

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. 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-			

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, a PPS credential, a California Administrative Credential, or a Certificate of Eligibility for a California Administrative Credential, or enrolled in an administrative credentialing program. Bilingual is desirable.

Assignment:

The equivalent of up to 36 (hr) work days. This assignment will include some preschool 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. 007 Tw c.5 (f)10.6 (ie)17.2(f)10.6 (du7 Tw c.5a.5 (o)0.1)