

EXPRESSIONS DANCE AND PRESCHOOL

Miscellaneous Pay Rate Addendum for Employees (2024)

Responsibility	Expectations	Pay Rate
-No show class/students	Wait 15 minutes before leaving	Teaching wage
-Waiting for student to be picked up	You need to stay and wait only if there is no one else working	Admin wage, add note in Shiftr
-Cancelled classes due to weather	Will have advance notice	\$0, make up day may be required
-Closing duties after your shift	5-10 minutes max if needed	Admin wage, add note in Shiftr
-Team/Faculty Parties & Activities -Studio Family Appreciation Parties	Attending is a high priority	Unpaid, but participation is considered for raises and bonuses.
-Annual Retreat	Most important staff team building event and training of the year to attend.	\$75 for Thurs/Fri or Fri/Sat \$150 for Thurs-Sat
-Team/Faculty meetings	High priority to attend	Mtg/Event wage (\$15/hr)
FOY Prep		Admin wage
-Fieldtrips -Graduations/Carnivals -Parent Teacher Conferences -Bag Pick Up/Meet the Teachers	Must attend all your classes	Teaching wage for time scheduled
Classroom set up/clean up time	Shifts are built to cover the set-up/clean up time we have allotted. There will be days it might take a little bit longer and you arrive early or stay later, so to compensate for that extra time we have set the whole block up at the higher pay rate.	Teaching wage for time scheduled.
-Parents & Pastries (during class time)	15 min. max of extra set up time	Teaching wage
Performances: -Tumbling Exhibition -Christmas Performance -Spooktacular -Community Performances	Must attend all your class times. Actively help students during your scheduled shift.	Mtg/Event wage (\$15/hr)
Recital/Showcase Performances	Must attend all your classes and scheduled shifts	\$50-\$300 End-of-Year Bonus based on commitments & time scheduled
Special Experiences/Events: -Banana Splits Party -Open House/Registration Days -Studio Socials -Picture Day		Mtg/Event wage (\$15/hr)
Special Classes: -Skipping Party -Birthday Parties -Parents Night Out	Submit receipt for supply reimbursements.	Teaching wage for time scheduled. (Shifts are built to cover the set-up/clean up time we have allotted. It might take a little bit longer, so to compensate for that extra time we have set the whole block up at the higher pay rate.)
-Student Assessments -Progress Reports	Required 1-2 times per year depending on the department	Unpaid. Included in teacher's job description and time spent outside the classroom is included in compensation for teaching hours.

-Company Dancer Progress Mtgs	Select company teachers will be needed for these meetings.	Admin wage for time scheduled
-Team Competitions	Scheduled time is for helping with team warm-ups, facilitating time togetherness and bonding, rehearsing routines, get confidently on the stage, attending awards, etc.	Mtg/Event wage (\$15/hr)
-Solo Competitions (if assigned)	A lead instructor is needed to greet students and parents and set the tone for a positive competition. Helping with rehearsing routines, get kids confidently on the stage, attending awards, being present during breaks, and supporting dancers.	Mtg/Event wage (\$15/hr)
-Conventions (if assigned as lead)	A lead instructor is needed to supervise students and actively participate in observing classes, being present during breaks, and supporting dancers.	Mtg/Event wage (\$15/hr) Studio will cover a shared hotel room if overnight is needed and its further than 40 minutes from home. If own room is desired, studio will cover half the cost of the room.
-Assisting choreography blocks	Teachers who clean routines should be at the guest choreography blocks.	Admin/Assisting wage for time observing
-Observing Classes	Must observe 1-3 classes per year, submit notes to Director	Admin/Assisting wage for time observing
-Misc. Office/Admin projects		Admin wage unless otherwise specified for a task
-Private Lessons and Group Classes		Teaching rate