

Administrative Regulation

Certificated Employees; Summer School Personnel, Hiring Procedures for

A. Application

Specific deadline dates regarding summer school will be published each year with the announcement of summer school. Notification that applications for summer school are being accepted by the Office of Personnel Services shall be made available to all staff members. The deadline date for submitting applications shall be approximately three weeks after the above date.

Priority will be given to applicants in relation to the number of summer sessions of employment during the previous four years. Applicants who have been employed for three or more summer sessions during the last four years, and those not otherwise meeting the stated requirements contained herein, may apply. However, they will not be considered unless there is a shortage of teachers in particular subject areas.

Applications should be submitted as though the employee expects to be returning to the district for the following year. Applicants returning from Board-approved leave are eligible to apply. Applications will be dated and late applications will be accepted but not considered until all other applications have been processed.

B. Qualification and Selection

Summer session teaching assignments, whenever possible, shall be limited to grade level or subject areas in which applicants have had experience and/or training and in areas of expressed interest. Applicants must be credentialed appropriately in accordance with provisions of the Education Code.

Selection of employees will be made in keeping with the following factors:

1. Teachers will be assigned to meet specific instructional needs of a particular summer school.
2. Consideration will be given to all teachers who apply irrespective of whether or not they are assigned to a school conducting a summer session.
3. Recency of summer school teaching experience will be considered.
4. The continued assignment of teachers will be contingent upon local summer school attendance.

5. Priorities for selection and assignment will be based upon the needs of the district.

C. Notification of Selection

The Office of Personnel Services will notify each teacher selected and will notify each applicant who was not selected.

Teachers who desire to serve as substitutes during the summer session shall make application through the Office of Personnel Services.

D. Evaluation of Performance and Computation of Salary

Summer school teachers shall be evaluated only on their summer session performance. Future summer assignments will be contingent upon satisfactory performance. Evaluations will be completed by the summer school principal and returned to the Office of Personnel Services at the completion of the summer session.

Summer school salary shall be computed on an hourly rate of 1/1000th of Column 1, Step 1, of the previous year's salary schedule.