

# STIPEND ANALYSIS FORM

This is the stipend analysis form used to provide information for a new stipend. If you have questions, comments or suggestions regarding the form, please direct them to Carey Beth Harry (carey\_harry@ipsd.org).

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## Position Information

Date:

Number of staff members completing the survey if done as a group:

Contact Info, if additional info or clarification is needed:

Stipend Position:

How many years have you participated in this stipend (or average of years if completing as a group)?

How does this position relate to the education program?

## 1. Knowledge

**This factor measures the basic knowledge and experience required to competently perform the job.**

Does the position require prior knowledge of the subject area?

Please list the essential subjects and/or other areas of knowledge required:

Does the position require formal training?

Please list the types of training required:

Does the position require previous experience?

Please list the type of experience required:

## 2. Complexity of Duties

**This factor measures complexity of duties by considering the ratio of routine vs. non-routine duties, the amount of planning, discretion, judgment, analysis, and independent decision making involved.**

Describe the duties for this position:

Give an example of the type of planning and preparation required for this position:

What types of decisions do you make in this position (excluding what is already determined and set as a schedule or routine)?

How often do you make independent decisions during the course of the activity?

### **3. Interaction with Supervisor**

This factor measures the amount of interaction one has with their supervisor. Additionally, this factor examines the autonomy one has in their position.

Describe the level and type of direction you receive from a supervisor or building administrator for this position:

If you do not receive direct supervision from a supervisor or building administrator, describe what you rely on for direction or structure for the stipend role:

How do you determine when to alert the supervisor regarding progress, updates, or issues?

### **4. Contact with Others**

This factor measures the responsibility for meeting, conversing with, or influencing others inside or outside the organization. Consider how the contacts are made and how often communication occurs. Consider the exposure to the public with this position.

What contact, beyond immediate contact with students, parents, school administration and other teams, does this position have?

Describe the contact you have with IHSA or a similar governing body and/or IPSD 204 district administration?

What is the degree of public visibility for this position?

Are you contacted by the media for comment or analysis?

What level of community involvement is associated with this position (i.e. spectator interest)?

How many spectators typically (on average) attend the event?

## 5. Time

This factor measures the student contact time required outside the workday for the position. Consider the entire standard season and the average hours required (not preferred) that involve contact time. For adult roles, this factor measures student and parent contact or obligated duties outside the work day.

Contact time includes student practices, rehearsals, competitions, student supervision, and contact with parents. Do not include any of the following: plan time, preparation time, release time, exemption from supervision time, post-season activities or other provision beyond the teachers' contract such as extended school year and summer work.

**Use the regular season.**

Duration of season/duty in weeks:

Time required for rehearsals/practices in hours per week:

Events per season, if applicable:

Hours per event, if applicable:

**Total of the above 4 factors:**

Hours of prep time in hours per week, if applicable:

Describe post-season activities, if applicable:

Hours of performing the stipend activity, if an adult role:

Required contact time outside the workday in hours per week, if an adult role:

## 6. Working Conditions

This factor measures the surroundings or physical conditions under which the work must be performed and the extent to which they are disagreeable.

Describe the working conditions/location for this position:

## 7. Character of Supervision

This factor measures the degree or kind of supervisory responsibility over others.

Describe your supervisory responsibility:

Does the position require shared responsibility?

Describe who shares this responsibility and how is it shared:

Describe your disciplinary responsibility:

Supervision consists of one of the following:

Supervisory responsibility, but not directly assigned to a supervisory role

Onsite supervision over a group of students in an intramural or non-competitive club

Onsite supervision over a group or team with routinely scheduled competitive events

On or offsite supervision over a group or team and may be responsible for directing the work of 1 or 2 additional assistant staff members

On or offsite supervision, directs and coordinates the operation of a major sport/activity and is responsible for directing a team of assistant staff members and divides supervisory functions amongst the group

Does this position require bookkeeping or budgetary responsibilities?

### **8. Scope of Supervision**

This factor measures supervisory responsibility by considering how many students are directly supervised within a given position. This factor takes into consideration the number of student participants during regular season and the number of coaches/assistants working with the group. Some adult roles will not be scored on this factor.

Number of students directly supervised by you on a daily basis:

Total number of coaches or sponsors (including yourself) for this group at this level:

Describe what this group represents:

### **9. Additional Information**

**Please include any additional information you feel is relevant to describing this position, which may not have been captured above.**

Additional Information:

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**Committee Completes This Section**

Score:

Grade:

Category:

Committee Member:

Date: