

CAMPUS ASSET MANAGER STIPEND AGREEMENT FORM

Campus: _____

Staff Name and ID #: _____

Campus Asset Manager stipend provides compensation to Exempt employees for the increased importance of student device management. The supplemental earning amount per campus is \$2000/year, which is paid in monthly installments over 12 months.

Non-Exempt employees are not eligible to receive a stipend and consequently cannot receive compensation for additional work performed during their normal work hours. Only Exempt employees will be considered for the Campus Asset Manager role.

If a campus chooses to have more than one Campus Asset Manager, the \$2000 allocation for the campus will be divided between each staff member. For example, if a campus has two staff members as Campus Asset Managers, each will receive \$1000/year as a stipend.

Secondary campuses with a student body of more than 1000 enrolled students are eligible to have two Campus Asset Managers, with a stipend for each staff member in the amount of \$2,000. (Total amount of the stipend for the campus is \$4000/year).

Failure to fulfill the responsibilities of the Campus Asset Manager, as indicated below, can result in the revoking of the stipend at any time.

Description of Duties and Responsibilities

- **Complete required new-user or refresher Asset Management (TIPWeb-IT) software training to receive access to the database by September 1st of the first year of appointment.**
- **Serve as the Campus Asset Manager of student devices for your campus.**
- **Be responsible for the daily maintenance and upkeep of the student device inventory in TIPWeb-IT.**
- **Assign devices to students at the beginning of the school year; issue and collect staff and student devices in TIPWeb-IT during the school year; collect (unassign) devices from students in TIPWeb-IT at the end of the school year.**
- **As necessary, Submit Tickets in Support Hub, Request Devices from Fulfillment, and/or Report Lost or Stolen devices to the EdTech department and Dallas ISD Police.**
- **Update Room Assignments and Staff List prior to the start of the annual Room and Staff Audits.**
- **Follow up with Staff to complete their assigned audits (CAM does not do the audits for any staff).**

As campus principal, my signature verifies the campus CAM Representative will fulfill ALL duties and responsibilities as mandated for this position.

Signature of CAM Representative

Date

Signature of Campus Principal

Date