

Suggested Education Jobs Fund (EduJobs) LEA Guidance for Low Supplemental Funding Allocations (Under \$5,000)

Step 1

Identify one (1) eligible school-level education and related services employee to receive full EduJobs funding allocation during the 3rd Quarter.

Eligible school-level education and related services personnel includes: *teachers, principals, assistant principals, academic coaches, inservice teacher trainers, classroom aides, counselors, librarians, secretaries, social workers, psychologists, interpreters, physical therapists, speech therapists, occupational therapists, information technology personnel, nurses, athletic coaches, security officers, custodians, maintenance workers, bus drivers, and cafeteria workers*

Step 2

Provide ADE EduJobs contact personnel with the *Hourly Rate* for the one (1) employee chosen.

Example: \$5,000 expended for *Principal* for 3rd Quarter. Hourly Rate for this employee is **\$X**.

Step 3

ADE will calculate and *complete on your behalf* the required ARRA 1512 Quarterly Jobs Report with respect to EduJobs funds expended by your LEA.

No action will be required by the LEA for this report beyond providing the data requested in Step 2.

Step 4

LEA completes required fiscal closeout reports (Completion Report) for EduJobs by December 31, 2012.