

Newton Public Schools USD 373 Supplemental Contract Guidelines

The following points provide information relative to supplemental contracts, which are one-year contracts issued for the performance of specific duties in a variety of areas including athletics, activities and academics. Supplemental contract guidelines are reviewed at the beginning of each school year with all employees who have contracts for that year. Performance evaluation of personnel who hold supplemental positions is the responsibility of the direct supervisor, which might be the athletic/activities director, principal or other designated USD 373 staff members.

- Licensed personnel under contract to USD 373 will be given first consideration for supplemental contracts annually if they meet necessary qualifications for specific supplemental positions.**
- Annual supplemental contracts are different from base contracts with the school district and are not subject to the conditions found in base contracts.**
- Supplemental contracts are one year contracts extended to individuals subject to annual performance reviews and, based upon those reviews, may or may not be recommended for renewal by the supervisor for the following school year.**
- Supervisors are responsible for the annual evaluation of all personnel serving on supplemental contracts.**
- Supervisors have the authority to terminate a supplemental contract at any time per their discretion.**
- All personnel who wish to be considered for a supplemental vacancy should contact the supervisor to express interest once a supplemental vacancy is posted.**
- Generally, supplemental position vacancies remain open until filled by a qualified individual.**