

**BURBANK UNIFIED SCHOOL DISTRICT**  
**Certificated Position Opening**

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February 7, 2020

**SECONDARY**

**Teacher on Special Assignment**  
**High School Administrative Intern for Summer Assignment**

Two positions for Teacher on Special Assignment - High School Administrative Intern for Summer Assignment will be 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 apply by submitting a Letter of Interest with an updated resume to the Human Resources Office, 1900 W. Olive Avenue, no later than **Monday, February 24<sup>th</sup>, 2020, at 5:00 p.m.**

**Duties and Responsibilities:**

The Administrative Intern will work closely with the Summer School Principal in preparing and planning the Summer School program. The Administrative Intern will be mentored by the Summer School Principal 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
- 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
- Implementing other duties as assigned

**Qualifications:**

All applicants must hold a valid California teaching credential for the secondary level 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 **25 workdays (6 hours/day)** + may include extra hours to setup and close summer school. The schedule includes pre-school workdays and duties.

The Summer School Program begins Monday, June 1, 2020 and concludes Thursday, July 9, 2020.

**Salary:**

\$45.52/per hour (based on the July 2018 salary schedule)

**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.*