



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7272

PAGE: 1 OF 5

CATEGORY: **Personnel, Certificated Staff**

EFFECTIVE: **1-29-62**

SUBJECT: **Summer School Certificated Employment**

REVISED: **11-22-99**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing application, employment, and placement of teachers in elementary, special education, and secondary summer school programs, and in other summer certificated and curriculum writing positions.
2. **Related Procedures:**
 Summer school salaries and pay date 2605
 Classified employee placements 7416

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy I-3010; Education Code Section 37250; Collective Negotiations Contract.
2. This procedure pertains to matters within the scope of collective bargaining. Contract language within specific collective bargaining agreements on the topic shall prevail over any language to the contrary in this procedure.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Extended Learning Opportunities, Instructional Support Services, Institute for Learning.
2. **An application** is not an offer of employment for, nor placement in, summer school. Written offers of summer school employment will be made, based upon district needs, from among those who file an application.
3. **Schedules and Approvals.** *Summer school program* is approved by the Board of Education in a separate action each year.
4. **Employment.** Summer school session employment is *separate* from the regular school workyear and not an extension of it. To avoid overstaffing and unnecessary terminations, placements are to be made as closely as practicable to commencement of the summer school session and with careful monitoring of student enrollment.

5. Human Resource Services Division, Administrative/Operational Support

- a. Is responsible for selection of summer school teachers and persons needed for other summer school nonadministrative certificated positions.
- b. Shall work in cooperation with the Extended Learning Opportunities Office, with summer school principals for initial site placement of teachers, and with appropriate division heads for placement of persons for other summer school certificated assignments.

6. Employment of Elementary and Secondary School Teaching Staff. A qualified teacher is one who is properly credentialed for the position to be filled, whose most recent evaluation in the subject field(s) or grade level(s) to be taught was "effective" in all elements, who meets the specific requirements of the job announcement, and who meets the following general qualifications relating to the grade level(s) or courses(s) applied for:

- a. Has taught courses or grade levels covering substantially the same content and skills; or has completed a district inservice training program which covers substantially the same content and skills and which is deemed by the appropriate division to constitute qualification to be teaching the course.
- b. Has maintained necessary skills and/or knowledge by appropriate means, verified if necessary by an appropriate division specialist.
- c. In the case of secondary school teachers, has completed a major or minor in the subject field to be taught.
- d. Is not knowingly subject to restrictions which limit the teacher's ability to serve the entire session.

7. Human Resource Services Division

- a. Shall determine qualification standards applicable to position classes and shall determine qualifications of applicants against those standards.
- b. In coordination with the Institute for Learning and principals, shall fill summer session positions considering all of the following criteria (not necessarily in priority order):
 - (1) Teaching effectiveness, as reflected in most recent evaluations.

- (2) Length of service in specific grade level or subject area, as determined by the Human Resource Services Division records.
 - (3) Recency of experience in specific grade level or subject area, as determined by the Human Resource Services Division records.
 - (4) If appropriate, the completion of any specific skill or content training required, as evidenced by certificates of completion, record lists, or the Human Resource Services Division records.
 - (5) Satisfaction of any special position requirements specified in the position announcement and identified in the application and verified by appropriate records if necessary.
 - (6) Submission of appropriate summer school employment application within allocated time period.
 - (7) Other factors being equal, consideration shall be given to an equitable distribution of summer placements among the teaching staff.
- c. Shall have the responsibility for determining which applicants shall be placed in the summer school programs. First consideration shall be given to the needs of the instructional program and second consideration to making summer school teaching available under the provision of the criteria in C.7.b.
8. Persons who are offered a specific summer school placement and decline to accept will not be considered for employment in the current summer until all other available and qualified district applicants have been considered.

D. IMPLEMENTATION

1. **Applications**
 - a. **Elementary or Secondary Summer School.** Staff members submit "Application for Summer School Employment" and send to the Human Resource Services Division.
 - b. **Institute for Learning.** Most positions are filled by staff members employed in similar work during the school year; formal applications may be waived at discretion of management employee responsible for selection. Staff members in

elementary or secondary schools who desire consideration for these positions submit a letter of request.

2. **Employment**

- a. **Extended Learning Opportunities Administrator**, usually in cooperation with summer school principals, verifies staffing needs through enrollment counts and notifies the Human Resource Services Division to employ qualified teachers.
- b. **Human Resource Services Division**
 - (1) Evaluates applications on the basis of criteria listed in C.7.
 - (2) Forwards tentative summer school employment offer, including acceptance/rejection form, to selected applicants.
 - (3) Makes changes in tentative employment as required; notifies applicants by form letter.
 - (4) Summer school sites generate summer employment assignment authorization forms.
- c. **Applicant** indicates acceptance or rejection of tentative employment offered in form letter; returns one copy of acceptance/rejection form to the Human Resource Services Division.

3. **Curriculum Writers** (See Procedure 4097.)

- a. **Educational and School Services Director** or designee selects curriculum writers for summer employment in cooperation with curriculum specialists and division directors; notifies persons to be employed via form letter, including attachment of necessary forms.
- b. **Applicant** indicates acceptance of assignment to project; forwards one copy of acceptance form along with signed "Instructional Materials Development Assignment Agreement" form to the Educational and School Services Director or designee.

4. **Processing Appointments**

- a. **Assignment authorization forms** are used to appoint applicants and to process changes or additions to summer school employment.
- b. **Human Resource Services Division** obtains personnel action forms for the Board of Education approval.
- c. **Payroll Unit**, Fiscal Control Department, Finance Division, Administrative/Operational Support, inputs employment information to employee database.

E. FORMS AND AUXILIARY REFERENCES

1. Application for Summer School Employment (available from the Human Resource Services Division).
2. Summer school tentative employment offer (form letter used by the Human Resource Services Division).
3. Instructional Materials Development Assignment Agreement (form supplied by the Educational and School Services Department).
4. Assignment Authorization, Certificated and Classified, Stock Item 22-A-7225.

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education