



JMCSS Innovation Department

Jackson-Madison County School System

Innovation Personnel Stipends & Job-Related Expectations

- Stipends calculated to encourage longevity of service
- Funding Source, MS & HS- ISM Grant through 2025-2026
- Funding Source, Elementary-District or TBD

Team Coaches' Stipends

Position	2024 – 2025
Robotics Coach (VEX IQ or VEX VRC)	\$1,500
Greenpower Coach	\$1,500
eSports Coach	\$1,500
Assistant Robotics Coach	\$900
Assistant Greenpower Coach	\$900
Assistant eSports Coach	\$900

*** Note: The ISM grant pays stipends for middle and high school through the 2025-2026 school year. Personnel must meet job expectations to receive the stipend.

District Leads' Stipends

Position	2024 – 2025
District Lead for Robotics (VEX IQ & VRC)	\$3,000
District Lead for Greenpower	\$3,000
District Lead for eSports	\$3,000

*** Note: The ISM grant pays stipends for middle and high school through the 2025-2026 school year. Personnel must meet job expectations to receive the stipend.

Additional Innovation-Related Stipends

Stipends may be paid at a lump sum for additional services including, but not limited to the following:

Position	Amount	Expectations
Hub City Innovation Cup Coach	\$250	<ul style="list-style-type: none">• Organize 3-5 student team• Attend the event with team (Friday and Saturday)• Hold 2 afterschool practices preparing the team
Innovation Summer Institutes	\$300	<ul style="list-style-type: none">• Plan and organize 3-day summer institute with your building principal's approval.• Recruit students (Must have at least 10 students to be paid.)• Coordinate supply needs and dates with the Innovation Department
Naviance District Lead	\$300	<ul style="list-style-type: none">• Ensure that all JMCSS guidance counselors have access to Naviance.• Communicate Naviance features to schools.• Coordinate professional learning opportunities for JMCSS employees, students, and parents with the Innovation Department.

*** Note: The ISM grant goes through the 2026-2027 school year. Stipends will be reevaluated once the ISM grant funding is gone. Personnel must meet job expectations to receive the stipend.

STEM-Related Team Coaching Responsibilities

- Select students for a competitive team using an equitable tryout process with multiple school representatives having input on which students will compete on the team. For example, request teacher recommendation forms for interested students.
 - There must be **at least 10 student participants** to receive the head coach's stipend.
 - There must be at least **20 student participants** to pay an assistant coach's stipend for robotics and eSports. Greenpower teams must have a 2nd team car to have an assistant coach.
- Create a roster of all student participants
- Keep a record of attendance related to each after school practice, event, or activity.
- Prepare students to compete.
 - Robotics and eSports teams need to compete in at least **3 events** each academic year for the coach to receive the stipend.
 - Greenpower teams need to compete in at least **3 races** each academic year for the coach to receive the stipend.
- Hold weekly after-school practices. The stipend is only available to coaches outworking outside of their JMCSS contractual hours.
- Communicate team requirements and expectations to students and parents/guardians. For example, create a team contract for participants and parents/guardians to sign.
- Coordinate logistics related to team afterschool practices, fundraising, travel, and participation in events.
- Create a yearly budget, to submit to the District Lead, which includes expenditures related to the teams' equipment needs, travel expenses, registration fees, event fees, etc.
- Coordinate supply purchasing with the Department of Innovation (if using ISM grant funds).
- Coordinate travel expenses and fundraising with your school bookkeeper.
 - Innovation must sign the original requisition if the school wishes to be reimbursed these monies from the ISM grant.
- Follow all JMCSS guidelines related to extracurricular activities, principal approval, student communication, parent permission for the student to participate on the team, field trip parent permission forms, JMCSS field trip request forms, and any other requirements.

- Follow all governing organization requirements related to registering teams, participant eligibility, media releases, safety waivers, etc.
 - REC Foundation – robotics
 - Greenpower USA – Greenpower electric cars
 - Electric Gaming Federation (EGF) - eSports

STEM-Related District Lead Responsibilities

- Assist school coaches with equipment needs.
- Verify that school teams have followed proper JMCSS and governing organization protocols related to team registration, event registration, student participant eligibility, fundraising, JMCSS required paperwork, and any other related protocols.
- Plan, Coordinate, and Execute JMCSS competitive events.
 - Robotics and eSports – at least **2 competitive events** to receive the stipend.
 - Greenpower – at least **2 competitive races** to receive the stipend.
- Collect team rosters of all student participants from each school
- Collect attendance records related to each after school practice, event, or activity from each school.
- Coordinate professional learning opportunities with the Innovation Department for the school coaches.
- Assist school coaches with the purchasing process.
- Coordinate all media and PR for competitive teams with the Innovation Department.
- Verify that school teams have created a yearly budget and ensure that teams understand how to finance the items on their budget.
- Communicate with non-JMCSS teams attending JMCSS-sponsored events.
- Follow all requests and requirements from event organizers and potential event sponsors.
- Send out monthly email updates to your participating schools and cc the Department of Innovation.
- Coordinate competition travel at the district level when possible (transportation, buses, hotel rooms, meals, chaperones, etc.)
- Maintain district inventory for replacement parts, supplies, materials
- Maintain rosters for all players and coaches