

**BURBANK UNIFIED SCHOOL DISTRICT**  
**Certificated Position Opening**

---

---

February 7, 2020

**ELEMENTARY SPECIAL EDUCATION**

**Teacher on Special Assignment-Special Education  
Administrative Intern for Summer Assignment**

One position for Teacher on Special Assignment-Special Education 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 Summer School Principal in preparing and planning the Extended School Year program.

The administrative intern will be mentored by the Summer School Principal and have the following responsibilities:

- Pre-school faculty meeting
- Master schedule development
- Schedule and set up Extended School Year facilities
- Opening and closing Extended School Year program
- Registering students and assigning classes
- Contacting parents
- Ordering, and distributing teaching materials and supplies
- Recording attendance
- Facilitating student discipline
- Supervising students before/after school and during break/nutrition times
- Processing progress reports
- Implementing other duties as assigned

**Qualifications:**

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

**Assignment:**

The equivalent of 23 (5.25 hr) work days. This assignment will include some pre-school work days. Elementary special education extended year 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.*