

# BURBANK UNIFIED SCHOOL DISTRICT

## Certificated Position Opening

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February 15, 2024

### ELEMENTARY EXTENDED YEAR SCHOOL

Teacher on Special Assignment Elementary Special Education

Administrative Intern for Summer Ao\_.[2 (subm)Tj -0.084 Tw 30.3



The administrative intern will be mentored by the Special Education Administrators and have the following responsibilities:

- Preschool faculty meeting
- Master schedule development
- Schedule and set up Extended School Year facilities
- Opening and closing Extended School Year program
- 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 progress reports
- Implementing other duties as assigned

Qualifications:

All applicants must hold a valid special education teaching credential and either have an Administrative Credential, a Certificate of Eligibility for an Administrative Credential or in an administrative credentialing program. Bilingual is desirable.

Assignment:

The equivalent of up to 30 (hr) work days. This assignment will include some preschool work days and hours after regular summer school day ends for added services to students. Elementary special education extended