

**BURBANK UNIFIED SCHOOL DISTRICT**  
**Human Resources Services**  
**March 5, 2024**

**OPENINGS FOR BURBANK ADULT SCHOOL SUMMER PROGRAM**

\*Classes are to be taught in-person for adult school students and open only to current BUSD Certificated Employees\*

**APPLICATION:**

**Application forms may be obtained from the Human Resources page on the District website or from your site office manager via email.**

Interested candidates must return the application to Connie Trimble, Certificated HR Analyst, at [connietrimble@burbankusd.org](mailto:connietrimble@burbankusd.org), no later than **Monday, April 1, 2024.**

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

**ADULT SUMMER SCHOOL SCHEDULE:**

The following summer school schedule will be in effect for:

**ESL – Morning Session**

**ESL Levels: Literacy, Level 1, Level 2, Level 3, Intensive English 4, 5 and 6.**

**2.5 hours x 22 sessions = ( 55 ) total hours per teacher**

<b>Week</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Time</b>
1	6/3	6/4	6/5	6/6	9:15 – 12:00 pm
2	6/10	6/11	6/12	6/13	9:15 – 12:00 pm
3	6/17	6/18	<b>Juneteenth Non-work day</b>	6/20	9:15 – 12:00 pm
4	6/24	6/25	6/26	6/27	9:15 – 12:00 pm
5	7/1	7/2	7/3	<b>Independence Day</b>	9:15 – 12:00 pm
6	7/8	7/9	7/10	7/11	9:15 – 12:00 pm

## ESL – Evening Session

ESL levels: Literacy, Level 1, Level 2, Level 3, Intensive English 4, 5 and 6.

2.5 hours x 22 sessions = ( 55 ) total hours per teacher

Week	Mon	Tues	Wed	Thurs	Time
1	6/3	6/4	6/5	6/6	6:15 – 9:00 pm
2	6/10	6/11	6/12	6/13	6:15 – 9:00 pm
3	6/17	6/18	<b>Juneteenth Non-work day</b>	6/20	6:15 – 9:00 pm
4	6/24	6/25	6/26	6/27	6:15 – 9:00 pm
5	7/1	7/2	7/3	<b>Independence Day</b>	6:15 – 9:00 pm
6	7/8	7/9	7/10	7/11	6:15 – 9:00 pm

## Adult High School Diploma – Learning Center (1 teacher)

2 hours x 44 sessions = ( 88 ) total hours (22 days x 2 classes per)

Week	Mon	Tues	Wed	Thurs	Time
1	6/3	6/4	6/5	6/6	8:30 – 10:30 pm 10:45 – 12:45 pm
2	6/10	6/11	6/12	6/13	8:30 – 10:30 pm 10:45 – 12:45 pm
3	6/17	6/18	<b>Juneteenth Non-work day</b>	6/20	8:30 – 10:30 pm 10:45 – 12:45 pm
4	6/24	6/25	6/26	6/27	8:30 – 10:30 pm 10:45 – 12:45 pm
5	7/1	7/2	7/3	<b>Independence Day</b>	8:30 – 10:30 pm 10:45 – 12:45 pm
6	7/8	7/9	7/10	7/11	8:30 – 10:30 pm 10:45 – 12:45 pm

## Math Boot Camp – In-person or Online (1 teacher)

6/03-7/10/24 – Monday & Wednesday 1:00 – 2:00 pm (no class 6/19)

1 hour x 11 sessions = 11 total hours

## GED & HiSET Preparation (1 teacher)

2 hours x 22 sessions = ( 44 ) total hours

Week	Mon	Tues	Wed	Thurs	Time
1	6/3	6/4	6/5	6/6	8:30 – 10:30 pm
2	6/10	6/11	6/12	6/13	8:30 – 10:30 pm
3	6/17	6/18	<b>Juneteenth Non-work day</b>	6/20	8:30 – 10:30 pm
4	6/24	6/25	6/26	6/27	8:30 – 10:30 pm
5	7/1	7/2	7/3	<b>Independence Day</b>	8:30 – 10:30 pm
6	7/8	7/9	7/10	7/11	8:30 – 10:30 pm

## GED Preparation in Spanish – Online (1 teacher)

2 hours x 22 sessions = ( 44 ) total hours

Week	Mon	Tues	Wed	Thurs	Time
1	6/3	6/4	6/5	6/6	6:00 – 8:00 pm
2	6/10	6/11	6/12	6/13	6:00 – 8:00 pm
3	6/17	6/18	<b>Juneteenth Non-work day</b>	6/20	6:00 – 8:00 pm
4	6/24	6/25	6/26	6/27	6:00 – 8:00 pm
5	7/1	7/2	7/3	<b>Independence Day</b>	6:00 – 8:00 pm
6	7/8	7/9	7/10	7/11	6:00 – 8:00 pm

## Adult Academic and College & Career Counseling

6 weeks x 20 hours = 4 days per week, 5 hours per day

Dates: June 3, 2024 - July 11, 2024 (except 6/19, 7/04)

8:00 am – 1:00 pm

22 days x 5 hours = 110 total hours

# Adult Career Tech Courses

## **Microsoft Computer Applications**

**6/04-7/11/24 – Tuesday & Thursday 9:00-12:15 pm (No class 7/04)**

11 sessions x 3 hours = 33 total hours

## **Microsoft Excel**

**6/04-7/11/24 – Tuesday & Thursday 5:45 – 9:00 pm (No class 7/04)**

11 sessions x 3 hours = 33 total hours

## **Intro to Adobe Creative Suite**

**6/04-7/08/24 – Tuesday & Thursday 6:00 – 9:00 pm (No class 6/25, 6/27, 7/04)**

9 sessions x 3 hours = 27 total hours

## **Intro to Animation**

**6/03-7/08/24 – Monday 6:00 – 9:00 pm (no class 6/24)**

5 sessions x 3 hours = 15 total hours

## **Photoshop for Beginners**

**6/5-7/10/24 – Wednesday 6:00 – 9:00 pm (No class 6/19)**

5 sessions x 3 hours = 15 total hours

## **It Tech Support/Comp TIA A+ Certification Exam Preparation Course AM**

**6/03-7/11/24 – Monday through Thursday 8:30 am -12:15 pm (no class 6/19, 7/04)**

22 sessions x 3.75 hours = 82.5 total hours

## **It Tech Support/Comp TIA A+ Certification Exam Preparation Course PM**

**6/03-7/11/24 – Monday through Thursday 5:30 pm – 9:15 pm (no class 6/19, 7/04)**

22 sessions x 3.75 hours = 82.5 total hours

## **Sports Physical Therapy**

**6/12-7/16/24 – Monday through Thursday in person (8:30 am-4:00 pm)**

**+ Friday as DL 9:00 am – 3:30 pm (no class 6/19, 7/04)**

18 sessions x 7 hours = 126 *and* Friday 5 sessions x 6 hours = 30

Total hours = 156

## **Intro to Health Occupations**

**6/04-7/11/2024 – Tuesday & Thursday 6:00-8:45 pm (no class 7/04)**

11 sessions x 2.75 hours = 30.25 total hours

## **Medical Terminology**

**6/03-7/19/2024 – (7 week class- 10 hours weekly: Distance Learning/Online)**

**Monday through Friday 10 – 12 pm (No class 6/19, 7/04)**

*And* two (2) hours weekly as Office Hours

33 sessions x 2 hours = 66 hours *and* 7 weeks x 2 hours = 14 hours

Total hours = 80

## **QUALIFICATIONS AND SELECTION PROCEDURE:**

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

- Permanent and probationary District employees will be considered for summer school positions before other candidates are considered.
- Basis for selection will be the following criteria in priority order per the BTA contract (Article 26):
  - (1) Possession of appropriate credentials and other state and federal accountability mandates.
  - (2) Evidence of successful teaching experience at the grade level(s) and/or in the subjects for which the application is made.

**Per the BTA Contract, Article 26.5, a summer school teacher may serve for up to three consecutive years. A unit member who has served as a summer school teacher for three consecutive years may be considered for reappointment if there are not enough qualified applicants for the number of summer school positions.**

## **PAY SCHEDULE:**

Adult education summer school teacher: **\$54.14 per hour** (based on July 2023 salary schedule)

**\*There will be NO Stipend for working Summer School.**

**PERSONS WHO APPLY FOR AND ACCEPT A SUMMER SCHOOL ASSIGNMENT MUST BE AVAILABLE FOR THE ENTIRE ASSIGNMENT, EXCLUDING ILLNESS.**

## **APPLICATION DEADLINE:**

Those interested in teaching in the summer school program must return applications to the Human Resources Services Office **NO LATER THAN 4:00 P.M. ON MONDAY, APRIL 1, 2024.**

### **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.*