Annually, the superintendent shall be responsible for conducting a needs assessment to determine the focus of extended contract activities. The assessment shall be conducted by an extended contract committee, which shall advise on or certify to the need for specific programs served through extended contracts. The committee shall consist of teachers and administrators as determined by the Board.

Extended contract opportunities shall be available to all educators.

The superintendent shall be responsible for devising a plan for Board approval consistent with the needs assessment. The plan shall include as a minimum:

1. A description of each program and a discussion of the benefits of the program as required by state law;
2. Time frames within which the program(s) shall be operated;
3. The number of students who will benefit from the program;
4. A list of additional duties which may be assigned to educators;
5. The number and special qualifications of employees desired for each program; and
6. Local costs to be involved in the program.