

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services
March 1, 2024

OPENINGS FOR SECONDARY SUMMER SCHOOL PROGRAM

****Classes are to be taught in-person and open only to current BUSD Employees****

SECONDARY SUMMER SCHOOL PLANS

We are planning to offer a very limited in-person secondary summer program this year.
The high school programs will be at **Burbank High School**.

If selected, you will be informed, via your district email, of your assignment.

All necessary information will be covered in your first workday.

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, no later than **Monday, March 11, 2024 at 5:00 p.m.**

Secondary Summer Programs at Burbank High School

Thursday, May 30th is a pre-workday for teachers

On-site duty time for staff at **secondary** level: 7:30 a.m. – 1:30 p.m.

6 hours of paid time/day

Classes will be held beginning Monday, June 3rd, through Thursday, July 11, 2024.

Week	Mon.	Tues.	Wed.	Th.	Fr.	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-work Day	6/20	6/21	4
4	6/26	6/27	6/28	6/29		4
5	7/01	7/02	7/03	Non-work Day		3
6	7/08	7/09	7/10	7/11		4

24 days of instruction + 1 pre-service day

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

General Education summer school teacher: \$ 53.46 per hour
(based on July 2023 salary schedule)

There will be no special stipend this year 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 extended year program **MUST** return the application to Connie Trimble, Certificated HR Analyst, at connietrimble@burbankusd.org, no later than

Friday, March 15, 2024 by 5:00 p.m.

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.