

FAQ for Gr. 5-12 Job Applicants Summer Sessions 2020

Q. What are the Summer Session dates?

A.

- **Summer Session 1:**
 - June 15-July 9 (18 days)
 - **No classes** on Friday, July 3.
 - Set-up day for staff on Friday, June 12 (no students on set-up day)
- **Summer Session 2:**
 - July 13-August 6 (19 days)
 - Set-up day for staff on Friday, July 10 (no students on set-up day)
 - ELL Writers Institute; Washington Technology; July 13-July 26

Q. What is the Summer Session website address?

A. <https://www.spps.org/summer>

Q. What are the Summer Session sites?

A.

Summer Session SITES FOR SPPS STUDENTS IN GRADES 5-12		
GRADE/AGE**	SESSION	SITE
5-7	Summer Session 1 Summer Session 2	Highland Park Senior High School 7:30am-1:30pm
8-12*	Summer Session 1	LEAP High School, 7:30am-1:30pm Harding Senior High School, 7:30am-1:30pm Gordon Parks High School, 8:00am-2:00pm Washington Technology Magnet School, 8:45am-2:45pm
	Summer Session 2	Harding Senior High School, <i>(credit recovery only, No English Language Development electives, and No grade 8 courses)</i> , 7:30am-1:30pm Gordon Parks High School, 8:00am-2:00pm Washington Technology Magnet School, 8:45am-2:45pm
Digital courses* (formerly “online”)	Both sessions	Harding Senior High School Washington Technology Magnet School
*Digital courses at Washington and Harding have a two-course limit. **Session must start on or before a student's 21 st birthday.		

Q. What job opportunities are available?

A. See the list at the end of this document.

Q. When can I apply for a Summer Session position?

A. Clerk/site leader/site coordinator positions can apply on/after 1/13/20

Teachers and paras positions can apply on/after 2/10/20

Q. What is the Summer Session pay rate?

A. Teacher’s hourly rate of pay:

- On student contact days, teachers work for 7 hours.
 - SPPS Steps 0-9: \$28.00
 - SPPS Steps 10 and above: \$30.24
- On set-up day, teachers work for 6 hours from 8:00 AM to 2:30 PM, with a 30-minute-unpaid lunch at the workshop rate of pay of \$23.65.
- Other staff are paid per contracted rate(s).

Teachers must complete individual time sheets for the set-up days that are separate from time sheets for teaching days (student contact time). To obtain an individual time sheet, contact your site admin/lead/coordinator.

Q. How can I apply for a Summer Session job position?

A. To apply for a Summer Session job position:

- Go to: www.spps.org/hr, and click on “Search Jobs and Apply”.
 - Supported browsers:
 - Internet Explorer (versions 7, 8, & 9)
 - Safari (versions 3, 4, &5)
 - Mozilla Firefox (versions 3, 6, & 7)
 - SPPS “Current Employees”:
 - Log on to [PeopleSoft](#) using your Active Directory.
 - Click on Main Menu>Self Service>Recruiting Activities>Careers.
TIP: Click on the job number column to put job numbers in numerical order to make it easier for you to locate the position you’re interested in working/qualified for.
 - Non-SPPS “Prospective Employees”:
 - Go to www.spps.org/hr
TIP: Click on the job number column to put job numbers in numerical order to make it easier for you to locate the position you’re interested in working/qualified for.

Q. Does an applicant need to attach a cover letter and résumé?

A. For current SPPS employees, attaching a cover letter and résumé is optional. If you are asked to do so, you may attach a file to the application noting: I am applying to be a Summer Session 2020 (enter the position you are applying for here).

Q. If teachers want to teach both Summer Session 1 & Summer Session 2, is it necessary to complete a job application for both sessions?

A. No; in the comment section of the application, indicate your preference for the building(s) and session(s) you would like to work. You can also contact the Summer Session Site Administrator of the building(s).

Q. How will applicants know if they are hired for Summer Session?

- A.
- Summer Session administrators will contact applicants to inform them if they are hired and will communicate job specifics as well
 - A list of Summer Session 2020 Site Leadership Teams (admins, leads, clerks) can be found on the summer website <https://www.spps.org/summer>

Q. Where do set-up days for Summer Session staff take place?

A. Staff attend set-up days at their assigned Summer Session site.

Q. Who attends set-up days?

- A. Staff, who are required to attend set-up day:
- Site Admins
 - Site Leaders/Coordinators
 - All Summer Session staff, who are required to report to their assigned building as noted on the DAE job description on PeopleSoft.
 - Clerks
 - Teachers
 - Paraprofessionals

Q. What will the set-up days consist of?

A. The set-up days include a staff meeting, curriculum & instruction overview, distribution of curriculum & consumable materials, and classroom prep.

Q. Can staff job share?

A. No; job sharing is not an option.

Q. What does a daily schedule look like?

A.

- Grades 5-7 students have 5 periods per day, classes are about 45 minutes
 - Courses are Phy.Ed., Math, EL Language Development, Literacy, Leadership, Instrumental Music, Art, Agriculture, Digital Video Programming, Robotics, Career Exploration, Science for EL students
- Grade 8 students have 4 periods per day, classes are about 70 minutes
 - Courses are Math, EL Language Development, Literacy, Transition to High School, Career Exploration
- 9-12 students have 3 periods per day, classes are about 90 minutes
 - Courses for credit recovery and ELL's are Math, EL Language Development, Literacy, Social Studies, Science, PhyEd/Health

Q. Is there a prep period?

A. No; students are in school for 6 hours per day, teachers are paid for 7 hours, classroom prep can happen at the end of the student day

Q. How many students are in a section?

A.

- The number of students in each section varies
- Initial class lists may indicate many more students, but class sizes typically are between 20-25

Q. How many credits can students receive?

A.

- Successful completion of a grades 5-7 class is worth 1 quarter credit toward GPA calculation
- Grade 8 students can earn up to 4 elective quarter credits for successfully completing 4 courses
- Successful completion of a high school class is worth 2 quarter credits; by completing 3 courses in a session a student can earn 6 quarter credits
- Grades 9-12 students can earn up to 12 semester credits by successfully completing 6 courses during both Summer Session sessions

Q. How can teachers prepare for curriculum instruction?

A. Most teachers can access the curriculum they will be teaching at:

- [Grades 8-12 Curriculum Summer Session](#)
- [Grades 5-7 Curriculum Summer Session](#)

NEW THIS YEAR - Sign up on PDExpress, Required if teaching an Summer Course

- **iPad courses are still in development. Your Administrator will inform the applicant if iPads will be used during the Summer Course being taught**
- Summer Learning Teachers must demonstrate that they know how to access and utilize Summer Learning Curriculum. Summer Learning Curriculum is a prescribed set of concepts that tries to encompass the essence of a 2 credit class.
- To assist with the delivery of these concepts, DAE offers Curriculum Review. Teachers must sign up for the curriculum review(s) for the courses they are teaching.
- There are multiple classes that will be using iPads as part of the instruction. iPads are meant to enhance the learning experience.
 - Teachers with iPads classes will receive the following training
 - Create Schoology accounts
 - Reset Passwords
 - Manage iPad carts
 - Access Schoology materials

Teachers are strongly encouraged to attend/view the curriculum review assistance by district lead teachers:

- **DAE: ELA Summer Sessions Curriculum Review for Grades 5-12 teachers**
Tuesday, May 12 from 4:00 PM to 5:00 PM at 360 Admin-Room F (location subject to change)

- **DAE: ELL Levels 1 and 2 Language Development Summer Session Curriculum Review for Grades k-12 teachers**
Thursday, May 21 from 4:30 PM to 5:30 PM at 360 Admin-Room K (location subject to change)
- **DAE: Math Summer Sessions Curriculum Review for Grades 5-12 Teachers**
Wednesday, May 20 from 4:00 PM to 5:00 PM at 360 Admin-Room B (location subject to change)
- **DAE: Science Summer Sessions Curriculum Review for Grades 5-12 Teachers**
Tuesday, May 19 from 4:00 PM to 5:00 PM at 360 Admin-Room F (location subject to change)
- **DAE: Social Studies Curriculum Review for Grades 9-12 Teachers**
Thursday, May 14 from 4:00 PM to 5:00 PM at 360 Admin-Room F (location subject to change)
Independent viewing of video using screencast-o-matic
Review of iPad courses

Current SPPS teachers can register for curriculum review sessions on [PD Express](#)

- Summer Session staff can time-card up to 1.0 hours at the pay rate of \$23.65 per hour for participation

Q. If I have not been an SPPS employee in the last six months, what do I need to do?

A. Once you have applied to a Summer Session 2020 position, and have been contacted by a Summer Session administrator that they would like to hire you, you can get more “[Information for Out of District Applicants to Summer Session](#)” (link)

Contact Information

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SPPS Human Resources

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office: 651-767-8200

360 Colborne St., Saint Paul, MN 55102

DAE Summer Term 2020 Position Job Requisitions	
Req #	Positions at Highland, Harding, and Washington
1009422	DAE Summer Learning Programs K-12 Licensed Site Leader
1009423	DAE Summer Learning Programs K-12 Clerk
1009462	DAE Summer Learning Programs K-12 Licensed Counselor
1009582	DAE Summer Learning Programs K-12 Licensed Teacher (Substitute)
1009583	DAE Summer Learning Programs K-12 Licensed Teacher (MLL)
1009584	DAE Summer Learning Programs K-12 Paraprofessional
1009585	DAE Summer Learning Programs K-12 Social Worker
1009587	DAE Summer Learning Programs K-12 Licensed Nurse
1009588	DAE Summer Learning Programs K-12 Licensed Media Specialist
1009602	DAE Summer Learning Programs K-12 Educational Asst 2 Health Assistant
1009594	DAE Summer Learning Programs 5-12 Support Specialist
Other Highland (Middle School) Positions	
1009590	DAE Summer Learning Programs 5-7 Licensed Teacher
1009593	DAE Summer Learning Programs 6-8 Licensed Teacher (Instrumental Music)
Other Harding and Washington Positions	
1009591	DAE Summer Learning Programs (Grade 8) Licensed Teacher
1009595	DAE Summer Learning Programs 9-12 Licensed Teacher
1009596	DAE Summer Learning Programs 9-12 Licensed Teacher (Digital Learning)
1009597	DAE Summer Learning Programs 9-12 Licensed Teacher (Social Studies)
1009598	DAE Summer Learning Programs 9-12 Licensed Teacher (Health/Phy Ed)
1009599	DAE Summer Learning Programs 9-12 Licensed Teacher (English Language Arts)
1009600	DAE Summer Learning Programs 9-12 Licensed Teacher (Science)
1009601	DAE Summer Learning Programs 9-12 Licensed Teacher (Mathematics)
Gordon Parks Positions	
1009424	DAE Summer Learning Programs Gordon Parks 9-12 Licensed Site Leader
1009426	DAE Summer Learning Programs Gordon Parks 9-12 Clerk
1009471	DAE Summer Learning Programs Gordon Parks 9-12 Licensed Counselor
1009603	DAE Summer Learning Programs Gordon Parks 9-12 Licensed Teacher
1009604	DAE Summer Learning Programs Gordon Parks 9-12 Licensed Teacher (MLL)
1009605	DAE Summer Learning Programs Gordon Parks 9-12 Licensed Teacher (Health/Phy Ed)
1009606	DAE Summer Learning Programs Gordon Parks 9-12 Licensed Teacher (Science)

1009607	DAE Summer Learning Programs Gordon Parks 9-12 Licensed Teacher (Social Studies)
1009608	DAE Summer Learning Programs Gordon Parks 9-12 Licensed Teacher (English Language Arts)
1009609	DAE Summer Learning Programs Gordon Parks 9-12 Licensed Teacher (Mathematics)
1009610	DAE Summer Learning Programs Gordon Parks 9-12 Paraprofessional
1009611	DAE Summer Learning Programs Gordon Parks 9-12 Social Worker
	LEAP Positions
1009427	DAE Summer Learning Programs LEAP 9-12 Licensed Site Leader
1009428	DAE Summer Learning Programs LEAP 9-12 Clerk
1009472	DAE Summer Learning Programs LEAP 9-12 Licensed Counselor
1009612	DAE Summer Learning Programs LEAP 9-12 Licensed Teacher
1009614	DAE Summer Learning Programs LEAP 9-12 Licensed Teacher (MLL)
1009615	DAE Summer Learning Programs LEAP 9-12 Licensed Teacher (Health/Phy Ed)
1009616	DAE Summer Learning Programs LEAP 9-12 Licensed Teacher (Science)
1009617	DAE Summer Learning Programs LEAP 9-12 Licensed Teacher (Social Studies)
1009618	DAE Summer Learning Programs LEAP 9-12 Licensed Teacher (English Language Arts)
1009621	DAE Summer Learning Programs LEAP 9-12 Licensed Teacher (Mathematics)
1009625	DAE Summer Learning Programs LEAP 9-12 Paraprofessional