

Academic Tutoring Stipend Requirements

Purpose: To support and enrich student learning beyond the instructional day.

Stipend Compensation Scale:

- \$1000 per semester per activity (Minimum 20 hours)

Time Restrictions:

- Before 7:30am (Monday-Friday)
- After 3:30pm (Monday-Friday)
- Saturday or Sunday

Student Requirements:

- Minimum 10 Students per Activity
- Currently Enrolled Vista Students

Documentation Requirements:

- Student Roster
- Meeting Dates and Times
- Sign-In Sheets (If Available)

Communication Requirements:

- Must Communicate with the Principal, Office Manager, and THINK Together
- Communicate Meeting Dates, Times, and Locations, including any changes to regular schedules
- Communicate Roster of Students
- Communicate with Parents as Needed

Please Note:

- The funds used to pay for these stipends are temporary, and these stipends might not continue next year.
- This stipend is only applicable to exempt salaried employees. Non-exempt employees will be paid their hourly rate for academic tutoring outside of their contracted hours.
- Must supervise all students until they are picked up by parent/guardian if the students are not attending the before or after school program.

All tutoring activities must be approved by the Principal.