

## TOPS Extended Day Instructional Activity Proposal

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail Address \_\_\_\_\_

This proposal is for the following TOPS site(s):

\_\_\_\_\_GW \_\_\_\_\_JFK

TOPS Extended Day Instructional Activities will engage students in hands-on activities of varied duration, topic, technique, and setting. The areas of learning will support the Common Core Learning Standards. It will be as broad as interest and ability can support and resources will allow. Any area of learning that could motivate and enhance student growth, foster student ability to learn in a variety of environments, and provide students with a wider variety of learning experiences will be considered. Instructors will be actively responsible for the above criteria as opposed to simply monitoring student behavior in the activity.

1. What days of the week are you available to work? \_\_\_\_\_

2. Summary/Structure of Proposed Academic Component:

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3. Summary/Structure of Activity Component:

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4. What roles and responsibilities will you designate for the student mentors during the proposed activity?

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5. Describe how the goals and objectives for students relate to skills, attitudes, or behaviors that students need to be successful in meeting the Common Core Learning Standards (please address specific standards and performance indicators):

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6. Describe how you will evaluate the success of the proposed activity?

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7. The TOPS After School Program is voluntary for students. Why will students enjoy participating in the proposed activity? Please give us a description of the activity we can share with parents:

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8. Requirements: Grade Level (if any) \_\_\_\_\_ (flexibility in grade level is suggested)

9. Type of Room/Site requested (classroom, gymnasium, computers, etc.)

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10. What group size (how many students) are appropriate for your activity? How many instructors will there be for this size group? List names of instructors.

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11. What is your estimated cost for materials/supplies or other needs?

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12. What college degrees, if any, do you hold?

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13. What certifications, if any, do you hold? \_\_\_\_\_

14. What qualifies you to teach this program?

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15. What experience do you have in working with students of this age group?

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16. NON-DISTRICT EMPLOYEE INSTRUCTOR - PLEASE PROVIDE DAILY RATE AND PROPOSED DAY(S) OF WEEK TO TEACH THE ACTIVITY. (See recommended pay scale for more information)

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Final approval of any proposal will be based on feasibility, student enrollment, and student interest.

Send completed proposals to: Dr. Stacia P. Felicello  
Office of Teaching & Learning  
Kingston City School District  
21 Wynkoop Place  
Kingston, NY 12401

# KINGSTON CITY SCHOOL DISTRICT

## 2022-23 TOPS

### Recommended Pay Scale

#### INDIVIDUALS

- Current KTF members - \$47.64/hour (as per KTF contract)
- Current ESP members - individual hourly rate (as per ESP contract)
- Outside individuals:
  - Experienced instructors with specialized programs/training/skill - \$50/hour
  - Certified teachers not currently employed full-time by the district - \$40/hour
  - Experienced instructors (5+ years working TOPS) - \$30/hour
  - Beginning Instructors (0-5 years working TOPS) with BA - \$25/hour
  - Beginning Instructors (0-5 years working TOPS) with AS - \$20/hour
  - Beginning Instructors (0-5 years working TOPS ) with no college degree - \$15/hour
  - Mentors - \$10.40

#### AGENCIES/ ORGANIZATIONS

Pay scale will be based on the number of instructors and number of students served.

The above rates do not include supplies, materials, or equipment charges. These additional expenses must be specifically detailed on the proposal form. KSD employees must submit requisition requests on district forms in advance of the program. Only outside contractors can purchase their own supplies and invoice the district. Copies of receipts/proof of payment for materials & supplies must be submitted to be reimbursed. Any sales tax paid by contractor cannot be reimbursed. General purchasing will need approximately 3 weeks for processing and receipt of materials. All orders totaling \$100 or more MUST have prior approval before ordering.

All outside contractors MUST sign a district contract that must be approved by the Superintendent prior to performing any activity.