

BURBANK UNIFIED SCHOOL DISTRICT

Certificated Position Opening

February 7, 2020

ELEMENTARY ENGLISH LEARNERS

Teacher on Special Assignment-English Learner Administrative Intern for Summer Assignment

One position for Teacher on Special Assignment-English Learner will be available for the Summer School session. Certificated District employees interested in being considered for this assignment are invited to apply by submitting a Letter of Interest with a resume to the Human Resources Office, 1900 W. Olive Avenue, no later than Monday, February 24, 2020 at 5:00 p.m.

Duties and Responsibilities:

The Administrative Intern will work closely with the Director of Elementary Education in preparing and planning the summer school program.

The administrative intern will be mentored by the Director of Elementary Education and have the following responsibilities:

- Pre-school faculty meeting
- Opening and closing Summer School
- Working with the District EL TOSA to assign students to classes
- Contacting parents as necessary
- Working with District to order teaching materials and supplies
- Distributing teaching materials and supplies
- Ensuring that attendance is recorded
- Facilitating student discipline
- Supervising students before/after school and during break/nutrition times
- Collecting Summer School grade reports from teachers
- Implementing other duties as assigned

Qualifications:

All applicants must hold a valid teaching credential and either have an Administrative Credential, a Certificate of Eligibility for an Admin. Cred. or be in an administrative credentialing program. Bilingual is desirable.

Assignment:

The equivalent of 23 work days (5.25 hours per instructional day). This assignment will also include some pre-school work duties (workday on 5/28/20 and other meetings). The English Learner Summer School program begins on Monday, June 1st and concludes Thursday, July 2nd.

Salary: \$45.52/per hour (based July 2018 salary schedule)

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.*