

Academic Leadership Compensation Program (ALCP) New Role Request

Please save a copy of this form to your computer and complete the following rating scale and position description, then forward to your HR Generalist to start the approval process.

Score

Instructional Connection <i>(select one)</i>	0	Has no instructional connection	
	1	Disseminates instructional info to building staff	
	2	Acts as liaison between/among groups re:instructional matters	
	3	Works with individuals and/or small groups on a limited basis to promote instructional growth	
	4	Works with individuals and/or small groups on an ongoing basis to promote instructional growth	
	5	Coordinates/organizes instructional activities that have a direct impact on student learning	
	6	Takes leadership in instructional matters for the division and/or school	
Financial Responsibility <i>(select one)</i>	0	Requires minor or no interaction with school bookkeeper	
	1	Requires regular interaction with school bookkeeper	
	2	Requires regular maintenance of budget including allocations to others	
	3	Requires significant fundraising/breaking even with amounts up to \$15,000	
	4	Requires significant fundraising/breaking even with amounts over \$15,000	
Level of Direct Student Involvement <i>(select one)</i>	0	Involves 1-4 students	
	1	Involves 5-10 students	
	2	Involves 11-30 students	
	3	Involves 31-100 students	
	4	Involves over 100 students	
Direct Staff/Parent Involvement <i>(select one)</i>	0	N/A	
	1	Involves 1-10 staff/parents	
	2	Involves 11-25 staff/parents	
	3	Involves over 25 staff/parents	
Time Required <i>(add a maximum 6 points as appropriate)</i>	1	Uses planning/lunchtime average 1-3 days/week	
	2	Uses planning/lunchtime average 4-5 days/week	
	1	Uses afterschool/evening time 1-2 days/week average	
	2	Uses afterschool/evening time 3-5 days/week average	
	1	Is on-call to trouble-shoot on a limited basis	
	2	Is on-call to trouble-shoot on an ongoing basis	
	1	Uses weekend time 4 times/year	
	1	Requires overnight supervision	
Level of Independence/Responsibility <i>(add a maximum 7 points as appropriate)</i>	1	Works independently	
	1	Represents the school to the public/community	
	1	Supervises students and/or staff	
	1	Impacts targeted group of students	
	1	Represents the school on committees/task forces	
	1	Makes significant impact on overall school program	
	1	Undergoes significant public scrutiny	
Total Points			

School:

Title of new ALCP position:

General description of position:

Specific responsibilities:

Total Points	Stipend Amount
0-3	\$165
4-6	\$325
7-10	\$490
11-14	\$650
15-18	\$815
19-22	\$975
23-26	\$1,140
27-30	\$1,300