



Frequently Asked Questions (FAQs) #1: Job Details & Application Procedures

Instrumental Music Summer Session (Summer Learning Program) 2020 Applicants

- Q. How many sessions of Summer Learning Program will there be for current grades 5-7 students?**
A. Two sessions: Summer Session 1 and Summer Session 2
- Q. How many sessions will 5-7 students be able to attend?**
A. Students may only attend one summer session
- Q. What are the dates of each Summer Learning Program?**
A. Summer Learning Program 1: Student Days: June 15 – July 9 (18 days; no school July 4)
Summer Learning Program 2: Student Days: July 13 – August 6 (19 days)
- Q. What is the 5-7 site for the Summer Learning Program?**
A. Highland Park High School
- Q. How many hours per day will students attend?**
A. Five (Teachers work and are paid for six periods)
- Q. What is the Teacher hourly rate of pay for teaching Summer Learning Program?**
A. Steps 0-9: \$28.00; Steps 10 and above: \$30.24
- Q. How will teachers know if they are hired to work during Summer Session(s)?**
A. Summer Learning Program Instrumental Music Teachers are hired by the Music & Arts Program Manager and assignments are communicated to HR, site administrators, and site leaders.

Summer Learning Program Set-Up Day

- Q. Will there be an all-staff training day for Summer Learning Program 2020?**
A. There will be a Summer Learning Program Orientation for all staff NEW to teaching Summer Learning Program. Veteran Summer Learning Program teachers have the option to attend. Summer Learning Program 1 & 2 Orientation: Thursday, June 14 at 360 Colborne
Instrumental Music Teachers will have a separate orientation/set-up time at Central, scheduled by the Music and Arts Program Manager.
- Q. When are the set-up days for the Summer Learning Program?**
A. Summer Session 1 Set-Up Day: June 12, 8:00-2:30 (includes 30-minute unpaid lunch)
Summer Session 2 Set-Up Day: July 10, 8:00-2:30 (includes 30-minute unpaid lunch)
- Q. Where do set-up days take place?**
A. Staff attend set-up day at their assigned Summer Learning Program site.
- Q. Who attends set-up day?**
A. All Summer Learning Program staff, including teachers, clerks, and paraprofessionals.
- Q. What is the rate of pay for set-up day?**
A. Teachers are paid for six hours at the \$23.65 workshop rate of pay. Other staff are paid, per their contracted rate(s).
- Q. What will the set-up day consist of?**
A. The set-up day will include a staff meeting, curriculum and instruction overview, distribution of curriculum and consumable materials, and classroom preparation time.



Job Details for Summer Learning Program

- Q. If teachers want to teach both Summer Session 1 and Summer Session 2, is an application filled out for both sessions?**
- A.** No, just one application is needed.
- Q. What options do teachers have for when they would like to teach?**
- A.** Teachers can indicate in the comment space on the job application a preference to teach Summer Session 1, Summer Session 2, or both sessions. Communicate preferences to the Music and Arts Program Manager as well.
- Q. What music content options do teachers have?**
- A.** The following classes are taught during Summer Learning Program: Flute, Clarinet, Alto Sax, Trumpet, Trombone, Baritone, Violin, Viola, Cello, Piano, Guitar/Ukulele, Percussion/Drums. Teachers can indicate preferences in the comment space on the job application; Communicate preferences to the Music and Arts Program Manager as well.
- Q. Does a teacher need to have a Music License to teach Instrumental Music during Summer Learning Program?**
- A.** Preference will be given to licensed music teachers.
- Q. Can teachers job share?**
- A.** No, a job-sharing option is not being offered for Summer Learning Program.
- Q. Can teachers take days off during the Summer Learning Program?**
- A.** No, teachers must teach all the days during the session. Emergency situations involving severe illness/family death, etc. will be addressed on an individual basis by the site administrator.
- Q. Is it important that teachers read the job posting on the application website before applying?**
- A.** Yes, is important because specifics of the job are more clearly defined.

Application Procedure

- Q. When can people apply to work Summer Learning Program 2020?**
- A.** Postings will be available February 10. See “The Bridge” on that day or visit spps.org/summer for details.
- Q. How do people apply?**
- A.** Go to www.spps.org > Careers > search jobs and apply > Current employees > login People Soft using your User ID and Password > Main Menu> Self Service > Recruiting Activities> Careers.
Job number and title: **1009593 - 2020 DAE Summer Learning Programs 6-8 Licensed Teacher (Instrumental Music)**
- Q. How can applicants easily locate the job position they would like to apply for on SPPS’s HR PeopleSoft website?**
- A.** Click on the column above the job numbers to put them in numerical order, and scroll through the list.
- Q. Does an applicant need to attach a cover letter and resume?**
- A.** As a current SPPS employee, attaching a cover letter and resume are optional. If you are asked to do so, you may attach a Word document noting, “I am applying to be a Summer Learning Program 2020 (the position you are applying for).”

For additional information about Summer Learning Program 2020, go to: spps.org/summer, call the Department of Alternative Education (651-744-8020), or email the Music and Arts Program Manager, Robin Lorenzen at robin.lorenzen@spps.org



For assistance with the application procedure, please contact SPPS's HR department at 651-767-8200 or email mike.mullaney@spps.org. For technical assistance call 651-603-HELP or submit a service ticket to SPPS Technology Services online.