

EL PASO INDEPENDENT SCHOOL DISTRICT

2006 SUMMER SCHOOL EMPLOYMENT

1. PRINT YOUR RESPONSES

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

Home Address: _____ Zip _____ Telephone: _____

Present assignment: _____ School _____

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

2. CHECK POSITION DESIRED

Summer School:

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

Teacher* Alternate Teacher Librarian Counselor Nurse Paraprofessional

Clerk Computer Clerk*** Bookroom Clerk Attendance Clerk Campus Patrol/ Playground Monitor

Special Education

Teacher* Alternate Teacher Paraprofessional

3. ANSWER THESE QUESTIONS (Teachers Only)

Certification: 1) _____ 2) _____ 3) _____

Elementary Teachers - Complete information for this school year.

Grade Level _____ Subject(s) _____

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

1) _____ 2) _____ 3) _____

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)

DEADLINE: April 7, 2006

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 _____

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 2006-2007 may be selected.

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 ANY 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

SUMMER SCHOOL STAFFING OFFICE:

Beverly Stevens

779-4003

Letty Carrillo

779-4004