



Stipend Policy

A Supplemental Duty Stipend was created for the purpose of compensating staff members who assume additional responsibilities as outlined for the positions below. To qualify for such positions, employees must meet the stated criteria and must express interest by the cutoff date, which is announced annually. Staff members who perform the supplemental duties outlined in the table below are eligible to receive the corresponding stipends as indicated. The Head of School, Dean of Student Supports, and Dean of Curriculum and Instruction are not eligible to receive coaching stipends. Supplemental/Extra duty stipends are authorized for the specific year and are not renewed for the future years unless specifically authorized for those years. This means additional duties such as Instructional Leader, Grade Level Chair, etc. are assigned annually and are not guaranteed responsibilities that carry over from year to year. The Head of School annually establishes a list of approved stipend positions and the payment classifications for those positions. Annually, the Head of School establishes, and the Board of Trustees approves a list of approved stipend positions and the payment classifications for those positions.

Compensation Timing and Specifics

- Stipend amounts and requirements will be reviewed annually. Supplemental duty stipends will be paid in two lump sum payments. Half of the stipend will be paid out in December upon completion of duties in the first half of the school year, and the other half of the stipend will be paid out in May, upon completion of duties in the second half of the school year. In the event of a mid-year start, stipends are only given to compensate for the amount of time worked.
- Instructional Leaders are compensated \$2,500 per teacher that they coach. Instructional Leaders can coach a maximum of 4 teachers, however the annual stipend cannot exceed \$8,000.
- Stipend amounts are released from primary payroll accounts and will be received through an employee's paycheck.
- Stipend amounts are taxable and are subject to federal and state taxable income laws.
- Employees who leave Ivy Hill Preparatory Charter School for any reason before the end of the assignment are not eligible to receive the supplemental duty stipend.
- Supplemental Duty Annual Stipend amounts listed below are the amounts employees will receive for completing the assigned duty for the entire school year.

2021 – 2022 Supplemental Stipends

Role	Compensation
Grade Level Chair	\$3,000
Instructional Leader	\$2,500 per teacher