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.