

BURBANK UNIFIED SCHOOL DISTRICT  
Human Resources Services

**ADULT SCHOOL (SUMMER SCHOOL) TEACHING APPLICATION**

**\*\*Open only to current BUSD Certificated Employee\*\***

If selected, you will be informed, via your district email, of your assignment.  
All necessary information will be covered in your first workday.

_____	_____
Name (Please Print)	Current School Site
(_____) _____	(_____) _____
Home Number	Cell Number
Personal Email _____	

1. Teaching credential(s) / authorized grade levels \_\_\_\_\_  
\_\_\_\_\_

Major (s) \_\_\_\_\_ Minor (s) \_\_\_\_\_

2. Subjects or grade levels taught in regular school year: \_\_\_\_\_

3. Teaching level desired in Adult Summer School:  
Based on your **credentials** and interest, **prioritize (1, 2, 3)** the subjects you prefer to teach.

\_\_\_\_ Adult High School Diploma ~ Learning Center

\_\_\_\_ Pre-GED and GED

\_\_\_\_ APEX ONLINE ~ Grade Improvement

**ESL: Morning**

\_\_\_\_ ESL Enrichment Beginning Levels 0, 1 & 2

\_\_\_\_ ESL Enrichment Intermediate Levels 3 & 4

\_\_\_\_ ESL Enrichment Advanced Levels 5 & 6

**ESL: Evening**

\_\_\_\_\_ **ESL Enrichment Beginning Levels 0, 1 & 2 (Evening)**

\_\_\_\_\_ **ESL Enrichment Intermediate Levels 3 & 4 (Evening)**

\_\_\_\_\_ **ESL Enrichment Advanced Levels 5 & 6 (Evening)**

**4. Summer School: (Please check the year you previously taught summer school at BUSD)**

\_\_\_\_\_ **2019**      \_\_\_\_\_ **2018**      \_\_\_\_\_ **2017**

**5. If not chosen for a regular assignment, I would be interested in serving as a substitute teacher in the extended year program. ( ) Yes ( ) No**

**6. If you **ONLY** wish to be considered for a substitute position check here \_\_\_\_\_.**

**PERSONS WHO APPLY FOR AND ACCEPT AN EXTENDED YEAR ASSIGNMENT MUST BE AVAILABLE FOR THE ENTIRE ASSIGNMENT, EXCLUDING ILLNESS.**

We anticipate that enrollment and funding for the 2020 summer school program will be sufficient to offer the position(s) listed on this application. At the printing of this application, however, we do not know with certainty if and how the summer program will be funded. Therefore, preliminary assignments will be offered on the basis of adequate enrollment as well as funding that is not part of a categorical block grant. (The District will be the sole judge of the adequacy of funding available for summer school.) If the summer school program is funded appropriately, enrollment in a scheduled class will remain very important. This District retains the right to cancel any class and the affected summer school teaching assignment should enrollment drop significantly at any time during the summer session.

Note: Each application is date stamped when it is received in the Human Resources Office.

**Applications must be received by 4:30 p.m. on MONDAY, MARCH 30, 2020.**

**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.*