ZACHARY COMMUNITY SCHOOL DISTRICT
EXTRA DUTY/PART-TIME PRE-APPROVAL

All requests for extra duty payments must be <u>pre-approved</u> regardless of funding source. (For large groups, you may attach a listing of employees and ID Numbers to this form.)

Name of Employee		ID #	
Location		Date of Request	

Please Select

☐ **Class Coverage (No Substitute) (61230)** *Must attach a list with the backup information.* *(Name, ID, date, sub-system job number, and class period)*	**Parent and Family Engagement Activities (1100)** ☐ Presenter ($40) ☐ Certified Facilitator ($35) ☐ Non-Certified Facilitator ($20)
Intervention/Tutoring – Part-Time (1105 - 1130) ☐ Certified Teacher ($40) ☐ Degreed/Non-Certified/EL Tutor ($25) ☐ Non-Degreed/Non-Certified Tutor ($20)	**Professional Development (2231 – 2239)** ☐ Presenter ($40) ☐ Teacher Training ($35) ☐ Paraprofessional Training ($20) ☐ Other Support Training ($15)
Tutoring – After-School (1460) ☐ Certified Teacher ($40)	**Curriculum Development (2220)** ☐ Project-Based*
Summer School (1470) ☐ Certified Teacher In-Person ($40) ☐ Paraprofessional In-Person ($20) ☐ Moderator In-Person ($25) ☐ Certified Teacher Virtual *	**Assessment (1490)** ☐ Test Administrator ($30) ☐ Test Monitor ($20)
Summer Accelerated Program (1470) ☐ Certified Teacher ($40)	☐ **Part-time clerical** ($20) **(2400)**
Elementary Extended Day Program (1460) ☐ Monitor ($35) ☐ LEAD ($45)	****Overtime: Do not use this form.** **Must use overtime pre-approval form.**
Other Extra Duty ☐ Coaching ☐ Clubs	***Special Assignment (*Use attachment as needed*):**

Requested by			Date	
Funding Source		Approved	Date	
Supt./HR Approval			Date	
Budget Code				