

BURBANK UNIFIED SCHOOL DISTRICT
Certificated Position Opening

March 1, 2024

SECONDARY

Teacher on Special Assignment
High School Administrative Intern for Summer Assignment

There will be **1 position** of Teacher on Special Assignment - High School Administrative Intern for Summer Assignment available for the Summer School session.

Secondary Summer School will be held at Burbank High School. District certificated employees interested in being considered for these assignments need to apply by submitting a Letter of Interest with an updated resume to Connie Trimble, Certificated HR Analyst, via email at 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
				5/30		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
7	07/15	07/16	07/18	07/19		Total 29 days

*Additional hours will be arranged with candidate to prepare for summer school and appropriately prepare final grades and transcripts for processing

Duties and Responsibilities:

The Administrative Interns will work closely with Instructional Services and Site Administrators in preparing and planning the Summer School program.

The Administrative Intern will be mentored by Instructional Services and Site Administrators and have the following responsibilities:

- Pre-school faculty meeting
- Master schedule development
- Schedule and set up Summer School facilities
- Opening and closing Summer School
- Registering students and assigning classes
- Contacting parents

Duties and Responsibilities(continued):

- Ordering, and distributing teaching materials and supplies
- Recording attendance
- Facilitating student discipline
- Supervising students before/after school and during break/nutrition times
- Processing Summer School grades & Transcripts
- Implementing other duties as assigned
- Monitoring Student Progress
- Communicating withdrawal dates

Qualifications:

All applicants must hold either a valid California teaching credential for the secondary level, special education credential or a PPS credential and a California Administrative Credential, or a Certificate of Eligibility for a California Administrative Credential, or be enrolled 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. The secondary 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.*