



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

### *K-4 Summer Session (Summer Learning Programs) 2020 Applicants*

#### Summer Learning Program Basics

- Q. How many sessions of summer learning programs will there be for K-4 students?
- A. Two sessions. Summer Session 1 and Summer Session 2.
- Q. How many sessions will K-4 students be able to attend?
- A. Students may only attend one summer session.
- Q. What are the dates of each session?
- A. Session 1: Student Days June 15 - July 19 (18 days, no classes July 3)  
Session 2: Student Days July 13 - August 6 (19 days)
- Q. What are the K-4 sites for Summer Session 1?
- A. Benjamin E. Mays (Immersion); Chelsea Heights; Dayton's Bluff; Expo; John A. Johnson; Mississippi; Nokomis South.
- Q. What are the K-4 sites for Summer Session 2?
- A. Chelsea Heights; Dayton's Bluff; Expo.
- Q. Where do students currently in fifth grade attend Summer Sessions?
- A. Highland Park High School
- Q. How many hours per day will students attend?
- A. Six (teachers work and are paid for seven hours).
- Q. What 6-week programs are available?
- A. CDF Freedom Schools at Hazel Park and Capitol Hill (K-8), Hmong Karen Youth Pride (HKYP) at Jackson (K-4), Power Scholars Academy at Maxfield (K-4)
- Q. When do 6-week programs take place?
- A. June 15 - July 24 from 8:00 a.m. - 3:15 p.m. (7.25 hours per day)
- Q. What is the hourly rate of pay for teaching Summer Sessions?
- 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 Sessions?
- A. Summer Session administrators contact site leader, clerk, classroom teachers, ELL teacher, licensed media specialist, physical education, and paraprofessional applicants to hire and confirm job placement; additional support positions are hired through the DAE office.



## Summer Session Set-Up Day

**Q.** Will there be an all-staff training day for Summer Sessions 2020?

**A.** There will be a Summer Session Orientation for all NEW staff.

**Q.** Can I attend the orientation if I have worked Summer Sessions before?

**A.** Yes, but only teachers NEW to teaching Summer Sessions will be paid for attending.

**Q.** When are the set-up days for Summer Sessions?

**A.** Summer Session 1 Set-Up: June 12, 8:00 a.m. - 2:30 p.m. (includes 30-minute unpaid lunch).

Summer Session 2 Set-Up: July 10, 8:00 a.m. - 2:30 p.m. (includes 30-minute unpaid lunch).

**Q.** Where do set-up days take place?

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

**Q.** Who attends set-up day?

**A.** All Summer Session staff, including teachers, clerks, and paraprofessionals.

**Q.** What is the rate of pay for set-up day?

**A.** Licensed teachers are paid for six hours at the \$23.65 workshop rate of pay. Other staff (clerks, paraprofessionals) 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 Sessions 1 & 2

**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 Summer Sessions 1 and 2.

**Q.** What content and grade level options do K-4 teachers have?

**A.** Teachers can indicate preferences in the comment space on the job application; however, placement in preferred position is not guaranteed.





**Q.** Does a teacher need to have a K-12 P.E. license to teach P.E. during S-Term?

**A.** No, a teacher licensed to teach elementary students qualifies.

**Q.** What positions require a license other than classroom teacher?

**A.** ELL, Counselors, SPED/Social Worker, and Librarians (media specialists).

**Q.** If a person has multiple licenses (i.e. classroom and ELL) do multiple applications need to be submitted?

**A.** Yes, if the person is interested in working in multiple positions.

**Q.** Can a person work Summer Sessions if their license is expiring in 2020?

**A.** No, unless their re-licensure paperwork has been submitted to the Minnesota Department of Education at the time of application for Summer Sessions.

**Q.** Can teachers job share?

**A.** No, a job-sharing option is not being offered for Summer Learning Programs 2020.

**Q.** Can teachers take days off during Summer Sessions?

**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.** Who can be hired as a paraprofessional?

**A.** Anyone working as an Educational Assistant (EA) or Teaching Assistant (TA) in the district; they must be current paraprofessionals in SPPS.

### **Application Procedure**

**Q.** When can people apply to work Summer Sessions 2020?

**A.** Postings will be available February 10. See “The Bridge” for details on that day. Postings will also appear in the February 18, 24, and March 2, 9 and 16 editions of “The Bridge.”

**Q.** How do people apply?

**A.** Go to [www.hr.spps.org](http://www.hr.spps.org) > Search Jobs and Apply > Current Employees > login to PeopleSoft > Main Menu > Self Service > Recruiting Activities > Careers.

<b>DAE Summer Learning Programs 2020 Position Job Requisitions</b>	
<b>Req #</b>	<b>Requisition Title</b>
1009248	DAE Summer Learning Programs K-12 Licensed Site Administrator



1009422	DAE Summer Learning Programs K-12 Licensed Site Leader
1009589	DAE Summer Learning Programs K-4 Licensed Teacher
1009582	DAE Summer Learning Programs K-12 Licensed Teacher (Substitute)
1009583	DAE Summer Learning Programs K-12 Licensed Teacher (MLL)
1009462	DAE Summer Learning Programs K-12 Counselor
1009585	DAE Summer Learning Programs K-12 Social Worker
1009587	DAE Summer Learning Programs K-12 Licensed Nurse
1009423	DAE Summer Learning Programs K-12 Clerk
1009584	DAE Summer Learning Programs K-12 Paraprofessional
1009588	DAE Summer Learning Programs K-12 Licensed Media Specialist
1009602	DAE Summer Learning Programs K-12 Educational Asst 2 Health Assistant
1009662	DAE Summer Learning Programs Power Scholars Academy K-4 Licensed Teacher
1009433	DAE Summer Learning Programs Power Scholars Academy Program K-4 Clerk
1009663	DAE Summer Learning Programs Power Scholars Academy K-4 Paraprofessional
1009432	DAE Summer Learning Programs Power Scholars Academy K-4 Licensed Site Leader
1009664	DAE Summer Learning Programs Hmong Karen Youth Pride Program K-4 Licensed Teacher
1009435	DAE Summer Learning Programs Hmong Karen Youth Pride Program K-4 Clerk
1009665	DAE Summer Learning Programs Hmong Karen Youth Pride Program K-4 Paraprofessional
1009434	DAE Summer Learning Programs Hmong Karen Youth Pride Program K-4 Licensed Site Leader

**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 sort them in numerical order, and scroll through the list. All positions start with "DAE Summer Learning Programs" followed by the specific job title.

**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 Session 2020 (the position you are applying for)."

### **Additional Information for Summer Session Licensed Media Specialist Applicants**





**Q.** What do licensed media specialists do during Summer Session?

**A.** Licensed media specialists support literacy instruction by:

- Compiling classroom collections of independent reading books for each classroom
- Teaching literacy lessons and library skills
- Giving book talks
- Connecting Summer Session students to St. Paul Public Library resources
- Managing student library book check in / out
- Implementing protocol for responsible use of books, including student book returns

**Q.** How many licensed media specialists will be hired for Summer Session 1?

**A.** Six licensed media specialists will be hired for Summer Session 1. One will be shared by Mississippi and Benjamin E. Mays.

**Q.** How many licensed media specialists will be hired for Summer Session 2?

**A.** One full-time and one half-time licensed media specialists will be hired for Summer Session 2.

For additional information about Summer Session 2020, go to: [summer.spps.org](http://summer.spps.org), call the Department of Alternative Education (651-744-8020), or email [rachel.carpenter@spps.org](mailto:rachel.carpenter@spps.org) (K-4) or [christopher.ederer@spps.org](mailto:christopher.ederer@spps.org) (5-12).

Information about curriculum and instruction will be available after positions have been filled.

For assistance with the application procedure, please contact SPPS's HR department at 651-767-8200 or email [priscilla.hernandez@spps.org](mailto:priscilla.hernandez@spps.org) or [ki-ia.pha@spps.org](mailto:ki-ia.pha@spps.org).

For technical assistance call 651-603-HELP or submit a service ticket to SPPS Technology Services online.

