

EL PASO INDEPENDENT SCHOOL DISTRICT

2008 SUMMER SCHOOL EMPLOYMENT

1. PRINT YOUR RESPONSES

Last Name: _____ First Name: _____ Social Security #: _____

Home Address: _____ Zip _____ Telephone: _____

Alternate Telephone #: _____

Present assignment: _____ School _____

Are you currently a substitute with the District? _____ Yes _____ No

2. CHECK POSITION DESIRED

Summer Campus Preference: 1) _____ 2) _____ 3) _____

(Applicant name will go to these campuses on initial list as preferred but does not eliminate any campus from consideration) (Literacy/Reading 1st/Math Coaches' applications will be reviewed and assignments made by C & I).

Summer School: ___Teacher* ___ Alternate Teacher ___ Literacy/Reading 1st Coach ___ Math Coach ___ Librarian

___Counselor ___Nurse ___ Clerk ___ Computer Clerk*** ___ Bookroom Clerk ___ Attendance Clerk

___PK/PF-Instructional Paraprofessional 302 ___Campus Patrol/ Playground Monitor

Special Education: ___Teacher* ___Alternate Teacher ___ IEP General Para ___ Classroom Para

Circle Current Position: AIM BIC Life PPCD SLU Deaf Ed VI

Other Programs: _____ Position _____

List program name

8th Grade Integrated Program Team: – List Team Members:

1) _____ 2) _____ 3) _____

3. ANSWER THESE QUESTIONS (Teachers Only) Certification/Endorsement: Check all that apply:

Generalist EC-4 ___; Generalist 4-8 ___; Elementary 1-8 ___; Secondary 8-12 ___; Bil/ESL ___; Sp. Ed. ___;

Certification (6–12 Grades): List Certifications by Subject:

1) _____ 2) _____ 3) _____

Elementary Teachers - Complete information for 2007-2008 school year.

Grade Level _____ Subject(s) _____

Middle and High School Teachers - List three courses taught 2007-2008 school year.

1) _____ 2) _____ 3) _____

DEADLINE: April 4, 2008

Late applications are welcome; however, staff selection will begin after the deadline, and late applications may miss part of the selection process.

FOR OFFICE USE: Date Received in Human Resources _____

4. SIGN AND DATE APPLICATION ON PAGE 2 (BOTH PAGES MUST BE SUBMITTED)

5. SUBMIT COMPLETED ORIGINAL FORM DIRECTLY TO HUMAN RESOURCES (NOT TO THE CAMPUS)

Summer School Staffing Guidelines

Summer Site Coordinators will have access to all applications and will receive lists of employees who have indicated the Coordinator's summer site as one of their preferences on this application.

The primary considerations in staffing summer school will be what is best for students and what will maximize the effectiveness of the instructional program.

As staff is selected, coordinators will keep the following directions and concerns in mind:

Select active employees only. Non-employees are not eligible for summer assignments.

Teachers new to the district who have signed a contract for 2008-2009 may be considered.

Select only teachers with appropriate certification, preferably those who, during the regular school year, were teaching in the subject area or grade level to be taught in the summer. **Do not hire SUBSTITUTES.**

Select teachers who will be able to attend the required pre-summer school staff development.

Avoid splitting teaching assignments in cases where it would not be in the best interests of the students or the instructional program.

Select teachers in accordance with teacher/student ratios for each level, as follows:
Grades PK-PF, 1/18 Grades 1-5, 1/16 Grades 6-8, 1/16 Grades 9-12, 1/22

**All teachers at a cluster site, Grades PK/PF-8, will have mandatory staff development training.*

***Extended School Year (Special Education) teachers will be required to attend specialized training.*

****All computer clerks will be required to attend Student Administrative System training.*

My signature indicates the following: I understand that the position is contingent upon available funding. I understand that the position can be terminated at any time due to a lack of enrollment, based on teacher/pupil ratio staffing guidelines.

Applicant's Signature

Date of Application

HUMAN RESOURCES SUMMER SCHOOL STAFFING OFFICE:

Beverly Stevens

779-4003

FAXED APPLICATIONS WILL NOT BE ACCEPTED!