

WCSD TEACHER TRAINER STIPEND

FOR TEACHER TRAINERS PERFORMING WORK OUTSIDE OF THEIR REGULARLY SCHEDULED WORK DAY

When WCSD teacher trainers perform work outside of their regularly-scheduled-work-day (contract time), the table provided below should be referenced to determine the appropriate amount of compensation for their time and efforts. Only teacher trainers who conduct 100% of their training or preparation activities outside of their contract day will be eligible for a stipend. As it pertains to teacher trainers, preparation is defined as the work or planning involved in putting together the specific training event. Preparation does not include using resources or materials that are already available.

Teachers are encouraged to use appropriate, preexisting contract-related resources and material for illustrative or instructive purposes. Teacher trainers will not be eligible for additional compensation if training or preparation is partially or entirely completed during the teacher's workday. Administrators and supervisory coordinators are not eligible for additional compensation for teacher training activities. All compensation is subject to verification and must be approved at the director level (i.e. Director of Professional Development or Director of Special Education).

TEACHER TRAINER INSTRUCTIONAL ACTIVITY	EXPECTED SEAT TRAINING TIME	TRAINING STIPEND FOR OUTSIDE CONTRACT TRAINING	PREPARATION STIPEND FOR OUTSIDE CONTRACT PREP
One Hour Class	1 hour	\$30	\$30
Half Day Class	3.5 hours	\$100	\$100
Full Day Class	7 hours	\$200	\$200
Class is eligible for 1 Semester Hour of College Credit	15 hours	\$450	\$450
Class is eligible for 2 Semester Hour of College Credit	30 hours	\$900	\$900
Class is eligible for 3 Semester Hour of College Credit	45 hours	\$1,350	\$1,350

REQUESTING A STIPEND: Upon completing a compensable teacher training, stipends are requested by completing form 156, Voucher Generation Process Form, and submitting it to the Risk Management Specialist for processing. Vouchers must be submitted before the payroll cutoff date in order to be considered for the upcoming pay period. After being signed-off by HR, payroll will review the request and include it on the employee's monthly direct deposit.