinator (E3D09) $990
Basketball Scorer (E3A48). $288	Soccer, Boys (E3B23). $1,638
Basketball Timer (E3A28). $288	Soccer, Girls (E3B25). $1,638
Cross Country (Co-ed) (E3C24). $1,638	Softball, Boys (E3B28). $1,638
	Softball, Girls (E3B07). $1,638

Intramural ECA Stipends - Class III

Intramural Coordinator (E3C22). $1,080	Intramural Director (E3C14, E3C17, E3C18, E3C19, E3C31). . . . . .$1,116 each

Non-Athletic ECA Stipends - Class III

Choral Director (E3R05). $1,800	Outdoor Environmental Education Organizer (E2L20). $720
Drama - Head Director (1st Production) (E3P02) and (2nd Production) (E3P22). . . . . $2,394 each	SGA Sponsor (E3F04). $3,780
Drama - Technical Director (E3R18). $900	Student Service Learning Coordinator
Instrumental Music Director (E3R25). $1,530	Small (E3S01) $1,206
Jazz Ensemble Director (E3R26). $1,260	Medium (E3S02). $1,440
Math Olympiad/Math Team Coach (E3L15). . $1,710	Large (E3S03). $1,800
Minority Scholars Program Sponsor (E3K01) $3,780	Yearbook Adviser (E3J02). $2,790
Newspaper Adviser (E3J03). $1,800	

Non-Athletic ECA Stipends - Class I

Each Middle School is allocated **350 ECA 1 stipend hours**. ECA Class 1 Job Codes can be found here. A school may purchase additional stipend hours using the school's IAF.

High Schools

Athletic ECA Stipends - Class III

Assistant Athletic Director (E3D02). $6,606
Baseball, J.V. (E3A11). $3,726
Baseball, Varsity (E3A02). $5,927
Basketball Scorer/Timer (B) (E3A24). $756
Basketball Scorer/Timer (G) (E3B24). $756
Basketball Varsity (B) (E3A07). $6,008
Basketball Varsity (G) (E3B02). $6,008
Basketball, J.V. (B) (E3A16). $4,829
Basketball, J.V. (G) (E3B12). $4,829
Bocce (Co-Ed) (Corollary) (E3B11). $2,214
Cheerleading, Fall, J.V.(E3E50). $4,342
Cheerleading, Fall, Varsity (E3E51). $5,454
Cheerleading, Winter, Varsity (E3E52). $4,549
Corollary Sports Facilitator (E3F14). $2,553
Cross Country Assistant teams over 40 (Co-ed) (E3C45). $5,454
Cross Country Head Coach (Co-Ed) (E3C24) $5,634
Cross Country/Track & Field Countywide Meet Facilitator (E3F16). $2,484
Divisional Diving Coach (E3D06). $3,708
Field Hockey, J.V. (G) (E3B21). $3,744
Field Hockey, Varsity (G) (E3B16). $4,923
Flag Football, J.V. (G) (E3B614) $3,744
Flag Football, Varsity (G) (E3A08). $4,923
Football, Assistant Coach (E3A14, E3A17, E3A18, E3A19). . . . . $7,146 each
Football, Head Coach (E3A05). $8,262
Game Manager (E3G01, E3G02). $2,979
Golf (Co-Ed) (E3C01). $3,636
Gymnastics (G) (E3B14). $2,624
Indoor Track (Co-Ed) (E3C12). $5,976
Lacrosse, Varsity (B) (E3C34). $4,613
Lacrosse, Varsity (G) (E3C35). $4,613
Media Coordinator, Systemwide Athletics (E-X5). $1,800
Pickleball (Co-ED) (Corollary) (E3B17). $2,214
Pole Vault Coach (E3D07). $3,060
Pompons, Fall, Varsity (E3E11). $3,636
Pompons, Winter, Varsity (E3E09). $4,761
Soccer, J.V. (B) (E3A10). $3,744
Soccer, J.V. (G) (E3B22). $3,744
Soccer, Varsity (B) (E3A01). $4,923
Soccer, Varsity (G) (E3B19). $4,923
Softball (Co-Ed) (Corollary) (E3B09). $2,214
Softball, J.V. (G) (E3B18). $3,726
Softball, Varsity (G) (E3B05). $5,927
Stunt (E3S064) $4,500
Swimming and Diving (E3C09). $4,374
Tennis (B) (E3A21). $4,091
Tennis (G) (E3B04). $4,091
Ticket Manager: Basketball (E3D01). $1,404
Ticket Manager: Football (3D03). $1,206
Ticket Manager: General Athletic Events (E3D16). $3,204
Ticket Manager: Countywide Athletic Events (E3D05). $1,800
Track Assistant (Co-Ed) (E3C47,E3C49E,3C51). . . . . $5,958 each
Track Head Coach (Co-Ed) (E3C21). $6,138
Volleyball, J.V. (B) (E3B624). $3,200
Volleyball, J.V. (G) (E3B13). $3,915
Volleyball, Varsity (B) (E3A26). $4,761
Volleyball, Varsity (G) (E3B03). $5,108
Weight Training Director (Co-Ed) (E3C06). . . $1,620
Wrestling, J.V. (B) (E3A15). $5,333

Indoor Track (Co-Ed) Assistant for teams over 40 students (E3C46). . . . . $5,886 Intramural Director (Co-Ed) (E3C23). . . . . .$684 Lacrosse, J.V. (B) (E3C33). . . . . .$3,452 Lacrosse, J.V. (G) (E3C37). $3,452	Wrestling, Varsity (B) (E3A06). . . . . .$7,448 Wrestling, Varsity (G) (ESA094). $7,448

Non-Athletic ECA Stipends - Class III

After School Supervisor/Academic Monitor (E3D18) . . . . . $5,400 Choral Director (E3R05). . . . . $5,400 Instrumental Music Director (E3R53). . . . . .$3,060 Debate Coach (E3L01). . . . . .$4,050 Drama - Head Director (E3P02). $6,066	Student Service Learning HS (E3S04). . . . . $4,500 Yearbook Adviser (E3J04). . . . . $4,050 Marching Band* Athletic/Competitive Marching Band (E3R50) $2,970 Athletic/Marching Band Preseason (E3R51) $1,152

Extracurricular Activities Director(E3D17) . . .$5,670 Forensics Coach (E3L02). . . . . $4,050 Minority Scholars Program Sponsor (E3K01) $4,860 It's Academic Team (E3L52). . . . . $1,800 Junior Class Advisor (E3N05). . . . . $3,150 Mathletes (E3L03). . . . . $2,106 Mock Trial Program (E3L13). . . . . .$1,620 Pit Orchestra Director (E3R55). . . . . .$1,170 Newspaper Adviser (E3J03). . . . . $4,050 Senior Class Advisor (E3N06). . . . . .$4,500 SGA Sponsor (E3F04). . . . . $4,860 Drama Technical Director (E3R12). . . . . .$5,994 STEM Club (E3L18). $1,800	Athletic Band/Marching Band Assistant (If also the Band Director, 85 hours) (E3E13). . . . . $1,530 OR (if a separate Sponsor, 150 hours) (E3E12). . .$2,700 Athletic Band/Non-Competitive Marching Band (E3R52). . . . . $1,980 Athletic Band/Pep Band Director (E3R54). . . .$1,080

Non-Athletic ECA Stipends - Class I

Each High School is allocated **840 ECA 1 stipend hours**. ECA Class 1 Job Codes can be found here.
A school may purchase additional stipend hours using the school's IAF.

*Marching Band Stipends

School's Primary Marching Band Stipend	Additional Stipend(s) schools may use	Additional Stipend(s) schools may NOT use
E3-R50 Athletic/Competitive Marching Band	• E3-R51 Athletic/Marching Band Preseason • E3-E12 **OR** E3-E13 Athletic Band/Marching Band Assistant	• E3-R52 • E3-R54
E3-R52 Athletic Band/ Non-Competitive Marching Band	• E3-R51 Athletic/Marching Band Preseason • E3-E12 **OR** E3-E13 Athletic Band/Marching Band Assistant	• E3-R52 • E3-R54
E3-R54 Athletic Band/Pep Band Director	• None	• E3-R50 • E3-R51 • E3-R52 • E3-E12 • E3-E13

General Guidelines

1. It is the intention of Montgomery County Public Schools (MCPS) to provide instruction and supervision by fully qualified coaches and sponsors in a variety of extracurricular activities for students, subject to available funds. It also is the intention of MCPS to utilize MCEA unit members as sponsors/coaches of activities and sports; however, if unit members are not available, non-unit members may be utilized to sponsor an activity or coach a sport. The supplementary pay schedule identifies certain stipend-compensated activities. This does not mean that because an activity is

listed for a stipend payment that all schools will participate or take steps to participate in all activities. The following conditions must be met before any activity is implemented:

i. the need for it has been established in advance by the principal and the staff;
ii. the activity is assigned in addition to the regular teaching responsibility; and
iii. the Extracurricular Activities (ECA) Plan has been approved by MCPS.

2. The principal shall be responsible for the conduct of the entire extracurricular program within their school. Whenever any of the activities being conducted do not continue to meet the requirements of the school as determined by the principal, such activities shall be discontinued in that school.

3. The principal in each school shall be responsible for the development of the organizational structure required to carry out the approved activities.

4. The principal is responsible for making the selection of unit members to any of the approved compensated activities subject to Employee and Retiree Service Center (ERSC) verification and approval.

5. All staff coaches/sponsors must have employee ID numbers. Former MCPS employees who have been inactivated and individuals new to MCPS must be processed and fingerprinted by the Office of Human Resources and Development (OHRD) prior to being assigned an activity.

    i. Elementary, middle, and high schools will submit their ECA 3 Stipend plans and ECA Class 1 Hours using the online process beginning August 1. Special Schools will submit their ECA Class 1 Hours using the online process beginning August 1. The Employee and Retiree Service Center (ERSC) will communicate details of the online ECA plan submission process to principals and administrative secretaries prior to that time. **Employees cannot work in an ECA assignment prior to employee verification and approval of the plan.**

6. If an MCEA unit member's services in an extracurricular activity have been satisfactory to the principal, the unit member shall be given first preference for appointment by the principal to continue the compensated activity if that unit member makes known to the principal a desire to continue.

7. The principal is responsible for posting a notice of sponsor vacancies for each of the activities to be conducted in the school. Qualified unit members who work in the same building for which a stipend vacancy is posted shall be given first consideration. Posting vacancies outside of the local school may take place and should be on MCPS Careers. This notice shall fully explain the requirements for the appointment to the position, the general duties of the position, and the stipend to be paid. The principal need not post a vacancy notice if they have selected the satisfactorily evaluated incumbent.

8. Principals shall notify all unit members in writing of their stipend assignments prior to the start of the school year, unless the member is hired for the stipend assignment during the school year. MCPS Form 430-59, *Extracurricular Activity (ECA) Stipend Agreement and Assignment Form*, is used and retained at the school level to document individual assignments and to write annual evaluations of extracurricular activity sponsors. In the event that changes in such assignments are necessary after the beginning of the school year, affected unit members will be notified promptly in writing.

9. Any teacher accepting the sponsorship of a stipend activity may not be assigned a reduced teaching schedule for that activity.

10. Principals will annually evaluate the performance of all sponsors/coaches in the approved extracurricular activity program. High school principals will use MCPS Form 565-13, *Coach Evaluation Form*, when evaluating coaches and sponsors in the interscholastic athletics program. Principals will use MCPS Form 430-59, *Extracurricular Activity (ECA) Stipend Agreement and Assignment*, when evaluating sponsors of non-athletics extracurricular activities. Sponsors of stipend-compensated activities will notify the principal in writing that the activity has been completed within five (5) working days after the completion of the activity. The principal will evaluate the performance of all sponsors in the approved extracurricular activity program within thirty (30) working days following the receipt of the written notification that the activity has been completed. There shall be no tenure associated with any extracurricular compensated activities.

11. The principal shall make every effort to select a different unit member for each stipend activity. Balanced staffing (gender, race, etc.) should be considered.

12. MCEA unit members currently sponsoring more than one activity, or coaching more than one sport, should be given first preference to continue performing the one activity or sport of their choice if the principal determines that the service has been satisfactory. The principal shall make every effort to select a different unit member for each activity. A unit member, however, may be eligible for assignment to more than one stipend-compensated activity, provided the activities do not conflict with the normal responsibilities of another stipend-compensated activity or normal teaching duties and provided that the principal has posted the notice of the vacancy and no qualified unit member has volunteered for the activity.

13. Stipend activities may be divided by more than one unit member if, after consultation with the principal, the unit members involved are in agreement.

14. A unit member who does not fulfill the requirements for which a stipend is to be paid must forfeit that portion of the stipend which has not been earned. The determination will be made by the principal and the amount to be forfeited will be based upon the established hourly rate for the stipend program.

    i. ECA Class I: Limited funds are budgeted for ECA stipends that enable schools to provide a variety of other student extracurricular activities that meet the specific needs and interests of their students. Activities that the school will conduct in this classification must be defined in a job description which will include the start date and end date anticipated for the activity. The principal, in approving the activity and selecting the sponsor, will authorize the hours to be paid, which **may not exceed 100 hours for each activity.** Sponsors may not be assigned multiple Class 1 stipends for the same activity and time period.

    ii. ECA Class II: Teachers participating in the outdoor education programs at one of the outdoor education facilities utilized by MCPS shall be compensated by an ECA Class II stipend on a per diem basis.

    iii. Ineligible Personnel: Eligibility guidelines are determined by employee union contracts and state/federal laws. It is imperative that schools adhere to eligibility guidelines (see Coach and Sponsor Eligibility and Restrictions) as MCPS must avoid having work completed which is in violation of contracts or state/federal laws.

    iv. Fall Season: High school coaches of fall sports and fall assistant athletic directors are required to begin practices or begin offering services on the first day of the fall sports

season as established by the Maryland Public Secondary Schools Athletic Association (MPSSAA).

v. Class 1 stipends may not be used to extend or supplement a Class 3 (fixed) stipend.

vi. Athletic coaches shall be paid at a flat rate of $50 per round advanced, up to $100 per week for practices, preparation, and contests when the season is extended as a result of teams being involved in post-season county competition or MPSSAA regional and/or state competition.

15. Volunteers are welcome to support the MCPS Extracurricular Activity programs in schools with principal permission and after completing the appropriate compliance measures per the type of volunteer service they provide.

NO REQUIRED COMPLIANCE MEASURES	CHILD ABUSE AND NEGLECT TRAINING	CHILD ABUSE AND NEGLECT TRAINING PLUS FINGERPRINTING
Volunteers who support large and one-time events, **and are accompanied by MCPS staff** Examples: • College fairs • Concessions and ticket booth sales at large events • Guest readers • Class celebrations	Volunteers who support students on an ongoing basis, **and are accompanied by MCPS staff** Examples: • Student teachers • Student interns • Recess, lunch, dismissal • Supervised field trip chaperones • Room parents	Volunteers who will have **unsupervised access to students** Examples: • Virtual volunteering • Volunteer coach • Outdoor Education • Unsupervised field trip chaperones • Special field trip chaperones (late night, overnight, or out of area)

16. Montgomery County Public Schools allows free admission for staff to attend and support many of the school hosted athletic and non-athletic events. Qualifying school events and required identification are outlined below.

Employee Admission - Athletics
Current and retired MCPS employees (and one guest) are admitted free into regular season games hosted by MCPS schools, contingent upon proper identification and the availability of space. Postseason events such as county, region, and state playoffs and championships are excluded.

Employee Admission - Non-Athletics

Current and retired MCPS employees (and one guest) are admitted free into performing art events (concerts, recitals, etc.) hosted by MCPS schools, contingent upon proper identification and the availability of space. Theatre programs are excluded due to costs associated with copy rights and supplies.

Coach and Sponsor Eligibility and Restrictions

A. Qualified, certified MCPS teacher-level staff must be hired for coaching and sponsoring vacancies before non-MCPS teacher-level staff is considered.
Coach and sponsor applicants are not allowed to meet with students or to conduct any practice or meeting until verification and approval of the Extracurricular Activities Plan is received from the Employee and Retiree Service Center (ERSC).

B. All athletic coaches must complete the Care and Prevention of Athletic Injuries course, and complete the National Federation of High Schools (NFHS) Level One Coaching Certification within one year of the start of the season for which they were hired. All coaches must also retain current certification in CPR and meet all certification requirements outlined in the applicable MCPS athletics handbook (high school or middle school).

C. All non-athletic sponsors must watch the annual MCPS Role of the Sponsor video before supervising an activity or club. This video is shared with the school's extracurricular activities leadership prior to pre-service week.

D. Ineligible Personnel Include:
    a. MCAAP/MCBOA positions cannot sponsor extracurricular activities. In an emergency situation, athletic directors may sponsor as an emergency coach, but are not eligible for payment of an extracurricular activity.
    b. Consulting teachers and 12-month MCEA unit members are not eligible for payment of an extracurricular activity.

E. Eligible MCEA Personnel Include: resource teachers, resource counselors, content specialists, and middle school team leaders may lead stipend ECA activities provided that the following guidelines are met:
    a. The activity is in the employee's current work location.
    b. The stipend has been offered to other unit members and none have expressed interest in the stipend.
    c. The activity does not conflict with normal teacher or resource teachers duties including required after school meetings.
    d. Such appointments of extracurricular sponsors shall be temporary, for one year, and only be renewed if the above conditions are again met.

F. If there are no qualified MCPS teacher-level staff available for a vacant coaching position, schools may hire non-unit members as follows:
    a. An MSDE certified professional educator.

b. If there are no qualified MSDE certified professional educators available, schools may hire high school graduates who are at least 21 years of age.
c. Non-MCPS teacher-level staff may not be re-employed for the following season if a qualified MCPS teacher-level applicant is available, unless the coach has achieved the status of Credentialed Coach.
d. A Credentialed Coach is a non-unit member who has achieved the NFHS Level One Coaching Certification (or equivalent), satisfies all MCPS and MPSSAA coaching requirements, and who has completed two years of successful coaching, including one year at the school of hire, in the position of hire.

G. Supporting services employees may be eligible for stipend activities if and only if:
   a. The school has sought teacher-level applicants and does not have a candidate interested and
   b. The employee volunteered to take the assignment, and
   c. The employee is part-time with enough remaining time to conduct the activity without exceeding 40 hours per week (generally, this means as a supporting service employee who works 30 hours per week or less, may be considered), or
      The employee is full-time but the stipend requires work in another capacity than his/her normal work. The Fair Labor Standards Act considers anything instructional to be similar work. Therefore, the regular work of an employee must not be instructionally related. In general, significant contact with students is considered to be instructionally related. Employees in such positions as paraeducators, media assistants, and English composition assistants, are considered instructional under this limitation and may not work in a stipend activity if it would require beyond 8 hours a day or 40 hours a week.
   d. Full-time supporting service personnel whose major job description involves working directly with students may not be hired under any circumstances.
   e. Full-time supporting service personnel who may be hired in extraordinary circumstances include building service workers, security assistants, and media service technicians.

H. Coaching Restrictions Include:
   a. A coaching applicant applying for an activity is expected to provide the athletics director/principal with letters of reference. The coaching applicant is interviewed, approved, and evaluated by the local school principal and athletics director.
   b. Coaching applicants, including preseason and postseason coaches, as well as former MCPS employees who have been inactivated, may not meet with students nor conduct any practices until all employment paperwork and fingerprinting has been completed by appointment with the Office of Human Resources and Development.
   c. There is no tenure associated with coaching positions. All coaches are hired on a one-season basis.
   d. The salary of coaches is to be paid exclusively by the local school system. Booster Club funds or other sources may not be used to compensate or supplement coaching stipends.
   e. In sports having more than one coach, non-MCPS teacher-level staff may not make up more than 50 percent of the staff.

Coach and Sponsor Responsibilities Checklists

Coach Responsibilities Checklist:

A. Interscholastic athletics are unique within the total extracurricular program because there are Maryland Public Secondary Schools Athletic Association (MPSSAA) bylaws and rules, MCPS rules and regulations, and National Federation of High Schools (NFHS) rules which must be followed. Failure to comply with them often results in individual or team forfeits or disqualifications. The following list, when signed by the coach and athletics director indicates an awareness of all rules and regulations which might cause a student-athlete, team, coach or school to be ineligible, forfeit contests, forfeit championships, receive censure or otherwise negatively impact the athletics program of the school and/or Montgomery County. The MCPS Form 430-59 Extracurricular Activity (ECA) Stipend Agreement and Assignment Form is to be read carefully and signed prior to tryouts for the respective sports season.

B. MCPS athletic coaches accept responsibility for:
    - Upholding and promoting the vision, mission, purpose, and R.A.I.S.E core values of the MCPS Athletics program
    - Being knowledgeable of all MCPS policies, procedures, rules, and regulations as described throughout the applicable MCPS athletics handbook (high school or middle school)
    - Being knowledgeable of the "Standards" section of the specific sport being coached, in the applicable MCPS athletics handbook
    - Being knowledgeable of the "Bylaws" and "Rules and Interpretation" sections of the MPSSAA Handbook
    - Reading the MPSSAA Tournament Bulletin (for sports with state tournaments)
    - Completing and maintaining all certification requirements as outlined in the Coaching Eligibility and Selection section of the applicable MCPS athletics handbook (high school or middle school)
    - Completing and fulfilling all administrative responsibilities, as outlined in the job description for coaches in the applicable MCPS athletics handbook
    - Ensuring proper certification and supervision of volunteer coaches affiliated with the team
    - Attending and administering information covered in MCPS preseason and postseason coaches' meetings for varsity coaches
    - Continuing to monitor all athletes throughout the season in areas such as the following:
        - academic eligibility
        - class attendance
        - medical forms
        - residency and student transfer eligibility
    - Conforming to MCPS and MPSSAA regulations regarding contact with athletes out-of-season and contact with athletes on non-MCPS teams
    - Reporting scores to county sport directors and the media after each contest
    - Utilizing appropriate, positive, use of technology, including social media and other electronic communications

Note: Coaches must sign MCPS Form 430-59: *Extracurricular Activity (ECA) Stipend Agreement and Assignment* to indicate understanding of this list of responsibilities prior to the start of each season.

Non-Athletic ECA Sponsor Responsibilities Checklist:

A. Though all schools may have variety in the stipends that are offered, all sponsors of non-athletic activities should follow the same MCPS guidelines.
B. MCPS non-athletic ECA sponsors accept responsibility for:
    - Supervising students at all times during the activity. This includes before or after the activity if occurring outside of the school day.

- Being knowledgeable of all supervision expectations as communicated by ECA Leadership and School Administration.
- Completing and fulfilling all administrative responsibilities, as outlined in the job description for sponsors in the applicable MCPS Extracurricular Activities Handbook.
- Providing registration or membership information to the school so that students know how to join the club or activity.
- Following the school's non-athletic ECA Roster process and submitting a complete roster of student participants, including Student IDs, to school ECA leadership.
- Watching the MCPS Role of the Sponsor video prior to sponsoring an activity, and understanding all expectations of sponsors.
- Ensuring proper certification and supervision of volunteers affiliated with the club or activity.
- Attending meetings called by ECA Leadership to stay up to date with MCPS procedures and practices.
- Utilizing appropriate, positive, use of technology, including social media and other electronic communications.

Job Descriptions

Non-Athletic Extracurricular Activities

Activity Name	**CHORAL DIRECTOR (ELEMENTARY SCHOOL)**
Job Code	E3-R05
School Level	Elementary School

Description of Activity

The choral director is responsible for organizing, planning, and directing additional choral music activities that are an outgrowth of the instructional program. The sponsor assigned this activity must possess specialized training and experience. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably. Specific duties and responsibilities are to be determined by the principal in consultation with the choral director. Included herein is a listing of choral- related activities and approximate corresponding out-of-school time requirements.

ASSIGNMENTS	**HOURS**
Preparation and planning (includes selecting music, developing and directing programs, recruiting, coaching, etc.)	18
Tryouts (includes after-school auditions for honors chorus, etc.)	6
Transportation (with students to and from performances)	4
Special practices, honors chorus rehearsals (includes supplemental or sectional after school or evening rehearsals, rehearsals on non-duty time, etc.)	16
Performances	12
Post-activity planning (includes storage and maintenance of costumes – robes, blazers, etc., music inventory, evaluation activities, etc.)	4
Other (may include local music activities, musicals, musical reviews, talent shows, special classes for gifted and talented, award ceremonies, etc.)	12
Note: The choral director sponsors approximately 3 public performances per year.	
Total hours needed for the activity outside of the regular work day:	**72**

Activity Name	**ENRICHMENT ACTIVITIES (ELEMENTARY SCHOOL)**
Job Code	E3-L14 and E3-L16
School Level	Elementary School (2 per school)

Description of Activity
The sponsor will be responsible for organizing and directing the activities of a before and after school program for students. Each school principal will determine the exact nature of activities depending upon the needs and interests of the students. Stipend may be split. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

ASSIGNMENTS	**HOURS**
Sponsor preparation time	4
20 one-hour sessions with students	20
Post activity requirement	1
Total hours needed for the activity outside of the regular work day:	**25**

Activity Name	**SAFETY PATROL (ELEMENTARY SCHOOL)**
Job Code	E3-M01
School Level	Elementary School

Description of Activity

The sponsor will be responsible for organizing and directing the activities of the elementary safety patrols. In addition, other duties shall include, but not be limited to, regular meetings with patrols and police officers, awards/recognition of patrols, election of officers, training of patrols, passing out and collecting equipment, bus evacuation drills, and checking duty stations. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

ASSIGNMENTS	**HOURS**
Monitoring and assisting patrols daily (including training, checking duty stations, changing posts)	140
Special activities	25
Preparation time (including pre and post year material distribution, organizing bus evacuation drills, meetings)	26
Total hours needed for the activity outside of the regular work day:	**191**

Activity Name	**YEARBOOK ADVISER (ELEMENTARY SCHOOL)**
Job Code	E3-J02
School Level	Elementary School

Description of Activity

It is the responsibility of the yearbook adviser to organize and direct all phases of activities culminating in the production of an annual school yearbook. This responsibility extends throughout the school year— culminating in the publication of a yearbook in the spring.

Minimal performance criteria require that the yearbook sponsor:

- Utilize good yearbook techniques, including (1) the fundamentals of desktop publishing, (2) the composition of clear, concise copy, (3) the editing of space requirements and content, (4) the practice of good principles of layout, (5) the structuring of the yearbook according to an original and appropriate thematic design, (6) the selection and cropping of photographs, and (7) establishments of standards for all yearbook photographs (e.g., good contrast, content, focus, and impact).
- Involves students in aspects of the process; such as taking and submitting photos, identifying students in photos, designing the yearbook cover, and choosing a theme.
- Collaborates with appropriate school-based staff regarding yearbook photos (individual, group, and candid) supervising the writing of copy, soliciting advertisements, designing layouts, and managing all other elements in such a way as to meet all deadlines for publication and distribution.
- Determines best practices for selling and distributing the yearbook.

ASSIGNMENTS	**HOURS**
Planning • Determining a system for collecting candid photo • Working with school-based staff and/or yearbook company for individual and group photos • Involving students in the creation of the yearbook	10
Design/Creation Time • Choosing and designing layouts from cover to cover; selecting yearbook theme • Choosing photographs • Editing and cropping designs/photos/layout • Ensuring equitable student representation throughout • Composing clear and coincide copy (captions, headlines, titles) • Editing and proofreading prior to publication	80
Post-Production and Distribution • Working with school-based staff and/or yearbook company to create a process for selling the yearbook • Developing a distribution system • Distributing the yearbook	10
Total hours needed for the activity outside of the regular work day:	**100**

Activity Name	**CHORAL DIRECTOR (MIDDLE SCHOOL)**
Job Code	E3-R05
School Level	Middle School

Description of Activity

The choral director is responsible for organizing, planning, and directing additional choral music activities that are an outgrowth of the instructional program. The sponsor assigned this activity must possess specialized training and experience. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably. Specific duties and responsibilities are to be determined by the principal in consultation with the choral director. Included herein is a listing of choral-related activities and approximate corresponding out-of-school time requirements.

ASSIGNMENTS	**HOURS**
Preparation and planning (includes selecting music, developing and directing programs, recruiting, and coaching, etc.)	22
Tryouts (includes travel to feeder schools, processing applications, etc.)	10
Transportation (to and from performances)	4
Special practices (includes after school or evening rehearsals, and rehearsals on non-duty days)	20
Performances	16
Post-activity planning (includes storage and maintenance of costumes – robes, blazers, etc., music inventory, and evaluation activities)	8
Other (includes exchange programs, local, state and division music activities, Broadway-type musicals, musical reviews, talent shows, and special classes for gifted and talented)	20
Note: The choral director sponsors approximately 4 public performances per year.	

Total hours needed for the activity outside of the regular work day:	**100**

Activity Name	**DRAMA - HEAD DIRECTOR (MIDDLE SCHOOL)**
Job Code	1st Production: E3-P02 2nd Production: E3-P22
School Level	Middle School

Description of Activity
In compliance with operational descriptions of this position, the major tasks required for stipend are producing and directing a minimum of two major productions per year. Activities required for execution of those duties described here relate to those duties performed after work hours during the school year, from September through June. The sponsor must possess appropriate training and background. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

ASSIGNMENTS	**HOURS**
Research and read plays suitable to age group, budget, and facility	6
Cost of the play (preparation of materials, tryouts, and call backs)	6
Prepare production book containing all blocking, sound, lighting cues, and props, etc.	8
Select production staff and organize production committee (props, lights, sound, make-up, publicity tickets)	4
Prepare production schedule	2
Work with technical director to design, construct, strike, and store set	11
Rehearse play (average 8-week rehearsal period)/coordinate tech crews 4 wks. @ 2 hrs./day x 3 days = 24 3 wks. @ 3 hrs./day x 3 days = 27 1 Saturday @ 4 hours = 4 2 Technical @ 4 hours = 8 1 dress rehearsal @ 5 hours = 5 Total 68	68
Purchase and acquire technical materials (props, lumber, muslin, and costumes, etc.)	8

Prepare program	3
Supervise productions on 2 performance nights, including clean-up	9
Arrange and return all borrowed materials, including scripts, sides, etc.	5
Maintain production budget and records	3
Total hours needed for the activity outside of the regular work day:	**133 per production**

Activity Name	**INSTRUMENTAL MUSIC DIRECTOR (MIDDLE SCHOOL)**
Job Code	E3-R25
School Level	Middle School

Description of Activity
The instrumental music director will be responsible for organizing and directing instrumental music activities which are an outgrowth of the school music program. The sponsor assigned to this activity must possess appropriate training and background. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably. When multiple instrumental music teachers are employed at the school, this stipend may be shared.

ASSIGNMENTS	**HOURS**
Concerts and extra rehearsals	32
Festivals, clinics, local trips including participation at state and district instrumental festivals, and attendance at special performances	10
Coaching of soloists and small performing ensembles preparing for county and state festivals and school and community functions	18
Sectional rehearsals	8
Management of finances and inventory of concert uniforms, music, and equipment	17
Total hours needed for the activity outside of the regular work day:	**85**

Activity Name	**JAZZ ENSEMBLE DIRECTOR (MIDDLE SCHOOL)**
Job Code	E3-R26
School Level	Middle School

Description of Activity

The jazz ensemble director will be responsible for organizing and administering weekly rehearsals and several performances each year. The director must possess training and background in musical arranging, jazz improvisation, and conducting. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

ASSIGNMENTS	HOURS
Selection of music, score study, and preparation	4
Rehearsals and performances (including 2 hours per week for 28 weeks and 3 performances of 2 hours each)	62
Inventory, filing, and maintenance of music and equipment inventory	4
Total hours needed for the activity outside of the regular work day:	**70**

Activity Name	**MATH OLYMPIAD/MATH TEAM COACH (MIDDLE SCHOOL)**
Job Code	E3-L15
School Level	Middle School

Description of Activity

The sponsor will be responsible for organizing and directing the activities of the middle school math team for the school. This responsibility extends throughout the year. The purpose of the middle school math team is to encourage a wide variety of students to strengthen and refine their higher order thinking through team competition. Participation in math team activities often provides students with the inspiration to continue in the study of higher level mathematics. Math team provides a vehicle for gifted mathematics students to receive recognition for their abilities at the local, state, and national level. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

- Publicize the activity within the school
- Arrange for practices
- Assist in the preparation of the problems for practices
- Acquaint team members with the standards, procedures, and rules of the middle school math league
- Conduct team practices
- Establish a school policy for determination of members on the A team
- Arrange transportation of the team members to and from the meets
- Attend meets
- Record team and individual scores at the meet
- Maintain records of the student's score
- Inform the county coordinator of the team and individual scores
- Publicize the team results at the local school
- Determine a policy for recognition of team members
- Recognize members of the team by presentation of a certificate or the like
- Investigate other math competitions which are appropriate for the school
- Participate in other appropriate math competitions

ASSIGNMENTS	**HOURS**
4 meets @ 3 hours each	12
Preparation of practice problems, etc.	28
Participation in other math competitions	15
Travel to meets	6

Total hours needed for the activity outside of the regular work day:	95

Activity Name	**MINORITY SCHOLARS PROGRAM SPONSOR (MIDDLE SCHOOL)**
Job Code	E3-K01
School Level	Middle School

Description of Activity

The Minority Scholars Program (MSP) Sponsor is intended for school-based staff only. It is not a position to be filled by anyone who is not a staff member at the particular school. The mission of the Minority Scholars Program is to empower students to analyze and disrupt racial inequities and systems of oppression. In other words, it is a student-driven initiative aimed at tackling the opportunity gap and ensuring educational equity. As such, the MSP Movement, as it is often referred to, is based around student voice, student leadership, and student activism. The job of the school-based sponsor is to support the vision, mission, and goals of MSP by serving as both a supporter and a "coach" for the
students within MSP.
This includes but is not limited to:

- Helping to guide and grow the MSP Movement within a school such that it stays true to the mission, vision, and 6 keys of MSP (Academic Achievement, Leadership Development, Student Voice, Building Cultural Capital, Enhancing Sense of Belonging, and Raising Critical Consciousness)
- Empowering and guiding students to lead efforts to build and create equity
- Recruiting students to be part of the Movement and train students to recruit others
- Collecting and maintaining MSP membership data
- Training students to organize and lead weekly meetings, activities, and events, as well as help them learn leadership skills
- Training students in understanding the opportunity gap and identifying gaps within their schools
- Helping students to identify solutions and strategies to be used within the school
- Providing logistical support and guidance for students in all phases of analysis, planning, and implementation of equity efforts, initiatives, and activities
- Recruiting and encouraging student leaders to take part in, and attend, the Annual MSP Retreat
- Supporting (attending if possible) all countywide MSP efforts, including the MSP Retreat, Task Force, Trainings, and student-led events
- Recruiting, encouraging, and identifying student leaders to take part in the summer internship program.
- Communicating, coordinating, and articulating MSP chapter efforts within elementary, middle, and high school cluster

NOTE: MSP Activities and planning occur both during and after school hours. Task Force Meetings are once a month at MCEA from 4-6 pm. The Retreat usually occurs on a Saturday in early March.

ASSIGNMENTS	HOURS
Preparation planning for MSP engagement (meeting preparation, transportation, finance management)	30
Supervise MSP meetings at the school to include student training	100
Coordinate MSP programs with the school administration, cluster schools, and the districtwide MSP leadership team	30

Supervise and monitor all MSP-sponsored events within the school, the Task Force Meetings, the MSP Retreat, training, and student-led events	50
Total hours needed for the activity outside of the regular work day:	**210**

Activity Name	**NEWSPAPER ADVISER (MIDDLE SCHOOL)**
Job Code	E3-J03
School Level	Middle School

Description of Activity

It is the responsibility of the middle school newspaper adviser to direct staff in all steps of publishing biannually (twice at a minimum) via print, online, or combination of both (hybrid). This responsibility extends throughout the school year from late August through the publication of the last issue in June. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

Minimum performance criteria require that the newspaper adviser:

- Instructs students and guides them in the use of the skills they need to write accurately, precisely, objectively, and creatively; instructs and guides students in reporting accurately and objectively and in expressing editorial opinions based on verified facts
- Guides students in perfecting techniques in the following areas: publishing (including headlines, layout, and typography), interviewing, editing, photography, business, and advertising
- Instills in the staff a determination to be as professional as possible by acquainting them with the principles and ethics of professional journalism
- Familiarizes students with the legal restrictions on the press, such as the laws of libel, obscenity, invasion of privacy, and copyright, as well as the rights of the press guaranteed by the First Amendment
- Guides students in the operation of the newspaper on a sound financial basis, including establishing and maintaining a budget, selling advertisements and subscriptions, collecting monies due, circulating the newspaper, keeping accurate books, and providing for at least one annual financial report; guides students in planning, executing and evaluating each edition of the newspaper
- Provides the staff with a newspaper library and with opportunities to read newspapers from other schools in Montgomery County and elsewhere
- Serves as a buffer between the staff and influences both within and outside the school and provides staff members from unwarranted pressures
- Keeps staff apprised of developing trends in school newspapers and the professional press of services and aids available through scholastic press associations, and of opportunities for the staff to participate in state, regional, and national press activities and meetings

ASSIGNMENTS	**HOURS**
Preparation time (adviser)	15
Preparation time (with students before/after school hours) ● Length of school year — late August to end of June ● Minimum biannual publication of four-page paper @ 36.0 hours – includes: ○ instructing and guiding students in writing and reporting skills ○ guiding students in publishing, interviewing, editing, photography skills ○ assisting students in working with the printer or online publisher	72 13

• Guiding students in financial operation of paper, including selling ads, keeping books, providing one annual financial report	
Total hours needed for the activity outside of the regular work day:	**100**

Activity Name **OUTDOOR ENVIRONMENTAL EDUCATION ORGANIZER**

Job Code E2-L20

Description of Activity
The outdoor environmental education organizer will take the lead on organizing the school's residential outdoor education program for Grade 6 students, which includes finalizing the three-day schedule of classes and activities, assigning staff, ensuring substitute coverage and plans for stayback students, spearheading student recruitment, maintaining parent communication, facilitating the distribution and collection of permission and medical forms, payment and finances, and creating the dormitory sleeping arrangements. All of this will occur in coordination with the Outdoor Environmental Educator at Outdoor Environmental Education Programs (OEEP). At middle schools, the stipend may be split between two teachers. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

ASSIGNMENTS	**HOURS**
Total hours needed for the activity outside of the regular work day:	**40**

Activity Name	**SGA SPONSOR (MIDDLE SCHOOL)**
Job Code	E3-F04
School Level	Middle School

Description of Activity
Coordinate and supervise the development and operation of an SGA within the structure of the middle school. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

ASSIGNMENTS	**HOURS**
Supervise and develop procedures for election of the SGA	20
Supervise the meeting of the SGA delegate assembly and executive committee	60
Coordinate activities with MCJC and attend two (2) meetings annually with student affairs office staff	20
Supervise and monitor all SGA sponsored events within the school (e.g., dances, contests, collections, etc.). Chaperone one MCJC or Maryland Association of Student Councils activity during the year and attend meetings with the student affairs office staff.	75
Coordinate SGA programs with the school administration	35
Total hours needed for the activity outside of the regular work day:	**210**

Activity Name	**DRAMA TECHNICAL DIRECTOR (MIDDLE SCHOOL)**
Job Code	E3-R18
School Level	Middle School

Description of Activity
The operational description of the technical director calls for the supervision of design and construction of sets and properties for a minimum of one major theatrical production a year. Activities required for the execution of those duties described here relate to tasks performed after the work hours during the school year, from September through June. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

ASSIGNMENTS	**HOURS**
Consult and plan with producer/head director	4
Develop technical budget	2
Design technical elements: • Set and Lighting • Sound	 3 1
Organize crews and develop schedule	2
Purchase, acquire, and transport equipment and material Construct and erect sets	12
Attend rehearsals: • Pre-Technical • Technical	 2 8
Supervise technical elements of production during performance	8
Strike sets, props after performance	4
Return props, equipment, etc.	4
Total hours needed for the activity outside of the regular work day:	**50**

Activity Name	**STUDENT SERVICE LEARNING (SSL) COORDINATOR (MIDDLE SCHOOL)**
Job Code	E3-S01 (Small MS up to 500 students); E3-S02 (Medium MS with 501-1,000 students) or E3-S03 (Large MS with 1,001+ students)
School Level	Middle School

Description of Activity

The SSL stipends are intended for teacher-level staff. Principals may authorize part-time supporting services staff to perform this work if the person works less than 8 hours/day or 40 hours/week. Full-time supporting services staff are not eligible for this stipend.

Class 3 stipend positions may be shared by two or more employees and may be apportioned in whatever manner the principal chooses as long as the employees agree to the ratio. Class 3 stipends must be split in whole dollar amounts only, even if it means one staff member is apportioned more than the other. When the SSL stipend is split, one person must be designated as the lead SSL coordinator and point of contact for the school's SSL program.

SSL is a Maryland State Department of Education (MSDE) graduation requirement. Beginning with the Class of 2011, MCPS students must complete a minimum of 75 SSL hours. Students may begin earning hours the summer after completing Grade 5 and continue to accrue them through high school. MCPS provides funding to support SSL coordination in every secondary school. The principal selects the person to serve in this role. Responsibilities of the school-based SSL coordinator include the following:

- Being well informed of the MSDE SSL mandate and MCPS implementation guidelines
- Adhering to the MCPS SSL implementation guidelines and communicating them to students, parents, and school staff
- Creating and maintaining an SSL file on each student and inputting accurate and timely service learning data on The Synergy Student Information System (SIS) for student reports and transcripts
- Promoting school and community SSL opportunities
- Collaborating with administrators to address individual SSL issues as they arise
- Attending SSL coordinator meetings and maintaining contact with the countywide SSL coordinator
- Advertising SSL award opportunities
- The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

Student progress toward this graduation requirement is monitored by school counselors at regular intervals. Comprehensive information regarding the SSL program is available on the MCPS website at http://www.montgomeryschoolsmd.org/departments/ssl/. Questions may be directed to the coordinator of the Student Service Learning Program at 240-740-3977.

Activity Name	**YEARBOOK ADVISer (MIDDLE SCHOOL)**
Job Code	E3-J02
School Level	Middle School

Description of Activity

It is the responsibility of the yearbook adviser to organize and direct all phases of activities culminating in the production of an annual school yearbook. This responsibility extends throughout the school year—from the selection of staff and examination of contractual agreements and bids during the spring semester through the publication of a yearbook the succeeding spring. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

Minimum performance criteria require that the yearbook sponsor:

- Instructs the yearbook staff on good yearbook techniques, including (1) the fundamentals of desktop publishing, (2) the composition of clear, concise copy, (3) the editing of space requirements and content, (4) the practice of good principles of layout, (5) the structuring of the yearbook according to an original and appropriate thematic design, (6) the selection and cropping of photographs, and (7) establishments of standards for all yearbook photographs (e.g., good contrast, content, focus, and impact).
- Establishes and leads the staff in observing sound business practices in budgeting, financing, and selling the book.
- Collaborates with appropriate school-based staff and yearbook company for scheduling of individual, group, and candid pictures, for supervising the writing of copy, soliciting advertisements, designing layouts, and managing all other elements in such a way as to meet all deadlines for publication and distribution.
- Decides during the spring semester current and pending contractual agreements and bids (i.e., with publishers and photography studios)
- Selects and trains the new staff members for the following school year
- Leads staff in self-evaluation of both planning and production procedures and product
- Participates (and where appropriate, involves staff) in workshops related to yearbook development

ASSIGNMENTS	**HOURS**
Preparation time (sponsor only) This includes but is not limited to designing layouts, managing elements of publication, budgeting, financing, and selling the book, planning for and executing the distribution of the yearbook, collaborating with yearbook and appropriate school-based staff to schedule individual and group photos, deciding contractual agreements and bids with publishers and photography studios, selecting and training the new staff members, participating with staff in workshops related to yearbook development	40
Preparation time (sponsor and students) • Instruct the yearbook staff on good yearbook techniques • Supervises scheduling individual and group pictures, writing copy, designing layouts, soliciting advertisements, and managing other elements of publication and distribution • Leads staff in self-evaluation of both planning and production procedures and product	35 75 5
Total hours needed for the activity outside of the regular work day:	**155**

Activity Name	**AFTER SCHOOL SUPERVISOR/ACADEMIC MONITOR**
Job Code	E3-D18
School Level	High School

Description of Activity
The stipend for the after-school supervision & academic monitor is intended for teacher-level staff. If there are no qualified MCPS teacher-level staff available for this position, schools may hire non-unit members in accordance with the guidelines contained in the most updated ECA Handbook Coaching Eligibility and Restrictions. The after-school supervision and academic monitor is expected to host a space for all students who remain at school prior to or following an extracurricular or athletic activity. The monitor provides a safe and welcoming environment for students and offers non-instructional support to students engaged in academic, independent work. The monitor works under the direction of the principal, school administration, and the extracurricular activities director. Responsibilities of the after-school supervision and academic support assistant include: • Host and supervise a space for all students who remain after school who are not under the direct supervision of a coach or sponsor • Maintain a safe and positive learning environment • Monitor student attendance, behavior, and movement • Ensure students' safety and security and adherence to school rules and regulations • Monitor and offer non-instructional support to students engaged in independent, academic work. • Communicate high expectations for behavior, respect and academic achievement • Demonstrate an active interest in the students' experience and well-being • Work collaboratively with the school athletic director, extracurricular activities director, security team, and school administration

ASSIGNMENTS	HOURS
Meetings scheduled by the school's extracurricular activities director with school administration, extracurricular sponsors, and coaches	6
Daily supervision of extracurricular activities all year	294
Total hours needed for the activity outside of the regular work day:	**300**

Activity Name	**ATHLETIC BAND/COMPETITIVE MARCHING BAND**
Job Code	E3-R50
School Level	High School

Description of Activity
The competitive marching band director will be responsible for organizing and directing the students during the fall marching season. The band must participate in field and/or parade band competitions. Sponsors assigned to this activity must possess appropriate training and background. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably. A competitive marching band is one that prepares a field or parade show and competes against other bands.

ASSIGNMENTS	**HOURS**
Planning and rehearsals	
Performances at football games. (At least all home football games. Bands may perform at away football games if mutually agreed upon by the principal, athletic director, and band director)	
Performances at parades and/or band competitions	
Performances for other school and community events.	
Other activities as approved by the principal	
Total hours needed for the activity outside of the regular work day:	**165**

- A person receiving this stipend is also eligible for the E3-R51 Marching Band Preseason stipend.
- A person receiving this stipend who has no other instructional staff for the marching band is also eligible for the E3-E13 Marching Band Assistant stipend.
- A school which receives this stipend may not receive either the E3-R52 Non-Competitive Marching Band Director or the E3-R54 Non-Marching Athletic Band Director stipends.
- Please see the table on page 5 for further explanation regarding use of marching band stipends.

Activity Name	**ATHLETIC BAND/MARCHING BAND PRESEASON**
Job Code	E3-R51
School Level	High School

Description of Activity

A band director stipend prepares students for the fall marching season and includes the management and distribution of uniforms, selecting music, charting and designing shows, and rehearsing students. Depending on the schedule that is best for each school, the activity may be scheduled throughout the summer in preparation for the upcoming marching season. The total hours assigned to this stipend correspond to the maximum hours allocated to summer practices for fall sports. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

ASSIGNMENTS	**HOURS**
Uniforms: arranging for purchasing, cleaning, fitting, issuing, and maintaining records and fees	5
Selecting music: perusal of catalogues and recordings to ascertain difficulty levels and appropriate instrumentation	5
Charting and show design: working with band staff to finalize show theme and design	14
Preparing summer communications and rehearsal schedule	2
Administrative preparations: cleaning instruments, delivery and pickup of repaired instruments, securing needed supplies	6
Rehearsals with students before the start of the school year	32
Total hours needed for the activity outside of the regular work day:	**64**

- The person receiving this stipend also must receive at least part of either the 3-R50 Competitive Marching Band or 3-R52 Non-Competitive Marching Band stipends.
- Please see the table on page 5 for further explanation regarding use of marching band stipends.

Activity Name	**ATHLETIC BAND/NON-COMPETITIVE MARCHING BAND**
Job Code	E3-R52
School Level	High School

Description of Activity
The non-competitive marching band director will be responsible for organizing and directing the students during the fall marching season. The band must produce some kind of field show. Sponsors assigned to this activity must possess appropriate training and background. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably. A non-competitive marching band is one that performs a field or parade show but does not compete against other bands in any way.

ASSIGNMENTS	**HOURS**
Rehearsals, planning, and production.	
Stands and field performances at all home football games. (At least all home football games. Bands may perform at away football games if mutually agreed upon by the principal, athletic director, and band director.)	
Performances for other school and community events	
Other activities as approved by the principal	
Total hours needed for the activity outside of the regular work day:	**110**

- A person receiving this stipend is also eligible for the 3-R51 Marching Band Preseason stipend.
- A person receiving this stipend who has no other instructional staff is also eligible for 3-E13 Marching Band Assistant stipend.
- A school which receives this stipend may not receive either the 3-R50 Competitive Marching Band or the 3-R54 Non-Marching Athletic Band stipends.
- Please see the table on page 5 for further explanation regarding use of marching band stipends.

Activity Name	**ATHLETIC BAND/PEP BAND DIRECTOR**
Job Code	E3-R54
School Level	High School

Description of Activity
The athletic band director will be responsible for organizing and directing the students during appropriate fall athletic contests. Sponsors assigned to this activity must possess appropriate training and background. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably. A non-marching athletic band is one that only performs standing still and in the stands, and does not perform any kind of field or parade show.

ASSIGNMENTS	**HOURS**
Planning, rehearsals, performances at football games, and other performances (At least all home football games. Bands may perform at away football games if mutually agreed upon by the principal, athletic director, and band director.)	
Other activities as approved by the principal	
Total hours needed for the activity outside of the regular work day:	**60**

- A person receiving this stipend is not eligible for any other marching band stipend, including the E3-R51 Marching Band Preseason stipend or the E3-E12/E3-E13 Marching Band Assistant stipend.
- A school which receives this stipend may not receive any other marching band stipend, including E3-R50 Competitive Marching Band, E3-R51 Preseason Marching Band, E3-E12/3-E13 Marching Band Assistant, or E3-R52 Non-Competitive Marching Band stipends.
- Please see the table on page 5 for further explanation regarding use of marching band stipends.

Activity Name	**ATHLETIC BAND/MARCHING BAND ASSISTANT**
Job Code	E3-E12 or E3-E13
School Level	High School

Description of Activity

Duties of the sponsor include assisting the marching band director in preseason and yearly marching activities, including managing equipment and uniforms, designing drills and shows, and rehearsing students. Depending on the schedule that is best for each school, the activity may be scheduled to begin in the summer. This stipend may be offered to anyone who is assisting the director with the marching band, including not but not limited to a guard, dance or percussion instructor. The stipend may also be split amongst multiple people. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

ASSIGNMENTS	**E3-E13 If also the Band Director**	**E3-E12 If a Separate Sponsor**
Auditions: develop criteria and audition students	8	8
Uniforms: arrange for cleaning, fitting, issuing and maintaining records	8	8
Music selection: assist band director in selecting music by reviewing recordings	8	12
Choreography and show design: fit the music to a selected theme and developing plans for maneuvering within the band show	18	30
Scheduling: prepare summer communications and rehearsal schedule	4	4
Administrative preparations: arrange for cleaning and repairs of equipment and supplies	4	6
Conduct rehearsals with students	15	24
Conduct additional sectional rehearsals	10	28
Trips: attend and prepare students for competitions/festivals, and touch-up rehearsals	10	30
Total hours needed for the activity outside of the regular work day - **If done by someone receiving a Marching/Athletic Band Director Stipend**	**85**	

Total hours needed for the activity outside of the regular work day - **If done by a separate sponsor**		**150**

- Please see the table on page 5 for further explanation regarding use of marching band stipends.

Activity Name	**INSTRUMENTAL MUSIC DIRECTOR (HIGH SCHOOL)**
Job Code	E3-R53
School Level	High School

Description of Activity
The instrumental music director will be responsible for organizing and directing instrumental music activities which are an outgrowth of the school music program. The sponsor assigned this activity must possess appropriate training and background. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably. When multiple instrumental music teachers are employed at the school, this stipend may be shared.

ASSIGNMENTS	**HOURS**
Concerts and rehearsals (including formal performances, out-of-school rehearsals, coaching sessions, and planning and production)	30
Festivals, clinics, trips (including state, regional, and local festivals, student clinics, short trips, overnight trips out-of-area, and planning)	50
Chamber music groups and ensembles (regularly scheduled beyond the school day throughout the year)	45
Cluster coordination (includes organization, publicity, and performance at cluster concert)	25
Management of finances and inventory of concert uniforms, music, and equipment	20
Total hours needed for the activity outside of the regular work day:	**170**

Activity Name	**CHORAL DIRECTOR (HIGH SCHOOL)**
Job Code	E3-R05
School Level	High School

Description of Activity

The choral director is responsible for organizing, planning, and directing additional choral music activities that are an outgrowth of the instructional program. The sponsor assigned this activity must possess specialized training and experience. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably. Specific duties and responsibilities are to be determined by the principal in consultation with the choral director. Included herein is a listing of choral-related activities and approximate corresponding out-of-school time requirements.

ASSIGNMENTS	**HOURS**
Preparation and planning (includes selecting music, developing and directing programs, recruiting, and coaching, etc.)	93
Tryouts (includes travel to feeder schools, hearing and evaluating voices, and processing application forms, etc.)	15
Transportation (to and from performances)	16
Special practices (includes after school or evening rehearsals, and rehearsals on non-duty days)	72
Performances	32
Post-activity planning (includes storage and maintenance of costumes – robes, blazers, etc., music inventory, and evaluation activities)	20
Other (includes exchange programs, local, state and division music activities, Broadway-type musicals, musical reviews, talent shows, and special classes for gifted and talented)	52
Note: The choral director sponsors approximately 8 public performances per year.	
Total hours needed for the activity outside of the regular work day:	**300**

Activity Name	**DEBATE COACH**
Job Code	E3-L01
School Level	High School

Description of Activity

It is the responsibility of the debate coach to sponsor students from the school in debate tournaments. This responsibility extends throughout the school year and involves traveling with students to tournaments, some of which are held out of the area. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

Minimum performance criteria require that the debate coach:

- Prepares team for participation in a minimum of six debate tournaments and accompanies them to each.
- Spends a minimum of 215 hours in active sponsorship of the activity, 32 of which must be used through participation in a debate league, such as the Montgomery County Debate League or Washington Area Speech and Debate League. Other sponsorship activities include practices, critiquing cases, locating and organizing materials, and making arrangements for teacher participating in tournaments.
- Instructs team in skills of effective public speaking (articulation, projection, voice modulation, intonation, pacing, etc.).
- Fosters in team members the skills and habit of critical thinking.
- Helps each student develop the ability to work intimately with another student as a member of a team.
- Helps students develop the skills of communicating ideas in a simple, understandable fashion.
- Teaches team members to understand and respect differing points of view.
- Emphasizes, both by instruction and by example, those aspects of involvement which relate to the total growth of the student rather than sheer competitive achievement.
- Fosters in team members the growth of the ability to assess the cogency of an argument, whether his own or another's.

ASSIGNMENTS	**HOURS**
Preparation time (sponsor only)	10
Preparation time (with students before/after school hours)	145

Accompanying students to meets/contests	70
Total hours needed for the activity outside of the regular work day:	**225**

Activity Name	**DRAMA - HEAD DIRECTOR (HIGH SCHOOL)**
Job Code	E3-P02
School Level	High School

Description of Activity

The description of the high school head drama director calls for the producing and directing of a minimum of two major productions annually. Tasks described below constitute the minimum hours required for the execution of these stipend activities that are performed after the teacher's work day, from September through June. The two major productions consist of one play and one musical. The sponsor must possess appropriate training and background for play production.

ASSIGNMENTS	**HOURS per Play**	**HOURS per Musical**
Research and read plays suitable to age groups, budget, and facility	7	10
Perform administrative and production duties such as developing budget, production schedule, clearing for space use, attending to contractual obligations	5	8
Cast the show: Preparation for casting Auditions (including call backs)	2 4	4 8
Prepare production book and blocking, light plot, round plot, and prop plot	6	10
Consult and plan with production staff (costumes, set lighting, props, program, box office, music, and choreography).	5	8
Rehearse cast: Play 5 weeks of 4 days @ 2 hours = 40 3 weeks of 4 days @ 3 hours = 36 1 Saturday rehearsal @ 5 hours = 5 2 technical rehearsals @ 4 hours = 8 1 dress rehearsal @ 5 hours = 5 TOTAL = 94 Rehearse Cast: Musical 5 weeks of 4 days @ 2 hours = 40 3 weeks of 4 days @ 3 hours = 36 4 days w/orchestra @ 3 hours = 12 1 Saturday rehearsal @ 8 hours = 8 2 technical rehearsals @ 4 hours = 8 1 dress rehearsal @ 5 hours = 5 TOTAL = 109	94	109
Coordinate technical components of production	4	7
Purchase, pick-up materials, supplies, and equipment	5	8

Keep production records, including expenditures	2	4
Supervise all production elements during performances	4	6
Supervise post-performance activities such as striking and storing set, costume cleaning and storage, clean-up, etc.	4	6
Return borrowed, rented equipment and material	3	6
	145	**192**
Total hours needed for the activity outside of the regular work day:	**337**	

Activity Name **EXTRACURRICULAR ACTIVITIES DIRECTOR**

Job Code E3-D17

School Level High School

Description of Activity

The stipend for the extracurricular activities director is intended for teacher level staff. If there are no qualified MCPS teacher-level staff available for this position, schools may hire non-unit members in accordance with the guidelines contained in the most updated ECA Handbook Coaching Eligibility and Restrictions.
The extracurricular activities director is expected to assist the school administration with the supervision of students and student activities after the conclusion of the school day. This includes, but is not limited to:

- Work with all extracurricular sponsors to:
  - Provide training to extracurricular sponsors, in alignment with MCPS procedures and expectations
  - Maintain an after-school activities schedule (list of clubs/activities, meeting times and locations, and sponsors)
  - Collect, review, and manage student rosters and participation data
  - Maintain and draft reports showing student participation and other records relative to all extracurricular activities
  - Know and implement the after-school emergency plan
  - Distribute and maintain the after-school communications tree
- Schedule and conduct meetings with sponsors, after-school supervision & academic monitors, as needed
- Work collaboratively with the school athletic director, security team, and school administration
- Serve as a member of the school's operations team

ASSIGNMENTS	HOURS
Meetings scheduled by the director of student leadership and extracurricular activities with school administrators and extracurricular sponsors	6
Local school meetings	20
Daily supervision of after-school extracurricular activities as directed by the principal and school administration all year	289
Total hours needed for the activity outside of the regular work day:	**315**

Activity Name	**FORENSICS COMPETITIVE SPEECH COACH**
Job Code	E3-L02
School Level	High School

Description of Activity

It is the responsibility of the high school forensics coaches to sponsor students from school in the activities of the Montgomery County Forensics League. This responsibility extends throughout the year from a late August MCFL organizational meeting through an awards night program generally held in March or April. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

Minimum performance criteria require that the forensics coach:

- Spends at least 225 hours annually in the sponsorship of the activity, 32 of which must be used through participation in Montgomery County Forensics League (MCFL) tournaments.
- Prepares team members for participation in the three preliminary tournaments of the MCFL and to the honors tournament if his/her students are involved and accompanies them to each.
- Attends all regularly scheduled meetings of the MCFL, participates in league workshops, hosts league tournaments, and assumes league leadership functions when called upon.
- Is thoroughly familiar with and acquaints team members with the standards and procedures of the MCFL.
- Possesses and imparts to team members a thorough understanding of the categories of forensics competition as well as a practical awareness of the distinction between acting and oral interpretation.
- Assists students in the selection of appropriate material, in cutting material to required time, and in the refinement of the material for oral presentation.
- Emphasizes, by both instruction and example, those aspects of forensic involvement which relate rather to the total growth of the student than to sheer competitive achievement.
- Instills in the students an abiding respect for the value of language well used as a means to personal fulfillment, to effective communication, and to aesthetic gratification.

ASSIGNMENTS	**HOURS**
Preparation time (sponsor only)	15
Preparation time (w/students before/after school hours)	170
Accompanying students to MCFL competitions	32
Other (travel to competitions and MCFL meetings)	8
Total hours needed for the activity outside of the regular work day:	**225**

Activity Name **IT'S ACADEMIC TEAM**

Job Code E3-L52

School Level	High School

Description of Activity
It's Academic is an extracurricular activity that prepares students to accumulate knowledge for the purpose of participating in regional and national academic competitions and fostering greater interest in academics. The standard competitions include questions pertaining to physics, chemistry, other sciences, math, history, art, literature, popular culture and other topics. It's Academic prepares students to compete in year-round academic quiz bowl competitions, from local Montgomery Academic Beltway League to the NBC-4 television show "It's Academic." The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

ASSIGNMENTS	**HOURS**
Preparation time (sponsor only)	12
Preparation time (w/ students before/after school hours)	44
Accompanying students to Montgomery Academic Beltway matches	28
Accompanying students to weekend tournaments	16
Total hours needed for the activity outside of the regular work day:	**100**

Activity Name	**JUNIOR CLASS ADVISOR**
Job Code	E3-N05
School Level	High School

Description of Activity
The junior class advisor is responsible for supervising all school sponsored junior class activities throughout the year. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

ASSIGNMENTS	**HOURS**
Preparation and Planning • establishing and maintaining official class lists and files • supervising class budgets, fees, and records of payments • writing and distributing letters and memoranda to juniors and their parents • maintaining records of accounts payable and paying outstanding obligations	50
Meetings • with class officers, class representatives, or entire class for purpose of discussing activities • with sales representatives and class representatives for selection of class rings	85
Activities • supervise at least two junior class activities during the year, such as a banquet, a dance, an outing, or similar student-planned junior class function • additional activities are optional	10
Fundraising (the sponsor must approve and supervise all fundraising activities of the junior class)	30
Note: The members of the junior class will be directly involved in all decisions pertaining to the above activities. The junior class advisor, however, has the final authority for decision making.	
Total hours needed for the activity outside of the regular work day:	**175**

Activity Name	**MATHLETES**
Job Code	E3-L03
School Level	High School

Description of Activity

The sponsor will be responsible for organizing and directing the activities of the high school math team for the school. This responsibility extends throughout the year. The purpose of the high school math team is to encourage a wide variety of students to strengthen and refine their higher order thinking through team competition. Participation in math team activities often provides students with the inspiration to continue in the study of higher level mathematics in high school and college. Math team provides a vehicle for gifted mathematics students to receive recognition for their abilities at the local, state, and national level. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

- Publicize the competitions within the school
- Arrange for practices
- Prepare problems for practices
- Acquaint team members with the standards, procedures, and rules of the Montgomery County Math League
- Conduct team practices
- Establish a school policy for determination of members on the A team and B team
- Arrange transportation of the team members to and from the meets
- Attend meets
- Record team and individual scores at the meet
- Maintain records of the student's score
- Inform the county coordinator of the team and individual scores
- Publicize the team results at the local school
- Determine a policy for recognition of team members
- Recognize members of the team by presentation of a certificate or the like
- Investigate other math competitions which are appropriate for the school
- Participate in other appropriate math competitions

ASSIGNMENTS	**HOURS**
23 practice sessions @ 2 hours each	46
9 meets @ 2 hours each	18
Preparation of practice problems, etc.	30
Participation in other math competitions	15
Travel to meets	8

Total hours needed for the activity outside of the regular work day:	117

Activity Name	**MINORITY SCHOLARS PROGRAM SPONSOR (HIGH SCHOOL)**
Job Code	E3-K01
School Level	High School

Description of Activity

The Minority Scholars Program (MSP) Sponsor is intended for school-based staff only. It is not a position to be filled by anyone who is not a staff member at the particular school. The mission of the Minority Scholars Program is to empower students to analyze and disrupt racial inequities and systems of oppression. In other words, it is a student-driven initiative aimed at tackling the opportunity gap and ensuring educational equity. As such, the MSP Movement, as it is often referred to, is based around student voice, student leadership and student activism. The job of the school-based sponsor is to support the vision, mission and goals of MSP by serving as both a supporter and a "coach" for the students within MSP.
This includes but is not limited to:

- Helping to guide and grow the MSP Movement within a school such that it stays true to the mission, vision, and 6 keys of MSP (Academic Achievement, Leadership Development, Student Voice, Building Cultural Capital, Enhancing Sense of Belonging, and Raising Critical Consciousness)
- Empowering and guiding students to lead efforts to build and create equity
- Recruiting students to be part of the Movement and train students to recruit others.
- Collecting and maintaining MSP membership data
- Training students to organize and lead weekly meetings, activities and events, as well as help them learn leadership skills
- Training students in understanding the opportunity gap and identifying gaps within their schools
- Helping students to identify solutions and strategies to be used within the school.
- Providing logistical support and guidance for students in all phases of analysis, planning and implementation of equity efforts, initiatives and activities
- Ensuring a student representative (and encouraging other MSP student leaders) attend the Countywide Task Force Meetings so that they can connect with peers across school boundaries and share in efforts and ideas.
- Recruiting and encouraging student leaders to take part in, and attend, the Annual MSP Retreat
- Supporting (and attend if possible) all countywide MSP efforts, including the MSP Retreat, Task Force, Trainings, and student-led events
- Recruiting, encouraging, and identifying student leaders to take part in the summer internship program.
- Communicating, coordinating, and articulating MSP chapter efforts within elementary, middle and high school cluster

NOTE: MSP Activities and planning occur both during and after-school hours. Task Force Meetings are once a month at MCEA from 4-6 pm. The Retreat usually occurs on a Saturday in early March.

ASSIGNMENTS	HOURS
Preparation planning for MSP engagement (meeting preparation, transportation, finance management)	40
Supervise MSP meetings at the school to include student training	120

Coordinate MSP programs with the school administration, cluster schools, and the districtwide MSP leadership team	30
Supervise and monitor all MSP sponsored events within the school, the Task Force Meetings, the MSP Retreat, trainings, and student-led events	80
Total hours needed for the activity outside of the regular work day:	**270**

Activity Name	**MOCK TRIAL PROGRAM**
Job Code	E3-L13
School Level	High School

Description of Activity
The responsibilities of the sponsor described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The actual length of season and number of practices varies slightly each year. This activity is an extension of NSL-B and Law. Students analyze legal cases and prepare arguments from both sides. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

ASSIGNMENTS	**HOURS**
Pre and postseason meetings scheduled by coordinator of social studies	4
Length of season – November through March 3 practices @ 1.0 hour per week 4 contests average 4.0 hours	 48 16
Preparation — Supervision — Transportation Preseason planning – 10.0 hours (including meeting with coordinator) Each contest preparation – 2.0 hours Transportation – evening and non-school day @ 1.0 hour	 8 10 4
Total hours needed for the activity outside of the regular work day:	**90**

Activity Name	**PIT ORCHESTRA DIRECTOR**
Job Code	E3-R55
School Level	High School

Description of Activity
The pit orchestra director will be responsible for organizing and directing the musical show pit orchestra for Broadway or all-school productions (including rehearsals, planning and consultation, coaching, etc.). The sponsor assigned this activity must possess appropriate training and background. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

ASSIGNMENTS	**HOURS**
Consultation on musical selection with Drama Head Director, Choral Director and Technical Director	4
Rehearsals with pit orchestra members and musical cast	40
Performances	16
Administrative tasks	5
Total hours needed for the activity outside of the regular work day:	**65**

Activity Name	**NEWSPAPER ADVISER (HIGH SCHOOL)**
Job Code	E3-J03
School Level	High School

Description of Activity

It is the responsibility of the high school newspaper adviser to direct staff in all steps of publishing quarterly via print, online, or combination of both (hybrid). This responsibility extends throughout the school year from late August through the publication of the last issue in June. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

Minimum performance criteria require that the newspaper adviser:

- Instructs students and guides them in the use of the skills they need to write accurately, precisely, objectively, and creatively; instructs and guides students in reporting accurately and objectively and in expressing editorial opinions based on verified facts
- Guides students in perfecting techniques in the following areas: publishing (including headlines, layout, and typography), interviewing, editing, photography, business, and advertising
- Instills in the staff a determination to be as professional as possible by acquainting them with the principles and ethics of professional journalism
- Familiarizes students with the legal restrictions on the press, such as the laws of libel, obscenity, invasion of privacy, and copyright, as well as the rights of the press guaranteed by the First Amendment
- Guides students in the operation of the newspaper on a sound financial basis, including establishing and maintaining a budget, selling advertisements and subscriptions, collecting monies due, circulating the newspaper, keeping accurate books, and providing for at least one annual financial report; guides students in planning, executing and evaluating each edition of the newspaper
- Provides the staff with a newspaper library and with opportunities to read newspapers from other schools in Montgomery County and elsewhere
- Serves as a buffer between the staff and influences both within and outside the school and provides staff members from unwarranted pressures
- Keeps staff apprised of developing trends in school newspapers and the professional press of services and aids available through scholastic press associations, and of opportunities for the staff to participate in state, regional, and national press activities and meetings

ASSIGNMENTS	**HOURS**
Preparation time (adviser)	15

Preparation time (with students before/after school hours)
• Length of school year — late August to end of June
• Minimum quarterly production @ 36 hours includes:
  ○ instructing and guiding students in writing and reporting skills
  ○ guiding students in publishing, interviewing, editing, photography skills
  ○ assisting students in working with the printer or online publisher
	144

• Guiding students in financial operation of paper, including selling ads, keeping books, providing one annual financial report	56
• Accompanying students to state, regional and press activities/meetings and journalism conferences	10

Total hours needed for the activity outside of the regular work day:	225

Activity Name	**SENIOR CLASS ADVISOR**
Job Code	E3-N06
School Level	High School

Description of Activity
The senior class advisor is responsible for supervising all school sponsored senior class activities throughout the year. The culminating activities are the commencement and graduation ceremonies. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

ASSIGNMENTS	**HOURS**
Preparation and Planning • establishing and maintaining official class lists and files • supervising class budgets, fees, and records of payments • writing and distributing letters and memoranda to seniors and their parents • maintaining records of accounts payable and paying outstanding obligations • planning for and following through on all details pertaining to the commencement program • activities, such as programs, seating, guests, speakers, diploma distribution, cap and gown distribution and return, ushers and parking attendants, music, and processional	90
Meetings • with class officers, class representatives, or entire class for purpose of discussing activities • with numerous sales representatives and class representatives for selection of caps and gowns, announcements, etc.	110
Activities • supervise at least two senior class activities during the year, such as a banquet, a dance, an outing, or similar student-planned senior class function • practice sessions for and implementation of the commencement program • additional activities, such as baccalaureate exercises, are optional	20
Fundraising (the sponsor must approve and supervise all fundraising activities of the senior class)	30

Note: The members of the senior class will be directly involved in all decisions pertaining to the above activities. The senior class advisor, however, has the final authority for decision making.	
Total hours needed for the activity outside of the regular work day:	**250**

Activity Name	**SGA SPONSOR (HIGH SCHOOL)**
Job Code	E3-F04
School Level	High School

Description of Activity
The SGA sponsor is responsible for supervising all SGA activities and advising the student government and its officers on all matters pertaining to its constitution, its function, and its critical role in the lives of high school students. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

ASSIGNMENTS	**HOURS**
Meetings While the SGA meeting arrangements will vary from school to school, the minimum number of hours the sponsor should meet with the SGA officers, executive board, planning committees, (homeroom grade) representative assembly, and other affiliated groups, including community and state organizations and two meetings annually with student affairs office staff, is 100 hours per school year. This would provide adequate time for an active SGA to plan for meeting its governmental responsibilities and implementing SGA sponsored activities.	100
Activities There is no standard list of activities which are or should be sponsored by the SGA. However, there is a general understanding that the SGA, in addition to its student government function, should foster the improvement of the quality of student life through the sponsorship of many student activities. These activities should be planned and implemented by the SGA with the sponsor acting in an advisor capacity. The SGA sponsor does have the responsibility for final approval or disapproval of these activities. School/community service activities are also appropriate for student government sponsorship. SGA sponsored student activities may be primarily for entertainment and enjoyment such as Homecoming activities, primarily for fundraising to finance non income producing activities such as operating a concession stand at athletic events, or for purposes such as a school dance.	150
Develop procedures for and supervise the conduct of elections.	20
Total hours needed for the activity outside of the regular work day:	**270**

Activity Name	**DRAMA TECHNICAL DIRECTOR (HIGH SCHOOL)**
Job Code	E3-R12
School Level	High School

Description of Activity

The operational description of the technical director calls for the supervision of design and construction of sets and properties for a minimum of two major theatrical productions a year. Activities required for the execution of those duties described here relate to tasks performed after the work hours during the school year, from September through June. The two major performances consist of one play and one musical. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

ASSIGNMENTS	**HOURS per Play**	**HOURS per Musical**
Consult and plan with producer/head director	3	5
Develop technical budget	2	3
Design technical elements: • Set • Lighting • Sound	 6 3 2	 12 5 4
Organize crews and develop schedule	3	8
Purchase, acquire, and transport equipment and material	5	10
Construct and erect sets	82	115
Attend rehearsals: • Pre-Technical • Technical	 2 8	 3 15
Supervise technical elements of production during performance	8	8
Strike sets, props after performance	4	8

Return props, equipment, etc.	4	5
Total hours needed for the activity outside of the regular work day:	**132**	**201**
Total hours needed for the activity outside of the regular work day:	**333**	

Activity Name	**STEM *(Science, Technology, Engineering, and Mathematics)* CLUB**
Job Code	E3-L18
School Level	High School

Description of Activity

Science, Technology, Engineering, and Mathematics (STEM) Clubs provide a variety of opportunities and experience beyond the classroom intended to foster STEM literacy and motivate students to pursue STEM careers. The sponsor is responsible for organizing and directing the activities of a before and/or after school program for students. The exact nature of activities will depend upon the needs and interests of the students. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

This stipend is available only for high schools with STEM clubs meeting outside of the instructional day. STEM Club sponsors that receive a stipend for STEM Club from other funding sources (including grants and mini-grants) are not eligible to receive this stipend.

- STEM Club sponsors should work an expected 100 hours to receive the full stipend.
- STEM Clubs that meet for less time during the year should be assigned a partial stipend according to the projected hours of work.

The principal selects the person(s) to serve in this role. The STEM Club stipend is intended for teacher level staff. Principals may authorize part-time supporting services staff to perform this work if the person works less than 8 hours/day or 40 hours/week. Full-time supporting services staff are not eligible for this stipend.

ASSIGNMENTS	**HOURS**
Total hours needed for the activity outside of the regular work day:	**100**

Activity Name	**STUDENT SERVICE LEARNING (SSL) (HIGH SCHOOL)**
Job Code	E3-S04
School Level	High School

Description of Activity

The SSL stipends are intended for teacher-level staff. Principals may authorize part-time supporting services staff to perform this work if the person works less than 8 hours/day or 40 hours/week. Full-time supporting services staff are not eligible for this stipend.

Class 3 stipend positions may be shared by two or more employees and may be apportioned in whatever manner the principal chooses as long as the employees agree to the ratio. Class 3 stipends must be split in whole dollar amounts only, even if it means one staff member is apportioned more than the other. When the SSL stipend is split, one person must be designated as the lead SSL coordinator and point of contact for the school's SSL program.

SSL is a Maryland State Department of Education (MSDE) graduation requirement. Beginning with the Class of 2011, MCPS students must complete a minimum of 75 SSL hours. Students may begin earning hours the summer after completing Grade 5 and continue to accrue them through high school. MCPS provides funding to support SSL coordination in every secondary school. The principal selects the person to serve in this role. Responsibilities of the school-based SSL coordinator include the following:

- Being well-informed of the MSDE SSL mandate and MCPS implementation guidelines
- Adhering to the MCPS SSL implementation guidelines and communicating them to students, parents, and school staff
- Creating and maintaining an SSL file on each student and inputting accurate and timely service learning data on The Synergy Student Information System (SIS) for student reports and transcripts
- Promoting school and community SSL opportunities
- Collaborating with administrators to address individual SSL issues as they arise
- Attending SSL coordinator meetings and maintaining contact with the countywide SSL coordinator
- Advertising SSL award opportunities
- The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.
-

Student progress toward this graduation requirement is monitored by school counselors at regular intervals. Comprehensive information regarding the SSL program is available on the MCPS website at http://www.montgomeryschoolsmd.org/departments/ssl/. Questions may be directed to the coordinator of the Student Service Learning Program at 240-740-3977.

Activity Name	**YEARBOOK ADVISER (HIGH SCHOOL)**
Job Code	E3-J04
School Level	High School

Description of Activity

It is the responsibility of the yearbook adviser to organize and direct all phases of activities culminating in the production of an annual school yearbook. This responsibility extends throughout the school year—from the selection of staff and examination of contractual agreements and bids during the spring semester through the publication of a yearbook the succeeding spring. Many schools also produce summer supplements. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

Minimum performance criteria require that the yearbook sponsor:

- Instructs the yearbook staff on good yearbook techniques, including (1) the fundamentals of desktop publishing, (2) the composition of clear, concise copy, (3) the editing of space requirements and content, (4) the practice of good principles of layout, (5) the structuring of the yearbook according to an original and appropriate thematic design, (6) the selection and cropping of photographs, and (7) establishments of standards for all yearbook photographs (e.g., good contrast, content, focus, and impact).
- Establishes and leads the staff in observing sound business practices in budgeting, financing, and selling the book.
- Assumes responsibility for scheduling individual and group pictures, for supervising the writing of copy, for soliciting advertisements, for designing layouts, and for managing all other elements in such a way as to meet all deadlines for publication and distribution.
- Decides during the spring semester current and pending contractual agreements and bids (i.e., with publishers and photography studios)
- Selects and trains the new staff members for the following school year
- Leads staff in self-evaluation of both planning and production procedures and product
- Participates (and where appropriate, involves staff) in workshops related to yearbook development

ASSIGNMENTS	**HOURS**
Preparation time (sponsor only)	15
Preparation time (sponsor and students)	
• Instructs the yearbook staff on good yearbook techniques	35
• Leads staff in sound business practices, including budgeting, financing, and selling the book	40
• Supervises scheduling individual and group pictures, writing copy, designing layouts, soliciting advertisements, and managing other elements of publication and distribution	75
• Decides contractual agreements and bids with publishers and photography studios	10
• Selects and trains the new staff members	20
• Leads staff in self-evaluation of both planning and production procedures and product	20
• Participates with staff in workshops related to yearbook development	10
Total hours needed for the activity outside of the regular work day:	**225**

Job Descriptions
Athletics

Activity Name	**ATHLETIC COORDINATOR (MIDDLE SCHOOL)**
Job Code	E3-C36
School Level	Middle School

Description of Activity

The athletic coordinator is responsible for organizing and administering the interscholastic athletics program in alignment with the R.A.I.S.E. core values and shall provide leadership that will ensure safe and equitable educational experiences for coaches and student-athletes. The responsibilities of the athletic coordinator described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

FALL – Cross Country and Softball	**HOURS**
1. County athletic coordinators' meeting	1.5
2. Meeting with administration	1
3. Coaches' meeting	1
4. Supervision – 5 contests @ 2.0 hours	10
5. Field and course prep	6
6. Arrange transportation/officials/reschedule make-ups/administrative duties	30
7. Uniforms and equipment inventory, disbursement	2
8. Administrative Tasks – physicals, forms, etc.	16
9. Publicity / Academic Monitoring	2
Total hours needed for the activity outside of the regular work day:	**69.5**

WINTER – Basketball	**HOURS**
1. County athletic coordinators' meeting	1.5
2. Meeting with administration	1
3. Coaches' meeting	1
4. Supervision – 6 contests @ 2.0 hours	10
5. Field and course prep	1.5
6. Arrange transportation/officials/reschedule make-ups/administrative duties	30

7. Uniforms and equipment inventory, disbursement	2
8. Administrative Tasks – physicals, forms, etc.	11.5
9. Publicity / Academic Monitoring	2
Total hours needed for the activity outside of the regular work day:	**60.5**

Continued on next page

ATHLETIC COORDINATOR MIDDLE SCHOOL (page 2)

SPRING – Soccer and Flag Football	**HOURS**
1. County athletic coordinators' meeting	1.5
2. Meeting with administration	1
3. Coaches' meeting	1
4. Supervision – 5 contests @ 2.0 hours	10
5. Field Preparation	12
6. Arrange transportation/officials/reschedule make-ups/administrative duties	30
7. Uniforms and equipment inventory, disbursement	2
8. Administrative Tasks – physicals, forms, etc.	16
9. Publicity / Academic Monitoring	2
10. Postseason duties ordering, materials for next year	7
Total hours needed for the activity outside of the regular work day:	**82.5**

Total time needed for Athletic Coordinator outside of the regular day	**212.5**

Activity Name	**BASKETBALL (BOYS) (MIDDLE SCHOOL)**
Job Code	E3-B11
School Level	Middle School

Description of Activity
The coach is responsible for supervision in locker rooms, practices, and performance areas and for establishing a team culture in alignment with the R.A.I.S.E. core values, ensuring that all athletes and team managers are treated fairly and equitably within all aspects of programming. The responsibilities of the coach described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

ASSIGNMENTS	**HOURS**
County preseason coaches' meetings	2
Length of season: late November – mid February • 22 practices @ 1.5 hours (33 hours) • 5 contests @ 2.0 hours (10 hours)	43
Preparation, Supervision, and Transportation • Preseason planning , includes meetings with athletic coordinator (3 hours) • 22 practice plan/prep @ .5 hours (11 hours) • 5 contest plan/prep @ 0.5 hours (2.5 hours) • Locker room supervision – 27 days @ 0.75 hours (20.25 hours) • Transportation (3 hours)	39.75
Postseason requirements (includes meeting with athletic coordinator)	4
Total hours needed for the activity outside of the regular work day:	**88.75**

Activity Name	**BASKETBALL (GIRLS) (MIDDLE SCHOOL)**
Job Code	E3-B08
School Level	Middle School

Description of Activity
The coach is responsible for supervision in locker rooms, practices, and performance areas and for establishing a team culture in alignment with the R.A.I.S.E. core values, ensuring that all athletes and team managers are treated fairly and equitably within all aspects of programming. The responsibilities of the coach described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

ASSIGNMENTS	**HOURS**
County preseason coaches' meetings	2
Length of season: late November – mid February • 22 practices @ 1.5 hours (33 hours) • 5 contests @ 2.0 hours (10 hours)	43
Preparation, Supervision, and Transportation • Preseason planning , includes meetings with athletic coordinator (3 hours) • 22 practice plan/prep @ .5 hours (11 hours) • 5 contest plan/prep @ 0.5 hours (2.5 hours) • Locker room supervision – 27 days @ 0.75 hours (20.25 hours) • Transportation (3 hours)	39.75
Postseason requirements (includes meeting with athletic coordinator)	4
Total hours needed for the activity outside of the regular work day:	**88.75**

Activity Name	**BASKETBALL SCORER (MIDDLE SCHOOL)**
Job Code	E3-A48
School Level	Middle School

Description of Activity
The responsibilities of the scorer described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity.

ASSIGNMENTS	**HOURS**
Length of Season: early December – mid February Preseason preparation	1
Keep score for 6 home basketball games 3 boys and 3 girls contests @ 2.5 hours (15 hours)	15
Total hours needed for the activity outside of the regular work day:	**16**

Activity Name	**BASKETBALL TIMER (MIDDLE SCHOOL)**
Job Code	E3-A28
School Level	Middle School

Description of Activity
The responsibilities of the timer described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity.

ASSIGNMENTS	**HOURS**
Length of Season: early December – mid February Preseason preparation	1
Keep time for 6 home basketball games 3 boys and 3 girls contests @ 2.5 hours (15 hours)	15
Total hours needed for the activity outside of the regular work day:	**16**

Activity Name	**FLAG FOOTBALL (BOYS) (MIDDLE SCHOOL)**
Job Code	E3-A152
School Level	Middle School

Description of Activity
The coach is responsible for supervision in locker rooms, practices, and performance areas and for establishing a team culture in alignment with the R.A.I.S.E. core values, ensuring that all athletes and team managers are treated fairly and equitably within all aspects of programming. The responsibilities of the coach described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

ASSIGNMENTS	**HOURS**
County preseason coaches' meetings	2
Length of Season: early March – late May • 21 school day practices - @ 1.5 hours (31.5 hours) • 5 school day contests - @ 2.0 hours (10 hours	41.5
Preparation, Supervision, and Transportation • Preseason planning, includes meetings with athletic coordinator (3 hours) • 21 practice planning and preparation @ 0.5 hour (10.5 hours) • 5 contest planning and preparation @ 0.5 hour (2.5 hours) • Field preparation (6 hours) • Locker room supervision – 26 days @ 0.75 hours (19.5 hours) • Transportation (3 hours)	44.5
Postseason requirements (includes meeting with athletic coordinator)	3
Total hours needed for the activity outside of the regular work day:	**91**

Activity Name	**FLAG FOOTBALL (GIRLS) (MIDDLE SCHOOL)**
Job Code	E3-A162
School Level	Middle School

Description of Activity
The coach is responsible for supervision in locker rooms, practices, and performance areas and for establishing a team culture in alignment with the R.A.I.S.E. core values, ensuring that all athletes and team managers are treated fairly and equitably within all aspects of programming. The responsibilities of the coach described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

ASSIGNMENTS	**HOURS**
County preseason coaches' meetings	2
Length of Season: early March – late May • 21 school day practices - @ 1.5 hours (31.5 hours) • 5 school day contests - @ 2.0 hours (10 hours	41.5
Preparation, Supervision, and Transportation • Preseason planning, includes meetings with athletic coordinator (3 hours) • 21 practice planning and preparation @ 0.5 hour (10.5 hours) • 5 contest planning and preparation @ 0.5 hour (2.5 hours) • Field preparation (6 hours) • Locker room supervision – 26 days @ 0.75 hours (19.5 hours) • Transportation (3 hours)	44.5
Postseason requirements (includes meeting with athletic coordinator)	3
Total hours needed for the activity outside of the regular work day:	**91**

Activity Name	**CROSS COUNTRY (COED) (MIDDLE SCHOOL)**
Job Code	E3-C24
School Level	Middle School

Description of Activity
The coach is responsible for supervision in locker rooms, practices, and performance areas and for establishing a team culture in alignment with the R.A.I.S.E. core values, ensuring that all athletes and team managers are treated fairly and equitably within all aspects of programming. The responsibilities of the coach described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

ASSIGNMENTS	**HOURS**
County preseason coaches' meetings	2
Length of Season: early September – late October • 21 practices @ 1.5 hours (31.5 hours) • 5 contests @ 2.0 hours (10 hours)	41.5
Preparation, Supervision, and Transportation • Preseason planning, includes meetings with athletic coordinator (3 hours) • 21 practice planning and preparation @ 0.5 hour (10.5 hours) • 5 contest planning and preparation @ 0.5 hour (2.5 hours) • Course preparation (6 hours) • Locker room supervision – 26 days @ 0.75 hours (19.5 hours) • Transportation (3 hours)	44.5
Postseason requirements (includes meeting with athletic coordinator)	3
Total hours needed for the activity outside of the regular work day:	**91**

Activity Name	**INTRAMURAL COORDINATOR (MIDDLE SCHOOL)**
Job Code	E3-C22
School Level	Middle School

Description of Activity

The Intramural Coordinator works collaboratively with the MCPS Health and Physical Education Department and local school administration to develop, implement, and supervise a safe, inclusive, and engaging intramural program that meets the interests and needs of students. Responsibilities include maintaining current CPR/AED certification, attending required trainings and meetings, coordinating facilities, equipment, and scheduling, supporting and supervising intramural directors, maintaining financial and inventory records, and ensuring programs follow MCPS curriculum and health and safety guidelines.

ASSIGNMENTS	**HOURS**
Intramural coordinators' meetings scheduled by central office staff	4
Hours required for program and budget coordination and planning and coordinating facilities of the intramural programs. Other duties include scheduling officials, securing coaches, administration of awards and general supervision of the intramural program.	56
Total hours needed for the activity outside of the regular work day:	**60**

Activity Name	**INTRAMURAL DIRECTOR (MIDDLE SCHOOL)**
Job Code	E3-C14, E3-C17, E3-C18, E3-C19 & E3-C31
School Level	Middle School

Description of Activity
The Intramural Director creates and supervises a safe, inclusive, and positive environment that supports student engagement and participation in intramural activities. Responsibilities include maintaining current CPR/AED certification, implementing activities in alignment with MCPS policies and safety guidelines, supervising students and facilities, maintaining attendance and required records, communicating with the Intramural Coordinator, managing equipment and activity logistics, and supporting student voice and program improvement through evaluations and feedback.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by central office staff or intramural coordinator	2
Length of season: as needed and programmed 25 practices @ 1.5 hours (37.5 hours)	37.5
Preparation, Supervision, and Transportation • Preseason planning, postseason meeting and budget request (including meeting with intramural coordinator) (10 hours) • Locker room supervision – school day @ 0.5 hour (12.5 hours)	22.5
Total hours needed for the activity outside of the regular work day:	**62**

Activity Name	**LEAGUE COORDINATOR (MIDDLE SCHOOL)**
Job Code	E3-D09
School Level	Middle School (Four Countywide)

Description of Activity
The league coordinator serves as a liaison between the middle school athletic coordinators and the MCPS systemwide athletic director. The responsibilities of the league coordinator described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the position. The length of season and number of practices and games are based upon the school calendar.

ASSIGNMENTS	**HOURS**
FALL – Softball and Cross Country	
• Meetings with athletic coordinators	2
• Arrange transportation/officials/reschedule make-ups/administrative duties	9
• Roster and evaluation collection, verification, and submission to the athletics office	4
• Compliance on athletic coordinators in their league with transportation and scheduling	2
• Mentorship and professional development	4
Subtotal – Hours needed for Fall outside of the regular work day	**21**

WINTER – Basketball	
• Meetings with athletic coordinators	
• Arrange transportation/officials/reschedule make-ups/administrative duties	2
• Roster and evaluation collection, verification, and submission to the athletics office	7
• Compliance on athletic coordinators in their league with transportation and scheduling	3 2
• Mentorship with new athletic coordinators on the duties of the winter sports season	3
Subtotal – Hours needed for Winter outside of the regular work day	**17**

SPRING – Track & Field – 5 championship meets	
• Meetings with athletic coordinators	2
• Arrange transportation/officials/reschedule make-ups/administrative duties	7
• Roster and evaluation collection, verification, and submission to the athletics office	3
• Compliance on athletic coordinators in their league with transportation and scheduling	2
• Mentorship with new athletic coordinators on the duties of the spring sports season	3
Subtotal - Hours needed for Spring outside of the regular work day	**17**

Total time needed for League Coordinator outside of the regular day	**55**

Activity Name	**SOCCER (BOYS) (MIDDLE SCHOOL)**
Job Code	E3-B23
School Level	Middle School

Description of Activity
The coach is responsible for supervision in locker rooms, practices, and performance areas and for establishing a team culture in alignment with the R.A.I.S.E. core values, ensuring that all athletes and team managers are treated fairly and equitably within all aspects of programming. The responsibilities of the coach described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

ASSIGNMENTS	**HOURS**
County preseason coaches' meetings	2
Length of season: early March – late May • 21 school day practices @ 1.5 hours (31.5 hours) • 5 school day contests @ 2.0 hours (10 hours)	41.5
Preparation, Supervision, and Transportation • Preseason planning, includes meetings with athletic coordinator (3 hours) • 21 practice planning and preparation – @ 0.5 hour (10.5 hours) • 5 contest planning and preparation – @ 0.5 hour (2.5 hours) • Field preparation (6 hours) • Locker room supervision – 26 days @ 0.75 hour (19.5 hours) • Transportation (3 hours)	44.5
Postseason requirements (includes meetings with athletic coordinator)	3
Total hours needed for the activity outside of the regular work day:	**91**

Activity Name	**SOCCER (GIRLS) (MIDDLE SCHOOL)**
Job Code	E3-B25
School Level	Middle School

Description of Activity
The coach is responsible for supervision in locker rooms, practices, and performance areas and for establishing a team culture in alignment with the R.A.I.S.E. core values, ensuring that all athletes and team managers are treated fairly and equitably within all aspects of programming. The responsibilities of the coach described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

ASSIGNMENTS	**HOURS**
County preseason coaches' meetings	2
Length of season: early March – late May • 21 school day practices @ 1.5 hours (31.5 hours) • 5 school day contests @ 2.0 hours (10 hours)	41.5
Preparation, Supervision, and Transportation • Preseason planning, includes meetings with athletic coordinator (3 hours) • 21 practice planning and preparation – @ 0.5 hour (10.5 hours) • 5 contest planning and preparation – @ 0.5 hour (2.5 hours) • Field preparation (6 hours) • Locker room supervision – 26 days @ 0.75 hour (19.5 hours) • Transportation (3 hours)	44.5
Postseason requirements (includes meetings with athletic coordinator)	3
Total hours needed for the activity outside of the regular work day:	**91**

Activity Name	**SOFTBALL (BOYS) (MIDDLE SCHOOL)**
Job Code	E3-B28
School Level	Middle School

Description of Activity
The coach is responsible for supervision in locker rooms, practices, and performance areas and for establishing a team culture in alignment with the R.A.I.S.E. core values, ensuring that all athletes and team managers are treated fairly and equitably within all aspects of programming. The responsibilities of the coach described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

ASSIGNMENTS	**HOURS**
Length of season: early September – late October County preseason coaches' meetings (2 hours) • 22 school day practices @ 1.5 hours (33 hours) • 5 school day contests @ 2.0 hours (10 hours)	45
Preparation, Supervision, and Transportation • Preseason planning, includes meetings with athletic coordinator (3 hours) • 22 practice planning and preparation – @ 0.5 hour (11 hours) • 5 contest planning and preparation – @ 0.5 hour (2.5 hours) • Field preparation (7.5 hours) • Locker room supervision – 20 days @ 0.75 hour (15 hours) • Transportation (3 hours)	42
Postseason requirements (includes meetings with athletic coordinator)	4
Total hours needed for the activity outside of the regular work day:	**91**

Activity Name	**SOFTBALL (GIRLS) (MIDDLE SCHOOL)**
Job Code	E3-B07
School Level	Middle School

Description of Activity
The coach is responsible for supervision in locker rooms, practices, and performance areas and for establishing a team culture in alignment with the R.A.I.S.E. core values, ensuring that all athletes and team managers are treated fairly and equitably within all aspects of programming. The responsibilities of the coach described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

ASSIGNMENTS	**HOURS**
Length of season: early September – late October County preseason coaches' meetings (2 hours) • 22 school day practices @ 1.5 hours (33 hours) • 5 school day contests @ 2.0 hours (10 hours)	45
Preparation, Supervision, and Transportation • Preseason planning, includes meetings with athletic coordinator (3 hours) • 22 practice planning and preparation – @ 0.5 hour (11 hours) • 5 contest planning and preparation – @ 0.5 hour (2.5 hours) • Field preparation (7.5 hours) • Locker room supervision – 20 days @ 0.75 hour (15 hours) • Transportation (3 hours)	42
Postseason requirements (includes meetings with athletic coordinator)	4
Total hours needed for the activity outside of the regular work day:	**91**

Activity Name	**ASSISTANT ATHLETIC DIRECTOR**
Job Code	E3-D02
School Level	High School

Description of Activity
The assistant athletic director is expected to assist the athletic director in the administration of all aspects of the program. This includes, but is not limited to, contest management, transportation, uniform inventory, athletic rosters, awards, supervision of practices, and working with all coaches, sponsors, and booster organizations. The assistant athletic director should be able to implement the program in the absence of the athletic director and should be knowledgeable about the entire program. The assistant athletic director is responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook and the ECA Handbook. The assistant athletic director is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason meetings scheduled by the director of systemwide athletics and the local school athletic director. Meeting scheduled by the director of systemwide athletics (Attend at least one athletic director meeting)	5
Hours required for contest coverage and assisting with all aspects of the athletic program as directed by the principal in cooperation with the athletic director.	362
Total hours needed for the activity outside of the regular work day:	**367**

Activity Name	**BASEBALL JUNIOR VARSITY**
Job Code	E3-A11
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	4
Length of season: March 1 to early May ● 36 practices @ 2 hours (72 hours) ● 12 regular contests @ 3.0 hours (36 hours)	108
Preparation, Supervision, and Transportation ● Preseason planning (10 hours) ● Each practice planning and preparation – 36 @ 0.5 hours (18 hours) ● Each contest preparation – 12 @ 1.0 hour (12 hours) ● Field preparation (7 hours) ● Pre and post event supervision including locker room, etc – 48 days @ 0.75 hours (36 hours) ● Transportation – away contests @ 1.0 hour (6 hours)	89
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	6
Total hours needed for the activity outside of the regular work day:	**207**

Activity Name	**BASEBALL VARSITY**
Job Code	E3-A02
School Level	High School

Description of Activity

Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director.

The coach is also responsible for the activity-specific assignments listed below.

Note: Coaches of this activity who advance beyond the first round of the postseason are eligible for additional compensation, as referenced in the General Guidelines.

ASSIGNMENTS	HOURS
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: March 1 to mid-May • 38 practices @ 2 hours (76 hours) • 20 regular season contests @ 3.0 hours (60 hours) • 1 postseason contest @ 3.0 hours (3 hours)	139
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 38 @ 0.5 hours (19 hours) • Field preparation- includes grass and infield maintenance (practice) (55 hours) • Each contest preparation – 20 @ 1.0 hour (20 hours) • Field preparation (games) (18 hours) • Pre and post event supervision including locker room, etc – 59 days @ 0.75 hours (44.25 hours) • Transportation – away contests (10) @ 1.0 hour (10 hours)	176.25
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	8
Total hours needed for the activity outside of the regular work day:	**329.25**

Activity Name	**BASKETBALL (BOYS) JUNIOR VARSITY**
Job Code	E3-A16
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	4
Length of season: November 15th to mid-February • 52 practices @ 2 hours (104 hours) • 15 regular @ 3 hours (45 hours)	149
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation (26 hours) • Each contest preparation – 15 @ 1.0 hour (15 hours) • Pre/post event supervision including locker room, etc. 67 days @ 0.75 hours (50.25 hours) • Transportation – away contests @ 1.0 hour (8 hours)	109.25
Postseason requirements (includes meeting with athletic director)	6
Total hours needed for the activity outside of the regular work day:	**268.25**

Activity Name	**BASKETBALL (BOYS) VARSITY**
Job Code	E3-A07
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below. Note: Coaches of this activity who advance beyond the first round of the postseason are eligible for additional compensation, as referenced in the General Guidelines.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: November 15th to early March • 58 practices @ 2 hours (116 hours) • 22 regular season @ 3 hours (66 hours) • 1 postseason contest @ 3 hours (3 hours)	185
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 58 @ 0.5 hours (29 hours) • Each contest preparation – 23 @ 1.0 hour (23 hours) • Pre and post event supervision including locker room, etc – 81 days @ 0.75 hours (60.75 hours) • Transportation – away contests @ 1.0 hour (12 hours)	134.75
Postseason requirements (includes meeting with athletic director)	8
Total hours needed for the activity outside of the regular work day:	**333.75**

Activity Name	**BASKETBALL (GIRLS) JUNIOR VARSITY**
Job Code	E3-A12
School Level	High School

Description of Activity

Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director.

The coach is also responsible for the activity-specific assignments listed below.

Note: Coaches of this activity who advance beyond the first round of the postseason are eligible for additional compensation, as referenced in the General Guidelines.

ASSIGNMENTS	HOURS
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	4
Length of season: November 15th to early March • 58 practices @ 2 hours (104 hours) • 22 regular season @ 3 hours (45 hours)	149
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation (26 hours) • Each contest preparation – 15 @ 1.0 hour (15 hours) • Pre and post event supervision including locker room, etc – 67 days @ 0.75 hours (50.25) • Transportation – away contests @ 1.0 hour (8 hours)	109.25
Postseason requirements (includes meeting with athletic director)	6
Total hours needed for the activity outside of the regular work day:	**268.25**

Activity Name	**BASKETBALL (GIRLS) VARSITY**
Job Code	E3-B02
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below. Note: Coaches of this activity who advance beyond the first round of the postseason are eligible for additional compensation, as referenced in the General Guidelines.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: November 15th to early March • 58 practices @ 2 hours (116 hours) • 22 regular season @ 3 hours (66 hours) • 1 postseason contest @ 3 hours (3 hours)	185
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 58 @ 0.5 hours (29 hours) • Each contest preparation – 23 @ 1.0 hour (23 hours) • Pre and post event supervision including locker room, etc – 81 days @ 0.75 hours (60.75 hours) • Transportation – away contests @ 1.0 hour (12 hours)	134.75
Postseason requirements (includes meeting with athletic director)	8
Total hours needed for the activity outside of the regular work day:	**333.75**

Activity Name	**BASKETBALL SCORER/TIMER (BOYS)**
Job Code	E3-A24
School Level	High School

Description of Activity
The responsibility of the scorer/timer described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The actual length of season and number of practices varies slightly each year depending upon the MCPS school calendar and MPSSAA Tournament schedules.

ASSIGNMENTS	**HOURS**
Length of season: early December – late February • 10 varsity and JV home contests @ 4.0 hours (40 hours) • Scorekeeping/timing clinic (2 hours)	42
Total hours needed for the activity outside of the regular work day:	**42**

Activity Name	**BASKETBALL SCORER/TIMER (GIRLS)**
Job Code	E3-B24
School Level	High School

Description of Activity
The responsibility of the scorer/timer described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The actual length of season and number of practices varies slightly each year depending upon the MCPS school calendar and MPSSAA Tournament schedules.

ASSIGNMENTS	**HOURS**
Length of season: early December – late February • 10 varsity and JV home contests @ 4.0 hours (40 hours) • Scorekeeping/timing clinic (2 hours)	42
Total hours needed for the activity outside of the regular work day:	**42**

Activity Name	**BOCCE (COED) (COROLLARY)**
Job Code	E3-B11
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: early December – early February • 26 practices @ 1.5 hours (39 hours) • 7 regular and postseason contests @ 3.0 hours (21 hours)	60
Preparation, Supervision, and Transportation • Preseason planning (6 hours) • Each practice planning and preparation – @ 0.5 hours (13 hours) • Each contest preparation – 7 @ 1.0 hour (7 hours) • Pre and post event supervision including locker room, etc – 32 days @ 0.75 hours (24 hours) • Transportation – away contests @ 1.0 hour (3 hours)	53
Postseason requirements (includes meeting with athletic director)	4
Total hours needed for the activity outside of the regular work day:	**123**

Activity Name	**CHEERLEADING (FALL) VARSITY**
Job Code	E3-E51
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6

Length of season: mid August - early November
• 42 practices @ 2.0 hours (84 hours)
• County Competition 1 @ 3.0 hour (3 hours)
• Invitationals 2 @ 3.0 hours (3 hours)
• 1 postseason contest @ 3.0 hours (3 hours)
• 1 Safety Clinic @ 3.0 hours (3 hours)
• 30 regular and postseason contests @ 3.0 hours (90 hours)
  ○ Fall Sports
  ○ Cheerleading Contests
  ○ Community Events
	189

Preparation, Supervision, and Transportation • Preseason planning (4 hours) • Each practice planning and preparation – 42 @ 0.5 hours (21 hours) • Each contest preparation (Meeting/Choreography sessions) – 9 @ 1.0 hour (9 hours) • Pre and post event supervision including locker room, etc – 72 days @ 0.75 hours (54 hours) • Transportation – 14 away contests @ 1.0 hour (14 hours)	102
Postseason requirements (includes meeting with athletic director)	6
Total hours needed for the activity outside of the regular work day:	**303**

Activity Name	**CHEERLEADING (FALL) JUNIOR VARSITY**
Job Code	E3-E50
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	4
Length of season: mid August - early November ● 46 practices @ 2 hours (92 hours) ● 16 regular contests @ 3.0 hours (48 hours) ○ Fall Sports ○ Community Events ● JV Competition 1 @ 3 hours (3 hours) ○ 1 Clinic @ 3 hours (3 hours)	146
Preparation, Supervision, and Transportation ● Preseason planning (4 hours) ● Each practice planning and preparation – 46 @ 0.5 hours (23 hours) ● Each contest preparation (Meeting/Choreography sessions) – 2 @ 1.0 hour (2 hours) ● Pre and post event supervision including locker room, etc – 63 days @ 0.75 hours (47.25 hours) ● Transportation – 11 away contests @ 1.0 hour (11 hours)	87.25
Postseason requirements (includes meeting with athletic director)	4
Total hours needed for the activity outside of the regular work day:	**241.25**

Activity Name	**CHEERLEADING (WINTER) VARSITY**
Job Code	E3-E52
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: mid November - mid March ● 40 practices @ 2 hours (80 hours) ● 25 regular and postseason contests @ 3.0 hours (75 hours) ○ Winter Sports ○ Miscellaneous Events	155
Preparation, Supervision, and Transportation ● Preseason planning (3 hours) ● Each practice planning and preparation – 40 @ 0.5 hours (20 hours) ● Pre and post event supervision including locker room, etc – 65 days @ 0.75 hours (48.75 hours) ● Transportation – away contests @ 0.5 hour (14 hours)	85.75
Postseason requirements (includes meeting with athletic director)	6
Total hours needed for the activity outside of the regular work day:	**252.75**

Activity Name	**COROLLARY SPORTS FACILITATOR (COUNTY)**
Job Code	E3-F14
School Level	High School

Description of Activity
The Corollary Sports Facilitator is expected to assist the athletic director and the director of systemwide athletics in the administration, implementation and coordination of the program. This includes, but is not limited to assisting athletic directors and coaches of corollary sports in addressing program needs and issues; assisting with monitoring a high level of practice and competition standards; overseeing the organization and implementation of postseason Team Handball, Bocce, and Allied Softball competitions; and supervising the completion and collection of records and forms.

ASSIGNMENTS	**HOURS**
Length of season: August 15 to mid-May Three sports seasons throughout the year. For each season: ● 15 hours – compilation of team records, standings, and paperwork ● 15 hours – organization and implementation of postseason competitions ● 8 hours - meetings scheduled by the director of systemwide athletics ● 8 hours – assisting athletic directors and coaches in addressing needs and issues	141.8
Total hours needed for the activity outside of the regular work day:	**141.8**

Activity Name	**CROSS COUNTRY (COED) ASSISTANT (for teams larger than 40 students)**
Job Code	E3-C45
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	4
Length of Season: mid August - early November • 59 practices @ 2.0 hours (118 hours) • 9 regular contests @ 4-7 hours (50 hours) • MCPS County Meet @ 8.0 hours (8 hours) • MPSSAA Region Meet @ 5.0 hours (5 hours) • MPSSAA State Meet @ 5.0 hours (5 hours)	186
Preparation, Supervision, and Transportation • Preseason planning (4 hours) • Each practice planning and preparation - 59 @ 0.5 hours (29.5 hours) • Each contest preparation – 11 @ 1.0 hour (11 hours) • Site preparation (6 hours) • Pre and post event supervision including locker room, etc – 70 days @ 0.75 hours (52.5 hours) • Transportation - away contests @ 1.0 hour (8 hours)	111
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	2
Total hours needed for the activity outside of the regular work day:	**303**

Activity Name	**CROSS COUNTRY (COED) HEAD COACH**
Job Code	E3-C24
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: mid August - early November (MPSSAA Region Meet) • 59 practices @ 2.0 hours (118 hours) • 9 regular contests @ 4-7 hours (50 hours) • MCPS County Meet @ 8.0 hours (8 hours) • MPSSAA Region Meet @ 5.0 hours (5 hours) • MPSSAA State Meet @ 5.0 hours (5 hours)	186
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 59 @ 0.5 hours (29.5 hours) • Each contest preparation – 11 @ 1.0 hour (11 hours) • Site preparation (6 hours) • Pre and post event supervision including locker room, etc – 70 days @ 0.75 hours (52.5 hours) • Transportation – away contests @ 1.0 hour (8 hours)	117
Postseason requirements (equipment, uniforms, inventory, budget, awards etc.)	4
Total hours needed for the activity outside of the regular work day:	**313**

Activity Name	**CROSS COUNTRY/TRACK & FIELD MEET FACILITATOR**
Job Code	E3-F16
School Level	High School (One Countywide)

Description of Activity
The Cross Country/Track & Field Meet Facilitator serves as a liaison between county and region meet directors and the MCPS central athletics office. The responsibilities of the Cross Country/Track & Field Meet Facilitator are to ensure consistent administration of county and region meets throughout the cross county, indoor track & field, and spring track & field seasons. Described below are the minimum number of days and hours required to reasonably fulfill the requirements of the position.

ASSIGNMENTS	**HOURS**
FALL – Cross County – 3 championship meets	
• Meetings with the MCPS central athletics office and county/region meet directors	3
• Arrange officials/facilities/awards/administrative duties (4 hours per meet)	12
• Meet supervision and administration (average 3 hours per meet)	9
Subtotal – Hours needed for cross country outside of the regular work day	**24**

WINTER – Indoor Track & Field – 3 regular season meets, 4 championship meets	
• Meetings with the MCPS central athletics office and county/region meet directors	3
• Arrange officials/facilities/awards/administrative duties (5 hours per meet)	35
• Meet supervision and administration (average 4 hours per meet)	28
Subtotal – Hours needed for indoor track & field outside of the regular work day	**66**

SPRING – Track & Field – 5 championship meets	
• Meetings with the MCPS central athletics office and county/region meet directors	3
• Arrange officials/facilities/awards/administrative duties (5 hours per meet)	25
• Meet supervision and administration (average 4 hours per meet)	20
Subtotal - Hours needed for spring track & field outside of the regular work day	**48**

Total time needed for the Cross Country/Track & Field Meet Facilitator outside of the regular day	**138**

Activity Name	**DIVISIONAL DIVING COACH**
Job Code	E3-D06
School Level	High School (Two Countywide)

Description of Activity
The responsibility of the coach described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. Each of the three divisions will have one two-hour diving practice for ten weeks.

ASSIGNMENTS	**HOURS**
Meetings scheduled by the director of systemwide athletics	4
Length of season: November 15 – mid February 30 practices @ 2.0 hours each (60 hours)	60
Preparation, Supervision, and Transportation • Preseason planning, including contacting pools and coaches (15 hours) • Each practice planning and preparation @ 0.5 hour (15 hours) • Locker room supervision @ 0.5 hour (15 hours) • Transportation – evening @ 1.0 hour (34 hours) • Communicate with coaches and provide attendance rosters (7 hours)	86
Diving meets – 4 @ 8.0 hours each (32 hours) Preparation and training of parent officials (12 hours)	44
Prepare and conduct coaches' clinic	12
Total hours needed for the activity outside of the regular work day:	**206**

Activity Name	**FIELD HOCKEY (GIRLS) JUNIOR VARSITY**
Job Code	E3-B21
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	4
Length of season: mid August - late October • 41 practices @ 2.0 hours (82 hours) • 9 regular contests @ 3.0 hours (27 hours)	109
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 41 @ 0.5 hours (20.5 hours) • Field preparation (7 hours) • Each contest preparation – 9 @ 1 hour (9 hours) • Pre and post event supervision including locker room, etc – 50 days @ 0.75 hours (37.5 hours) • Transportation – away contests @ 1.0 hour (5 hours)	89
Postseason requirements (includes meeting with athletic director)	6
Total hours needed for the activity outside of the regular work day:	**208**

Activity Name	**FIELD HOCKEY (GIRLS) VARSITY**
Job Code	E3-B16
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below. Note: Coaches of this activity who advance beyond the first round of the postseason are eligible for additional compensation, as referenced in the General Guidelines.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: mid August - late October • 49 practices @ 2.0 hours (98 hours) • 14 regular contests @ 3.0 hours (42 hours) • 1 postseason contest @ 3.0 hours (3 hours)	143
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 49 @ 0.5 hours (24.5 hours) • Field preparation (12 hours) • Each contest preparation – 15 @ 1.0 hour (15 hours) • Pre and post event supervision including locker room, etc – 64 days @ 0.75 hours (48 hours) • Transportation – away contests @ 1.0 hour (6 hours) (7 hours)	116.5
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	8
Total hours needed for the activity outside of the regular work day:	**273.5**

Activity Name	**FLAG FOOTBALL (GIRLS) JUNIOR VARSITY**
Job Code	E3-B614
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	4
Length of season: August to October • 41 practices @ 2.0 hours (82 hours) • 9 regular contests @ 3.0 hours (27 hours)	109
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 41 @ 0.5 hours (20.5 hours) • Field preparation 1 hour per week for 7 weeks (7 hours) • Each contest preparation – 9 @ 1.0 hour (9 hours) • Pre and post event supervision including locker room, etc – 50 days @ 0.75 hours (37.5 hours) • Transportation – away contests @ 1.0 hour (5 hours)	89
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	6
Total hours needed for the activity outside of the regular work day:	**208**

Activity Name	**FLAG FOOTBALL (GIRLS) VARSITY**
Job Code	E3-A08
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: August to November • 49 practices @ 2.0 hours (98 hours) • 14 regular contests @ 3.0 hours (42 hours) • 1 postseason contest @ 3.0 hours (3 hours)	143
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 49 @ 0.5 hours (24.5 hours) • Field preparation 1 hour per week for 12 weeks (12 hours) • Each contest preparation – 15 @ 1.0 hour (15 hours) • Pre and post event supervision including locker room, etc – 64 days @ 0.75 hours (48 hours) • Transportation – away contests @ 1.0 hour (7 hours)	116.5
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	8
Total hours needed for the activity outside of the regular work day:	**273.5**

Activity Name	**FOOTBALL ASSISTANT**
Job Code	E3-A14, E3-A17, E3-A18, E3-A19 Three (3) assistants for teams under 80 students Four (4) assistants for teams with 80 or more students
School Level	High School

Description of Activity

Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director.

The coach is also responsible for the activity-specific assignments listed below.

Note: Coaches of this activity who advance beyond the first round of the postseason are eligible for additional compensation, as referenced in the General Guidelines.

ASSIGNMENTS	HOURS
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	
Length of season: mid-August - early November • 65 practices @ 2 hours (130 hours) • 9 varsity contests @ @ 4 hours (36 hours) • 1 postseason contest @ 4 hours (4 hours) • 8 junior varsity contests @ 4 hours (32 hours)	202
Preparation, Supervision, and Transportation • Preseason planning (15 hours) • Each practice planning and preparation – 64 @ 0.5 hours (32 hours) • Field preparation 1 hour per week for 12 weeks (12 hours) • Each contest preparation – 10 @ 1 hours (10 hours) • Pre and post event supervision including locker room, etc – 75 days @ 1 hour (75 hours) • Transportation (JV/V) – 9 away contests @1 hour (9 hours) • Film (24 hours) 3 hours @10 games (30 hours)	183
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	8
Total hours needed for the activity outside of the regular work day:	**397**

Activity Name	**FOOTBALL - HEAD COACH**
Job Code	E3-A05
School Level	High School

Description of Activity

Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director.

The coach is also responsible for the activity-specific assignments listed below.

Note: Coaches of this activity who advance beyond the first round of the postseason are eligible for additional compensation, as referenced in the General Guidelines.

ASSIGNMENTS	HOURS
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: mid-August - early November • 65 practices @ 2 hours (130 hours) • 9 varsity contests @ @ 4 hours (36 hours) • 1 postseason contest @ 4 hours (4 hours) • 8 junior varsity contests @ 4 hours (32 hours)	202
Preparation, Supervision, and Transportation • Preseason planning (45 hours) • Each practice planning and preparation – 64 @.5 hours (32 hours) • Field preparation 1 hour per week for 12 weeks (12 hours) • Each contest preparation – 10 @ 2 hours (20 hours) • Pre and post event supervision including locker room, etc – 75 days @ 1 hour (75 hours) • Transportation (JV/V) – 9 away contests @1 hour (9 hours) • Film (35 hours) / 5 hours for 10 games (50 hours)	243
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	8
Total hours needed for the activity outside of the regular work day:	**459**

Activity Name	**GAME MANAGER**
Job Code	E3-G01, E3-D24
School Level	High School (Two per school)

Description of Activity

To serve as assistant in managing afternoon, evening, and or Saturday contests for all sports as deemed appropriate by the local high school administration. Game Managers are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook and the ECA Handbook.

The game manager is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	HOURS
Preseason meetings with athletic director, principal, and security	3
Length of season 32.5 contests @ 5.0 hours per single contest	162.5
Total hours needed for the activity outside of the regular work day:	**165.5**

Activity Name	**GOLF (COED)**
Job Code	E3-A08
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below. Note: Coaches of this activity are eligible for state tournament compensation, as referenced in the General Guidelines.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: mid August - mid October • 26 practices @ 3.5 hours (91 hours) • 6 contests @ 3.0 hours (18 hours) • 1 county scramble match @ 3.0 hours (3 hours) • 1 district match @ 6.0 hours (6 hours)	118
Preparation, Supervision, and Transportation • Preseason planning (4 hours) • Practice planning and preparation – 26 @ .25 hour - 6.5 hours total • Each contest preparation – 8 contests @ .5 hour - 4 hours total • Transportation (26 Practices and 8 contests) - 34 hours • Pre and post event supervision including locker room, etc – 34 days @ .75 hours (25.5 hours)	74
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	4
Total hours needed for the activity outside of the regular work day:	**202**

Activity Name	**GYMNASTICS (GIRLS) - Approved in 7 schools**
Job Code	E3-B14
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: early March - early May • 22 practices @ 2.0 hours (44 hours) • 5 regular season meets @ 4.0 hours (20 hours) • 2 end-of-season meets @ 5.0 hours (10 hours)	74
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 22 @ 0.5 hours (11 hours) • Each contest preparation – 7 meets @ 1.0 hour (7 hours) • Home meet set up (equipment/facility) 3 @ 2.0 hours (6 hours) • Pre and post event supervision including locker room, etc – 29 days @ 0.75 hour (21.75 hours) • Transportation 4 @ 1.0 hours (4 hours)	59.75
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	6
Total hours needed for the activity outside of the regular work day:	**145.75**

Activity Name	**INDOOR TRACK (COED) ASSISTANT (for teams larger than 40 students)**
Job Code	E3-C46
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	4
Length of season: mid November to late February • 56 practices @ 2 hours (112 hours) • 9 Invitationals (multi-school competition) contests @ 8 hours (72 hours) • MCPS County Championships @ 8 hours • MPSSAA Region meet @ 8 hours • MPSSAA State Meet @ 8 hours	208
Preparation, Supervision, and Transportation • Preseason planning (4 hours) • Each practice planning and preparation – 56 @ 0.5 hours (28 hours) • Each contest preparation – 10 @ 1.0 hour (10 hours) • Pre and post event supervision including locker room, etc – 68 days @ 0.75 hours (51 hours) • Transportation – 10 away contests @ 2.0 hour (20 hours)	113
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	2
Total hours needed for the activity outside of the regular work day:	**327**

Activity Name	**INDOOR TRACK (COED)**
Job Code	E3-C12
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: mid November to late February • 56 practices @ 2 hours (112 hours) • 9 Invitationals (multi-school competition) contests @ 8 hours (72 hours) • MCPS County Championships @ 8 hours • MPSSAA Region meet @ 8 hours • MPSSAA State Meet @ 8 hours	208
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 56 @ 0.5 hours (28 hours) • Each contest preparation – 10 @ 1.0 hour (10 hours) • Pre and post event supervision including locker room, etc – 68 days @ 0.75 hours (51 hours) • Transportation – 10 away contests @ 2.0 hour (20 hours)	119
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	4
Total hours needed for the activity outside of the regular work day:	**332**

Activity Name	**INTRAMURAL DIRECTOR (COED) (HIGH SCHOOL)**
Job Code	E3-C23
School Level	High School

Description of Activity
Conduct a student interest survey. This program must be broad based and open to all students. School-wide publicity is required. The physical education resource teacher/department chair should be consulted to determine popular activities and appropriate time frames to best accommodate facilities, etc. This activity will include the following duties:

ASSIGNMENTS	**HOURS**
Plan and schedule a varied intramural program which meets the needs and interests of all students (5 hours)	
Supervise the conduct of the program including team organization, officials, etc. (Example: 19 days @ 1.5 hours (28 hours)	
Locker room supervision 0.25 hours (Example: 21 @ 0.25 = 5 hours)	
WEIGHT TRAINING MAY NOT BE PART OF THIS PROGRAM.	
Total hours needed for the activity outside of the regular work day:	**38**

Activity Name	**LACROSSE (BOYS) JUNIOR VARSITY**
Job Code	E3-C33
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	4
Length of season: March 1 - May • 36 practices @ 2.0 hours (72 hours) • 9 regular contests @ 3.0 hours (27 hours)	99
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 36 @ 0.5 hours (18 hours) • Field preparation (7 hours) • Each contest preparation – 9 @ 1 hour (9 hours) • Pre and post event supervision including locker room, etc – 45 days @ 0.75 hours (33.75 hours) • Transportation – away contests @ 1.0 hour (5 hours)	82.75
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	6
Total hours needed for the activity outside of the regular work day:	**191.75**

Activity Name	**LACROSSE (BOYS) VARSITY**
Job Code	E3-C34
School Level	High School

Description of Activity

Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director.

The coach is also responsible for the activity-specific assignments listed below.

Note: Coaches of this activity who advance beyond the first round of the postseason are eligible for additional compensation, as referenced in the General Guidelines.

ASSIGNMENTS	HOURS
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: mid-August - early November • 44 practices @ 2 hours (88 hours) • 14 regular contests @ 3.0 hours (42 hours) • 1 postseason contest @ 3.0 hours (3 hours)	133
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 44 @ 0.5 hours (22 hours) • Field preparation (12 hours) • Each contest preparation – 15 @ 1.0 hour (15 hours) • Pre and post event supervision including locker room, etc – 55 days @ 0.6 hours (28 hours) 59 days @ .75 hours (43.5 hours) • Transportation – 7 away contests @ 1.0 (7 hours)	109.5
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	8
Total hours needed for the activity outside of the regular work day:	**256.25**

Activity Name	**LACROSSE (GIRLS) JUNIOR VARSITY**
Job Code	E3-C37
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	4
Length of season: March 1 - May • 36 practices @ 2 hours (72 hours) • 9 regular contests @ 3 hours (27 hours)	99
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 36 @ 0.5 hours (18 hours) • Field preparation (7 hours) • Each contest preparation – 9 @ 1 hour (9 hours) • Pre and post event supervision including locker room, etc – 45 days @ 0.75 hours (33.75 hours) • Transportation – away contests @ 1.0 hour (5 hours)	82.75
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	6
Total hours needed for the activity outside of the regular work day:	**191.75**

Activity Name	**LACROSSE (GIRLS) VARSITY**
Job Code	E3-C35
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below. Note: Coaches of this activity who advance beyond the first round of the postseason are eligible for additional compensation, as referenced in the General Guidelines.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: mid-August - early November • 44 practices @ 2 hours (88 hours) • 12/14 regular contests @ 3.0 hours (42 hours) • 1 postseason contest @ 3.0 hours (3 hours)	133
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 44 @ 0.5 hours (22 hours) • Field preparation (12 hours) • Each contest preparation – 15 @ 1.0 hour (15 hours) • Pre and post event supervision including locker room, etc – 55 days @ 0.6 hours (28 hours) 59 days @ .75 hours (43.5 hours) • Transportation – 7 away contests @ 1.0 (7 hours)	109.5
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	8
Total hours needed for the activity outside of the regular work day:	**256.25**

Activity Name	**MEDIA COORDINATOR, SYSTEMWIDE ATHLETICS**
Job Code	E-X5
School Level	High School

Description of Activity
The responsibility of the media coordinator described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity.

ASSIGNMENTS	**HOURS**
Preseason fall/winter/spring countywide meetings	3
Student-led Athletics Media Team Operations	16
County Championship Event Coverage	15
Fan Focus	18
Digital Media Management & Platform Operations	24
MCPS Athletics Website Design and Content Management	24
Total hours needed for the activity outside of the regular work day:	**100**

Activity Name	**PICKLEBALL (COED) (COROLLARY) HIGH SCHOOL**
Job Code	E3-B17
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: early September – late October • 26 practices @ 1.5 hours (39 hours) • 7 regular and postseason contests @ 3.0 hours (21 hours)	60
Preparation, Supervision, and Transportation • Preseason planning (4/6 hours) • Each practice planning and preparation – @ 0.5 hours (13 hours) • Each contest preparation – 7 @ 1.0 hour (7 hours) • Pre and post event supervision including locker room, etc – 32 days @ 0.75 hours (24 hours) • Transportation – away contests @ 1.0 hour (3 hours)	53
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	4
Total hours needed for the activity outside of the regular work day:	**123**

Activity Name	**POLE VAULT COACH (COUNTY)**
Job Code	E3-D07
School Level	High School

Description of Activity
The coach is responsible for implementing the rules of the sport, MPSSAA and MCPSSAA. Duties shall include but not be limited to: picking up, inventorying, and checking poles for safety, as well as dropping off pole vault poles for use during the season, and for county and regional meets. The coach is responsible for keeping athletic directors/coaches informed of individual vaulters pole needs, pole damage and attendance of athletes at practices. The coach also is responsible for securing and having available copies of medical cards for all participants, establishing rules of conduct and good sportsmanship for vaulters, being sure all athletes are treated fairly and equitably. The coach also is responsible for the assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	5
Length of season: March 1 – mid May • 45 school day practices @ 2.0 hours (90 hours) • 2 meets @ 4.5 hours (9 hours)	99
Preparation, Supervision, and Transportation • Preseason planning (7 hours) • Transportation (22.5 hours) • Site preparation (22.5 hours) • Communicate with coaches and provide attendance rosters and pole needs (7 hours)	59
Postseason requirements (equipment, inventory, budget and evaluation, etc.)	7
Total hours needed for the activity outside of the regular work day:	**170**

Activity Name	**POMPONS (FALL) VARSITY**
Job Code	E3-E11
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	4

Length of season: mid-August - early November
• 54 clinics/tryouts/practices @ 2.0 hours (108 hours)
• 8 regular and postseason events @ 3.0 hours (24 hours)
  ○ Fall sporting events
  ○ Pep Assemblies
  ○ Community Events
	132

Preparation, Supervision, and Transportation • Preseason planning (2 hours) • Each practice planning and preparation – 27 @ 0.5 hours (13.5 hours) • Pre and post-event supervision including locker room, etc – 62 days @ 0.75 hours (46.5 hours)	62
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	4
Total hours needed for the activity outside of the regular work day:	**202**

Activity Name	**POMPONS (WINTER) VARSITY**
Job Code	E3-E09
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	4

Length of season: November 15 to early February
• 58 clinics/tryouts/practices @ 2.0 hours (116 hours)
• 12 regular and postseason events @ 3.0 hours (36 hours)
  ○ Winter sporting events
  ○ Pep Assemblies
  ○ Community Events
• County Competition 1 @ 3.0 hour (3 hours)
• Invitationals 3 @ 3.0 hours (9 hours)
	164

Preparation, Supervision, and Transportation • Preseason planning (3 hours) • Each practice planning and preparation – 58 @ 0.5 hours (29 hours) • Each contest preparation (Meeting/Choreography sessions) – 4 @ 1.0 hour (4 hours) • Pre and post event supervision including locker room, etc – 70 days @ 0.75 hours (52.5 hours) • Transportation – 4 away competitions @ 1.0 hour (4 hours)	92.5
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	4
Total hours needed for the activity outside of the regular work day:	**264.5**

Activity Name	**SOCCER (BOYS) JUNIOR VARSITY**
Job Code	E3-A10
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	4
Length of season: mid August - late October • 41 practices @ 2 hours (82 hours) • 9 regular contests @ 3.0 hours (27 hours)	109
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 41 @ 0.5 hours (20.5hours) • Field preparation (7 hours) • Each contest preparation – 9 @ 1 hour (9 hours) • Pre and post event supervision including locker room, etc – 50 days @ 0.75 hours (37.5 hours) • Transportation – away contests @ 1.0 hour (5 hours)	89
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	6
Total hours needed for the activity outside of the regular work day:	**208**

Activity Name	**SOCCER (BOYS) VARSITY**
Job Code	E3-A01
School Level	High School

Description of Activity

Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director.

The coach is also responsible for the activity-specific assignments listed below.

Note: Coaches of this activity who advance beyond the first round of the postseason are eligible for additional compensation, as referenced in the General Guidelines.

ASSIGNMENTS	HOURS
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: mid-August - late October • 49 practices @ 2 hours (98 hours) • 14 regular contests @ 3 hours (42 hours) • 1 postseason contest @ 3 hours (3 hours)	143
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 49 @ 0.5 hours (24.5 hours) • Field preparation (12 hours) • Each contest preparation – 15 @ 1.0 hour (15 hours) • Pre and post event supervision including locker room, etc – 64 days @ 0.75 hours (48 hours) • Transportation – away contests @ 1.0 hour (7 hours)	116.5
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	8
Total hours needed for the activity outside of the regular work day:	**273.5**

Activity Name	**SOCCER (GIRLS) JUNIOR VARSITY**
Job Code	E3-B22
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	4
Length of season: mid August - late October • 41 practices @ 2 hours (82 hours) • 9 regular contests @ 3.0 hours (27 hours)	109
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 41 @ 0.5 hours (20.5 hours) • Field preparation (7 hours) • Each contest preparation – 9 @ 1 hour (9 hours) • Pre and post event supervision including locker room, etc – 50 days @ 0.75 hours (37.5 hours) • Transportation – away contests @ 1.0 hour (5 hours)	89
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	6
Total hours needed for the activity outside of the regular work day:	**208**

Activity Name	**SOCCER (GIRLS) VARSITY**
Job Code	E3-B19
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below. Note: Coaches of this activity who advance beyond the first round of the postseason are eligible for additional compensation, as referenced in the General Guidelines.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: mid-August - late October • 49 practices @ 2 hours (98 hours) • 14 regular contests @ 3 hours (42 hours) • 1 postseason contest @ 3 hours (3 hours)	143
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 49 @ 0.5 hours (24.5 hours) • Field preparation (12 hours) • Each contest preparation – 15 @ 1.0 hour (15 hours) • Pre and post event supervision including locker room, etc – 64 days @ 0.75 hours (48 hours) • Transportation – away contests @ 1.0 hour (7 hours)	116.5
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	8
Total hours needed for the activity outside of the regular work day:	**273.5**

Activity Name	**SOFTBALL (GIRLS) JUNIOR VARSITY**
Job Code	E3-B18
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	4
Length of season: March 1 to early May • 36 practices @ 2.0 hours (72 hours) • 12 regular contests @ 3.0 hours (36 hours)	108
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 36 @ 0.5 hours (18 hours) • Each contest preparation – 12 @ 1.0 hour (12 hours) • Field preparation (7 hours) • Pre and post event supervision including locker room, etc – 48 days @ 0.75 hours (36 hours) • Transportation – away contests @ 1.0 hour (6 hours)	89
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	6
Total hours needed for the activity outside of the regular work day:	**207**

Activity Name	**SOFTBALL (GIRLS) VARSITY**
Job Code	E3-B05
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below. Note: Coaches of this activity who advance beyond the first round of the postseason are eligible for additional compensation, as referenced in the General Guidelines.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: March 1 to mid-May • 38 practices @ 2 hours (76 hours) • 20 regular season contests @ 3.0 hours (60 hours) • 1 postseason contest @ 3.0 hours (3 hours)	139
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 38 @ .5 hours (19 hours) • Field preparation- includes grass and infield maintenance (practice) (55 hours) • Each contest preparation – 20 @ 1.0 hour (20 hours) • Field preparation (games) (18 hours) • Pre and post event supervision including locker room, etc – 59 days @ .75 hours (44.25 hours) • Transportation – away contests (10) @ 1.0 hour (10 hours)	176.25
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	8
Total hours needed for the activity outside of the regular work day:	**329.25**

Activity Name	**SOFTBALL (COED) (COROLLARY)**
Job Code	E3-C09
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: mid-March to mid-May • 26 practices @ 1.5 hours (39 hours) • 7 regular and postseason contests @ 3.0 hours (21 hours)	60
Preparation, Supervision, and Transportation • Preseason planning (6 hours) • Each practice planning and preparation – @ 0.5 hours (13 hours) • Each contest preparation – 6/7 @ 1.0 hour (6/7 hours) • Pre and post event supervision including locker room, etc – 32 days @ 0.75 hours (24 hours) • Transportation – away contests @ 1.0 hour (3 hours)	53
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	4
Total hours needed for the activity outside of the regular work day:	**123**

Activity Name	**STUNT**
Job Code	E3-S064
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director • Coach Education/Training • STUNT Rules Clinics • Media Day	12.25
Length of season: mid-March to early-May • 26 practices @ 1.5 hours (52 hours) • 4 regular and postseason contests @ 4.0 hours (16 hours)	68
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – @ 0.5 hours (13 hours) • Each contest preparation – 4 meets @ 1.0 hour (4 hours) • Home meet set up (equipment/facility) 3 @ 2.0 hours (6 hours) • Pre and post event supervision including locker room, etc – 30 days @ 0.75 hours (22.5 hours) • Transportation – away contests 4 @ 1.0 hour (4 hours)	59.5
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	6
Total hours needed for the activity outside of the regular work day:	**145.75**

Activity Name	**SWIMMING AND DIVING (COED)**
Job Code	E3-C
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: November 15 to late February • 28 school day practices @ 1.0 hour (28 hours) • Officials and coaches clinics (4 hours) • 7 contests @ 3 hours (21 hours) • 1 Divisional Meet – swimming/diving @ 10.0 hours • 1 Metros Meet – swimming/diving @ 16 hours • 1 Regional Meet - swimming/diving @ 12 hours • 1 State Meet - swimming/diving @ 6 hours	97
Preparation, Supervision, and Transportation • Preseason planning, including meeting with swimming pool manager, diving coach, and parents (15 hours) • Each practice planning and preparation – 28 @ 0.5 hour (14 hours) • Each contest preparation – 11 contests @ 2.0 hours (22 hours) • Pre and Post event supervision including locker room, etc – 39 @ 1.0 (39 hours) • Transportation - 39.0 hours • Diving practice supervision – (required) - 7.0 hours	136
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	4
Total hours needed for the activity outside of the regular work day:	**243**

Activity Name	**TENNIS (BOYS)**
Job Code	E3-A21
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below. Note: Coaches of this activity are eligible for state tournament compensation, as referenced in the General Guidelines.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: March 1 to May • 38 practices @ 2.0 hours (76 hours) • 12 contests @ 3.0 hours (36 hours) • 1 county tournament (4 days) @ 10.0 hours • 1 region tournament (2 days) @ 8.0 hours	130
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 38 @ 0.5 hour (19 hours) • Each contest preparation – (12 matches, 2 tournaments) = 14 @ 0.5 hour (7 hours) • Pre and Post event supervision including locker room, etc – 55 days @ 0.75 hour (41.25 hours) • Transportation (8 hours) • Seeding Meeting (2 hours)	87.25
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	4
Total hours needed for the activity outside of the regular work day:	**227.25**

Activity Name	**TENNIS (GIRLS)**
Job Code	E3-B04
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below. Note: Coaches of this activity are eligible for state tournament compensation, as referenced in the General Guidelines.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: March 1 to May • 38 practices @ 2.0 hours (76 hours) • 12 contests @ 3.0 hours (36 hours) • 1 county tournament (4 days) @ 10.0 hours total • 1 region tournament (2 days) @ 8.0 hours total	130
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 38 @ 0.5 hour (19 hours) • Each contest preparation – (12 matches, 2 tournaments) = 14 @ 0.5 hour (7 hours) • Pre and Post event supervision including locker room, etc – 55 days @ 0.75 hour (41.25 hours) • Transportation (8 hours) • Seeding Meeting (2 hours)	87.25
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	4
Total hours needed for the activity outside of the regular work day:	**227.25**

Activity Name	**TICKET MANAGER: BASKETBALL**
Job Code	E3-D01
School Level	High School (1 per school)

Description of Activity
The responsibility of the ticket manager described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity.

ASSIGNMENTS	**HOURS**
Preseason coaches' meetings scheduled by the principal, athletic director, and/or business administrator	3
Length of season 20 non-school day and evening home contests – @ 3.0 hours (doubleheaders, boys and girls JV and varsity games)	60
Preparation, Supervision, and Transportation Each contest preparation – @ .5 hour	10
Postseason requirements (equipment, uniforms, inventory, budget, etc.) Full budget report to principal and athletic director	5
Total hours needed for the activity outside of the regular work day:	**78**

Activity Name	**TICKET MANAGER: COUNTYWIDE ATHLETIC EVENTS**
Job Code	E3-D05
School Level	High School (One Countywide)

Description of Activity
The responsibility of the ticket manager described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity.

ASSIGNMENTS	**HOURS**
Annual meeting with central office athletics staff.	1
Length of season: school year Events: Include duration of event	
1 Cheerleading Competition (event: 12 hours)	12
1 Pompon Competition (event: 12 hours)	12
4 Indoor MCPS Track Meets (each event: 6 hours)	24
1 Indoor Track Invitational Meet (event: 15 hours)	12
1 Wrestling Championship (event: 15 hours)	15
Miscellaneous County Championship Events	24
Total hours needed for the activity outside of the regular work day:	**100**

Activity Name	**TICKET MANAGER: FOOTBALL**
Job Code	E3-D03
School Level	High School (1 per school)

Description of Activity
The responsibility of the ticket manager described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity.

ASSIGNMENTS	**HOURS**
Pre and postseason meetings with athletic director, principal, business administrator, and/or security.	4
Length of season 10 non-school day and evening contests – average 5 hours	50
Each contest preparation – 10 contests @ 1.0 hour	10
Postseason requirements (equipment, uniforms, inventory, budget, etc.) Full budget report to athletic director	3
Total hours needed for the activity outside of the regular work day:	**67**

Activity Name	**TICKET MANAGER: GENERAL ATHLETIC EVENTS**
Job Code	E3-D16
School Level	High School (1 per school)

Description of Activity
The responsibility of the ticket manager described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity.

ASSIGNMENTS	**HOURS**
Pre and postseason meetings with athletic director, principal, business administrator, and/or security.	2
Length of season 58 contests average @ 2.5 hours per single contest (or 4.5 hours per doubleheader)	145
Each contest preparation – @ 0.5 hour	29
Postseason requirements (equipment, uniforms, inventory, budget, etc.) Full budget report to principal and athletic director	2
Total hours needed for the activity outside of the regular work day:	**178**

Activity Name	**TRACK & FIELD (COED) ASSISTANT – Up to Three**
Job Code	E3-C47, E3-C49 and E3-C51
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Preseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	4
Length of season: mid November to late February • 56 practices @ 2 hours (112 hours) • 9 Invitationals (multi-school competition) contests @ 8 hours (72 hours) • MCPS County Championships @ 8 hours • MPSSAA Region meet @ 8 hours • MPSSAA State Meet @ 8 hours	208
Preparation, Supervision, and Transportation • Preseason planning (4 hours) • Each practice planning and preparation – 56 @ 0.5 hours (28 hours) • Each contest preparation – 10 @ 1.0 hour (10 hours) • Pre and post event supervision including locker room, etc – 68 days @ 0.75 hours (51 hours) • Transportation – 10 away contests @ 2.0 hour (20 hours)	113
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	2
Total hours needed for the activity outside of the regular work day:	**327**

Activity Name	**TRACK & FIELD (COED) HEAD COACH**
Job Code	E3-C21
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: March 1 - mid May • 54 practices @ 2.0 hours (108 hours) • 9 regular season contests – 9 @ 4-8 hours (72 hours) • MCPS County Meet 2 @ 8.0 hours (16 hours) • MPSSAA Region Meet @ 8.0 hours • MPSSAA State Meet @ 8.0 hours	212
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 54 @ 0.5 hours (27 hours) • Each contest preparation – 10 @ 1.0 hour (10 hours) • Site preparation - 2 @ 4 hours (8 hours) • Pre and post event supervision including locker room, etc – 68 days @ 0.75 hours (51 hours) • Transportation – away contests @ 1-2 hours (11 hours)	117
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	6
Total hours needed for the activity outside of the regular work day:	**341**

Activity Name	**VOLLEYBALL (BOYS) JUNIOR VARSITY**
Job Code	E3-B624
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	4
Length of season: March - May • 36 practices @ 2.0 hours (72 hours) • 9 regular contests @ 3.0 hours (27 hours)	99
Preparation, Supervision, and Transportation • Preseason planning (5 hours) • Each practice planning and preparation – 36 @ 0.5 hours (18 hours) • Each contest preparation – 9 @ 1 hour (9 hours) • Pre and post event supervision including locker room, etc – 45 days @ 0.75 hours (33.75 hours) • Transportation – away contests 5 @ 1.0 hour (5 hours)	70.75
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	4
Total hours needed for the activity outside of the regular work day:	**177.75**

Activity Name	**VOLLEYBALL (GIRLS) JUNIOR VARSITY**
Job Code	E3-B13
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	4
Length of season: mid August - early November • 45 practices @ 2.0 hours (90 hours) • 11 regular contests @ 3.0 hours (33 hours)	123
Preparation, Supervision, and Transportation • Preseason planning (5 hours) • Each practice planning and preparation – 45 @ 0.5 hours (22.5 hours) • Each contest preparation – 11 @ 1 hour (11 hours) • Pre and post event supervision including locker room, etc – 56 days @ 0.75 hours (42 hours) • Transportation – away contests @ 1.0 hour (6 hours)	86.5
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	4
Total hours needed for the activity outside of the regular work day:	**217.5**

Activity Name	**VOLLEYBALL (BOYS) VARSITY**
Job Code	E3-A26
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: March 1 - mid May • 52 practices @ 2.0 hours (104 hours) • 13 regular and postseason contests @ 3.0 hours (39 hours)	146
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 52 @ 0.5 hours (26 hours) • Each contest preparation – 14 @ 1.0 hour (14/ hours) • Pre and post event supervision including locker room, etc – 66 days @ 0.75 hours (49.5 hours) • Transportation – away contests @ 1.0 hour (7 hours)	106.5
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	4
Total hours needed for the activity outside of the regular work day:	**264.5**

Activity Name	**VOLLEYBALL (GIRLS) VARSITY**
Job Code	E3-B03
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below. Note: Coaches of this activity who advance beyond the first round of the postseason are eligible for additional compensation, as referenced in the General Guidelines.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: mid August - early November • 55 practices @ 2.0 hours (110 hours) • 15 regular contests @ 3.0 hours (45 hours) • 1 postseason contest @ 3.0 hours (3 hours)	158
Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 55 @ 0.5 hours (27.5 hours) • Each contest preparation – 15 @ 1.0 hour (15 hours) • Pre and post event supervision including locker room, etc – 71 days @ 0.75 hours (53.5 hours) • Transportation – away contests @ 1.0 hour (8 hours)	113.75
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	6
Total hours needed for the activity outside of the regular work day:	**283.75**

Activity Name	**WEIGHT TRAINING (COED) DIRECTOR**
Job Code	E3-C06
School Level	High School

Description of Activity
Meet with physical education resource teacher/department chair and athletic director to review local school procedures, security, and safety issues. Provide broad publicity, leadership, supervision, and instruction in the weight training facility after school throughout the school year (September - June). This stipend carries the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Inspect equipment periodically to ascertain needed replacement and/or repair and report those needs (3 hours)	
Develop a program that includes the schedule for weight training sessions open to all students after school and throughout the entire school year. A sample schedule might be: 2 sessions per week @ 1.5 hours for 29 weeks = 87 hours. The program also must contain safety procedures, care and maintenance plan, facility security, program publicity and objectives	
Program plan including schedule must be approved by the physical education resource teacher and the athletic director before it is submitted to the principal. Principal must accept submitted plan before approving stipend.	
Total hours needed for the activity outside of the regular work day:	**90**

Activity Name	**WRESTLING (BOYS) JUNIOR VARSITY**
Job Code	E3-A15
School Level	High School

Description of Activity
Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

ASSIGNMENTS	**HOURS**
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	4
Length of season: mid November - early March • 49 practices @ 2.0 hours (98 hours) • 11 regular contests @ 3.0 hours (33 hours) • 3 Tournaments @ 15.0 hours (45 hours) • 1 JV County Tournament (15 hours)	191
Preparation, Supervision, and Transportation • Preseason planning (5 hours) • Each practice planning and preparation – 49 @ 0.5 hours (29 hours) • Each contest preparation – 11 @ 1.0 hour (11 hours) • Pre and post event supervision including locker room, etc – 61 days @ 0.75 hours (45.75 hours) • Transportation – away contests @ 1.0 hour (9 hours)	95.25
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	6
Total hours needed for the activity outside of the regular work day:	**296.25**

Activity Name	**WRESTLING (BOYS) VARSITY**
Job Code	E3-A06
School Level	High School

Description of Activity

Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director.

The coach is also responsible for the activity-specific assignments listed below.

Note: Coaches of this activity who advance beyond the first round of the postseason are eligible for additional compensation, as referenced in the General Guidelines.

ASSIGNMENTS	HOURS
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6
Length of season: mid November - early March ● 58 practices @ 2.0 hours (116 hours) ● Contests (135 hours) ○ 8 duals meets @ 3 hours (24 hours) ○ 3 tri meets @ 4 hours (12 hours) ○ 8 tournaments (Varsity/JV/Girls) (99 hours) ● 1 Regionals tournament @ 15.0 hours	266
Preparation, Supervision, and Transportation ● Preseason planning (10 hours) ● Each practice planning and preparation – 58 @ 0.5 hours (29 hours) ● Each contest preparation – 16 @ 1.0 hour (16 hours) ● Pre and post event supervision including locker room, etc – 77 days @ 0.75 hours (57.75 hours) ● Transportation – away contests @ 1.0 hour (16 hours - 4 duals, 2 tri's, 8 tournaments) ● Tournament seeing meeting (4 hours)	133.75
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	8
Total hours needed for the activity outside of the regular work day:	**413.75**

Activity Name	**WRESTLING (GIRLS) VARSITY**
Job Code	ES-A094
School Level	High School

Description of Activity

Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletic director. The coach is also responsible for the activity-specific assignments listed below.

A minimum of 7 rostered female student-athletes are required for this stipend.

Note: Coaches of this activity who advance beyond the first round of the postseason are eligible for additional compensation, as referenced in the General Guidelines.

ASSIGNMENTS	HOURS
Pre and postseason coaches' meetings scheduled by the director of systemwide athletics and the local school athletic director	6

Length of season: mid November - early March
• 58 practices @ 2.0 hours (116 hours)
• Contests (135 hours)
  ○ 8 duals meets @ 3 hours (24 hours)
  ○ 3 tri meets @ 4 hours (12 hours)
  ○ 8 tournaments (Varsity/JV/Girls) (99 hours)
• 1 Regionals tournament @ 15.0 hours
	266

Preparation, Supervision, and Transportation • Preseason planning (10 hours) • Each practice planning and preparation – 58 @ 0.5 hours (29 hours) • Each contest preparation – 16 @ 1.0 hour (16 hours) • Pre and post event supervision including locker room, etc – 77 days @ 0.75 hours (57.75 hours) • Transportation – away contests @ 1.0 hour (16 hours - 4 duals, 2 tri's, 8 tournaments) • Tournament seeing meeting (4 hours)	133.75
Postseason requirements (equipment, uniforms, inventory, budget, awards, etc.)	8
Total hours needed for the activity outside of the regular work day:	**413.75**

ECA Job Codes (Class I)

SPORTS AND GAMES

E1C10 Physical Development
E1C36 Sports Club (ES)
E1E06 Drill Team
E1G01 Chess
E1G03 Strategic Games
E1G04 Other Games

STUDENT ORGANIZATIONS

E1F02 Key Club
E1F05 SGA (ES)
E1F06 Honor Society
E1F07 Civitans
E1F09 SADD
E1L06 Interact/Rotary Club
E1L18 Ambassadors
E1K00 National Honor Society
E1K11 National Junior Honor Society (MS)
E1K12 Honor Society (other)
E1X50 Gender Sexuality Alliance/ Rainbow Club
E1X04 General Service Group

SCIENCES

E1H03 Science Club
E1H04 Astronomy
E1H05 Future Scientists of America (FSA)
E1H06 Computer Club
E1H08 Science Fair
E1H09 Archeology Club

LITERARY

E1J01 Library Association
E1J02 Literary Magazine
E1J06 Newspaper (ES)
E1X14 Writing Club
E1X15 Reading Club

NATURE AND ENVIRONMENT

E1Q02 Environmental Club
E1Q05 Hiking
E1Q07 Ecology

LANGUAGES

E1K01 Spanish Club
E1K02 French Club
E1K03 German Club
E1K06 Spanish Honor Society
E1K07 French Honor Society
E1K08 World Language Club
E1K09 World Language Honor Society
E1K10 Latin Club
E1K15 Korean Club

INTELLECTUAL PURSUITS

E1L04 Math Club
E1L07 Black Studies
E1L08 Discussion Forum
E1L09 International Club
E1L10 Human Relations Club
E1L11 Ethnic Awareness
E1L12 It's Academic Club
E1L17 Cultural Awareness
E1L19 Hispanic Awareness
E1L20 Asian Awareness
E1L21 Amnesty International
E1L22 Model UN
E1L03 Speech and Debate (MS)

STAFF ACTIVITIES

E1M02 School Store
E1M08 ECA Director (MS)
E1S181 Webmaster (ES)
E1S182 Webmaster (MS)
E1S184 Webmaster (HS)

CLASS SPONSORS

E1N09 6th Grade Sponsor
E1N01 7th Grade Sponsor
E1N02 8th Grade Sponsor
E1N03 9th Grade Sponsor
E1N04 10th Grade Sponsor
E1N06 Senior Class Advisor - Special Schools
E1G10 Graduation Coordinator

ARTS

E1P01 Modern Dance
E1P02 Drama
E1P03 Art Club
E1P06 Thespians
E1P10 Step Group
E1R01 Variety Show Director
E1R02 Variety Show Assistant Director
E1R03 Show Orchestra
E1R04 Band
E1R06 Instrumental Music
E1R07 Choreography
E1R08 Stage Crew
E1R09 Costumes
E1R10 Props
E1R11 Play Director
E1R13 Radio Station
E1R16 Chorus (ES)
E1S10 Photography

VOCATIONAL AND CAREER

E1S01 Future Farmers (FFA)
E1S02 Future Teachers (FTA)
E1S06 Audiovisual
E1S07 Gourmet Foods
E1S09 Electrical Projects
E1S12 Business Management
E1S13 DECA - Distributive Educatio Clubs of America
E1S15 Horticulture
E1S16 Catering
E1S19 Future Business Leaders (FBLA)

MISCELLANEOUS

E1X02 American Field Service
E1X03 TV Studio
E1X12 Peer Group
E1X13 Homework Club
E1X16 Mentoring
E1X01 Various ECA Activities
E1X07 Various ECA Activities
E1X08 Various ECA Activities

Salary Schedule and Stipend Information

FY26 Salary Schedule and ECA Class 3 Stipend Information (Page 4)

HUB+ Resources

ECAs for School Principals
ECAs for School Administrative Secretaries
Entering Pay for ECA Stipends

Contact List

Questions about non-athletic extracurricular activities	Christy Rice, Instructional Specialist, Extracurricular Activities Christina_M_Rice@mcpsmd.org	
Questions about athletics	Anne Rossiter, Compliance Coordinator, Systemwide Athletics Anne_M_Rossiter@mcpsmd.org	
Questions about intramurals	Jennifer Rushin, Content Specialist, PreK-12 Physical Education Jennifer_B_Rushin@mcpsmd.org	
Questions about Visual and Performing Arts	Randy Rumpf, Supervisor, PreK-12 Visual & Performing Arts Randy_J_Rumpf@mcpsmd.org	
Questions about payroll, employee eligibility verification, and Hub+	Maria D. Corredor Marina T. DeLeon Katherine Camacho	ERSC Dropbox ERSC@mcpsmd.org