

## **NON-SPORTS EXTRA DUTY ACTIVITIES (EDAs)**

**Introduction.** The *Blueprint for Progress* recognizes extra curricular activities as being an integral part of a school's instructional program. EDAs provide students with the opportunity to participate in a variety of after school extra curricular activities. EDAs:

- expose students to a variety of activities outside the regular classroom;
- encourage the development of students' interests, skills, abilities, and talents for self, school, and community;
- encourage the development and expansion of hobbies and other areas of interest;
- improve social skills through interaction with others who share similar interests;
- improve students' intellectual, physical and social skills and growth; and
- lay the foundation for students to become life long learners.

Recognizing the importance of EDAs, the Board of Education and the Teachers' Association of Baltimore County (TABCO) have negotiated a list of EDAs that appear in Appendix D of the TABCO Master Agreement. The list includes a list of negotiated/approved EDAs and the negotiated rates of pay. The list of 2007-08 EDAs is included in this handbook.

**Purpose.** The purpose of the EDA Handbook is to provide principals and EDA sponsors with instructions and guidelines for the operation of the EDA program in their schools. Principals are responsible for the:

- 1) conduct of the entire extracurricular program at their schools. This includes the posting of sponsor vacancies for each of the activities offered at their schools.
- 2) selection of EDAs which support the school's instructional program to promote student achievement.
- 3) selection of EDA sponsors who will actively support and implement the school's EDA program. The principal shall make every effort to select a different teacher for each activity. However, a teacher may be eligible for assignment to more than one EDA provided the activities do not interfere or conflict with the normal responsibilities of another EDA or the teacher's normal teaching duties. A teacher may be assigned to more than one EDA provided that the principal has posted the notice of vacancy and no qualified teacher has volunteered for the activity. Under unusual circumstances and with the approval of the area assistant superintendent, an hourly employee (e.g., paraeducator) may sponsor an EDA. Payments to hourly employees will be 2 weeks in arrears for all EDA hours worked in a pay period (see EDA Procedures: Hourly Employees).

- 4) development of NON-NEGOTIATED EDA job descriptions (i.e., those that are not a part of the list appearing in the TABCO Master Agreement).
- 5) annual evaluation of the performance of EDA sponsors in meeting the goals and objectives of EDAs. (The EDA job descriptions, their goals and objectives, and evaluation criteria are being developed).

Teachers and other EDA sponsors are responsible for the:

- 1) planning and preparation of EDA materials, as necessary;
- 2) ensuring that the EDA meets the goals and objectives appearing in the EDA vacancy notice and in the EDA Handbook (EDA job descriptions are being developed as a result of teacher EDA workshops held in July 2007);
- 3) providing students with the schedule of EDA meetings;
- 4) coordinating, directing and supervising EDA-related meetings and events;
- 5) evaluating student performance in meeting the EDA's goals and objectives.

**Guidelines.** Below are general instructions and guidelines regarding EDAs.

- 1) EDAs are over and above a teacher's normal teaching duties and responsibilities as outlined in the TABCO Master Agreement (e.g., Article X – Teaching Conditions. Note 10.7.4: "...sponsoring and/or supervising student interest groups for approximately one (1) hour once a week..." is part of a teacher's responsibilities). Sponsoring an EDA is over and beyond this requirement.
- 2) Teachers are not to be given a reduced teaching load in order to sponsor an EDA.
- 3) There is no tenure associated with any EDA. The EDA assignment expires at the end of the school year.
- 4) EDA compensation may be split between two teachers with the principal's approval. If two teachers agree to split and EDA sponsorship, then each will receive half of the total compensation for that EDA.
- 5) A teacher may receive reduced compensation or may forfeit the compensation entirely if he/she does not fulfill the job duties of the EDA.
- 6) Non-sports related EDA compensation will be issued at end of school year as a single lump sum payment.