

BURBANK UNIFIED SCHOOL DISTRICT

Certificated Position Opening

February 15, 2024

SECONDARY EXTENDED YEAR SCHOOL

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

One Position for Teacher on Special Assignment-Secondary 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 Connie Trimble, Certificated HR Analyst, at connietrimble@burbankusd.org, no later than **Friday, March 1, 2024 at 5:00 p.m.**

Summer 2024 Calendar:

Week	Mon	Tues	Wed	Thurs	Fri	Total Days
				5/30		1
1	6/03	6/04	6/05	6/06	6/07	5
2	6/10	6/11	6/12	6/13		4
3	6/17	6/18	Non-paid Holiday	6/20	6/21	4
4	6/24	6/25	6/26	6/27		4
5	7/02	7/02	7/03	Non-paid Holiday		3
6	7/08	7/09	7/10	7/11		4
						Total 25 days

Duties and Responsibilities:

The Administrative Intern will work closely with the Special Education Administrators in preparing and planning the Extended School Year program. Secondary ESY will be held at John Burroughs High School, Magnolia Park School and the FACTS program on the Burbank Adult School campus.

The administrative intern will be mentored by the Special Education Administrators 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 up to 30 (6 hr) work days. This assignment will include some pre-school work days and hours after regular summer school day ends for added services for students. Elementary special education extended year program for students begins on Monday, June 3, 2024 and concludes Thursday, July 11, 2024.

Salary: \$53.46/per hour (based on July 2023 salary schedule)

***There will be no special stipend this year for working summer school.**

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.