

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services
February 18, 2020

OPENINGS FOR ADULT SCHOOL (SUMMER SCHOOL) TEACHERS

****Open only to current BUSD Certificated Employees****

ADULT SUMMER SCHOOL PLANS:

We are planning to offer the summer school classes at the Burbank Adult School.

****If selected, you will be informed of your assignment via your District email.****

APPLICATION:

Applicants are invited to submit applications to teach summer school. Interested candidates must submit their application by **4:30 p.m. Monday, March 30, 2020.**

Application forms may be obtained from the Office Manager at all school sites via your email

ADULT SUMMER SCHOOL SCHEDULE:

The following summer school schedule will be in effect for:

Adult High School Diploma – Learning Center (1 teacher)
Pre-GED and GED Preparation (1 teacher)

6 hours per week = 36-hours total

Week	Tues	Wed	Thurs	Time
1	6/2	6/3	6/4	8:30 – 10:30 am
2	6/9	6/10	6/11	8:30 – 10:30 am
3	6/16	6/17	6/18	8:30 – 10:30 am
4	6/23	6/24	6/25	8:30 – 10:30 am
5	6/30	7/1	7/2	8:30 – 10:30 am
6	7/6	7/8	7/9	8:30 – 10:30 am

ESL – Morning Session

Academic levels 0, 1-2, 3-4, 5-6

6.75 hours per week = 27 hours total

Week	Tues	Wed	Thurs	Time
1	6/2	6/3	6/4	9:15 – 11:30 am
2	6/9	6/10	6/11	9:15 – 11:30 am
3	6/16	6/17	6/18	9:15 – 11:30 am
4	6/23	6/24	6/25	9:15 – 11:30 am

ESL – Evening Session

Academic levels 0, 1- 2, 3-4, 5- 6

6.75 hours per week = 27 hours total

Week	Tues	Wed	Thurs	Time
1	6/2	6/3	6/4	6:15 – 8:30 pm
2	6/9	6/10	6/11	6:15 – 8:30 pm
3	6/16	6/17	6/18	6:15 – 8:30 pm
4	6/23	6/24	6/25	6:15 – 8:30 pm

ADULT SUMMER SCHOOL APEX ONLINE ~ GRADE IMPROVEMENT

Teachers MUST already be proficient in APEX. Positions are based on enrollment. There will be 2 teachers, same schedule if there is sufficient student enrollment.

The following summer school Schedule will be in effect: **84.0 hours total per teacher**

Week	Mon.	Tues.	Wed.	Th.	Fri.	Time
1	6/1	6/2	6/3	6/4		9:00-12:30pm
2	6/8	6/9	6/10	6/11		9:00-12:30pm
3	6/15	6/16	6/17	6/18		9:00-12:30pm
4	6/22	6/23	6/24	6/25		9:00-12:30pm
5	6/29	6/30	7/1	7/2		9:00-12:30pm
6	7/6	7/7	7/8	7/9		9:00-12:30pm
				Total	Days	24

QUALIFICATIONS AND SELECTION PROCEDURE FOR ADULT SCHOOL:

The following will be considered in recommending teachers for summer school teaching positions:

- First choice will be given to teachers who are regular employees of the Burbank Unified School District.
- Recency of summer school teaching shall be considered.
- Basis for selection will be the following:
 - (1) Specific training and/or experience for the particular assignment.
 - (2) The possession of a teaching credential covering the subject area to be taught.
 - (3) Evidence of successful experience in teaching the subject matter or course offered during the summer.

1. PAY SCHEDULE:

2. Adult education summer school teacher: **\$40.08 per hour** (based on July 2017 salary schedule)

3. APPLICATION DEADLINE:

Those interested in teaching in the summer school program must return applications to the Human Resources Services Office **NO LATER THAN 4:30 P.M. ON MONDAY, MARCH 30, 2020.**

Notice of Non-Discrimination

The Burbank Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on *disability, gender, gender identity, gender expression, genetic information, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.*