

POLICY

FRANKLIN TOWNSHIP BOARD OF EDUCATION

File Code:4143/4243

SUMMER EMPLOYMENT

Summer employment opportunities that are not regulated by the negotiated agreement will be available for 10-month employees, part time and substitute employees including teachers, paraprofessionals, and support staff. The summer employment period will be from the last official day of school in June through August. The board shall annually approve the summer pay rate for each approved summer position. Any work or professional development activity during the period of summer employment for which a 10-month employee is to be paid must be approved by the board.

Summer positions in all summer programs and projects, and facilities maintenance for both instructional and support staff must be approved by the board. Available summer positions shall be posted and the posting shall include instructions for application to the desired position and an application deadline. In the event that more than one qualified employee applies for the same position the chief school administrator priority shall be given to the applicants with the longest regular employment. In general applicants shall be selected and assigned based on regular hiring policy and procedures that take into account the employment record of the applicant as well as experience and credentials. All applicants shall be evaluated, selected and assigned in strict accordance with board policies 2224 and 4111.1/4211.1 Nondiscrimination/Affirmative Action.

Summer Employment Eligibility

Employees who have an active regular full or part time employment record may be considered for summer positions. If current employees do not apply, the positions will be advertised. The following qualifications are required:

- A. Teachers employed to instruct students for academic credit must have valid professional teaching certificates and a satisfactory performance evaluation for the school year.
- B. Paraprofessionals providing instructional support in the summer school classroom must have a high school diploma or its equivalent, completed at least two years of study at an institution of higher education; obtained an associate's (or higher) degree; or passed a formal state or local assessment demonstrating ability to assist in instructing reading, writing and mathematics or reading readiness, writing readiness and mathematics readiness, as appropriate (see board policy 4123 Class Room Aides (Paraprofessionals)).
- C. Support staff shall have the training and/or necessary license appropriate to the position

Summer Programs Positions – Conditions of Employment

- A. Summer employees may only work in one summer position at a time and may not be assigned to concurrent programs with the exception of participation in professional development programs that occur outside the normal instructional day.
- B. In accepting a summer position, the employee understands that orientation and/or training may be required and that he/she agrees to be present beyond the instructional or work day for such purposes as faculty meetings and collaborative work with teachers and other co-workers, if necessary. Additionally, the employee understand that he/she is expected to work each day in the entire summer program and to ensure their vacation plans do not conflict with the summer program dates for the position.
- C. By submitting an application, employees acknowledge they are aware that these employment opportunities are tentative and depend on the availability of funds and student enrollment. Therefore, employees may be released from summer positions at any time should the funding or enrollment not support the continuation of the position. As much advance notice as possible will be given.
- D. Employees may also be reassigned to vacant positions in other programs. Such reassignments must be approved by and coordinated through the chief school administrator prior to the actual movement of the employee.

Summer Program Positions

The following summer positions may be approved by the board as needed and within the district budget:

- 1. Paraprofessional
- 2. Lead teacher/ESY
- 3. Related service provider
- 4. Curriculum writer
- 5. Substitute teacher
- 6. Summer Program Instructor

Adopted:

Key Words

Summer Employment, Hiring, Application, Assignment

Possible

<u>Cross References:</u>	*2224	Nondiscrimination/affirmative action
	*2131	Chief school administrator
	*4111	Recruitment, selection and hiring
	*4111.1	Nondiscrimination/affirmative action
	*4112.2	Certification
	*4112.4	Employee health
	*4112.6	Personnel records
	*4112.8	Nepotism
	*4121	Substitute teachers
	*4124	Substitute teachers
	*4211	Recruitment, selection and hiring

*4222 Noninstructional aides
*5120 Assessment of individual needs
*6010 Goals and objectives

*Indicates policy is included in the Critical Policy Reference Manual.

Date adopted: 9/8/14