

# BURBANK UNIFIED SCHOOL DISTRICT

## Certificated Position Opening

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February 15, 2024

### SUMMER SCHOOL FOR ELEMENTARY PROGRAMS TOSA'S

#### Teacher on Special Assignment – Elementary Summer Programs (Administrative Intern for Summer Assignment)

There will be **up to three positions** for Teacher on Special Assignment – Elementary Program 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](mailto:connietrimble@burbankusd.org), no later than **Monday, March 11, 2024, at 5:00 p.m.**

#### Summer 2024 Calendar:

Week	Mon	Tues	Wed	Thurs	Fri	Total Days
			5/29	5/30		2
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
						<b>Total 22 days</b>

#### Duties and Responsibilities:

The Teacher on Special Assignment – Elementary Program (Administrative Intern) will work closely with the Assistant Superintendent of Educational Services or designee in preparing and planning the summer school program.

The administrative intern will be mentored by the Assistant Superintendent of Educational Services or designee and have the following responsibilities:

- Pre-school staff meeting
- Opening and closing Summer School
- Working with the District and School designated staff to assign students to classes
- Contacting parents as necessary
- Working with District staff 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 have either 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 22 workdays (6 hours per instructional day; 8:00 am – 1:30 pm). The summer school day is from 8:30 a.m. – 12:50 p.m. for current grades TK-5. This assignment will also include some pre-service work duties (workday on 5/29/24 and 5/30/24 and other meetings as needed). The Elementary Summer School program begins on Monday, June 3, and concludes Wednesday, July 3, 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.*