

ABINGTON SCHOOL DISTRICT
ABINGTON, PENNSYLVANIA

SUPERINTENDENT'S
ADMINISTRATIVE PROCEDURE

REGARDING: **Extra Duty-Extra Pay -
Advertising Positions**

Section: **Human Resources**

Effective Date: December 1992

Reissued: 11/07, 8/26/08,
4/11/17

See Also: Related Board Policy

Extra duty positions (administrative and teaching) will be advertised initially by principals in their respective schools. If extra duty positions remain unfilled at the secondary level, the principals will communicate that in writing to each other. Unfilled extra duty units will be announced to the employees in both schools through the principal's newsletter.

In the event that secondary school extra duty positions are not filled by employees at that level, the availability of such positions will be announced to elementary teachers before recruitment outside of the District is initiated. Secondary principals having unfilled extra duty positions shall communicate that in writing to elementary principals. The communication shall include a brief description of the position, the compensation, the dates of the obligation, a date and place for submitting an application, and a contact person, if additional information regarding the position is desired. Elementary principals will post the availability of secondary extra duty units so that the information is disseminated to all employees in a non-discriminatory manner.