



2020 Other Summer Learning Program FAQs

1. Q. When will Summer Learning Programs be held?

A. SPPS Summer Learning Sessions run June 15 - August 6. The calendar and individual Charter School /Other Program schedule can be modified to accommodate the school calendar and program.

2. Q. What is taught during Summer Learning Programs?

A. Charter Schools/Other Programs can determine the academic (Math, Literacy, Applied Academics) program content.

3. Q. What Summer Learning Program job opportunities are available?

A. Licensed Site Administrator, Licensed Site Leader or Non-Licensed Coordinator, Licensed Teacher or Non-Licensed Instructor, Support Staff, and Clerk. (Some programs have specific job opportunities outlined through a Memorandum of Understanding or Grant Proposal).

4. Q. Are the number of staff hired and the amount of hours worked/paid the same at all sites?

A. Staff is calculated/allocated, per site, based on last year's summer program average daily attendance. Hours worked/paid is based on the program's student contact time. Based on a six (6) hour student contact day, site administrators are paid 2.0 hours additional above student contact time, site leaders/non-licensed site coordinators are paid 1.0 hour additional above student contact time per daily session. Licensed teachers/non-licensed instructors are paid 1.0 hour additional above student contact time per daily session. Clerks are paid 1.0 hour additional above student contact time per daily session. Support staff are paid for student contact hours. All hours worked/paid will be determined by the SPPS DAE Assistant Director based on individual program needs and student contact hours.

5. Q. Does Summer Learning Program staffing remain the same at sites throughout the Summer Learning Program session?

A. Staffing will be adjusted if the student average daily attendance (not enrollment) increases OR decreases in collaboration with the Department of Alternative Education (DAE).

6. Q. How do I know what Summer Learning Program jobs are available at my site/program?

A. Ask the Licensed Site Administrator, Licensed Site Leader or Non-Licensed Site Coordinator.

7. Q. How do people apply to work? Q. Does an applicant need to attach a cover letter and resume?

A. Applicants that HAVE previously worked Summer Learning Programs or EDL: Go to www.spps.org > Careers > search jobs and apply > Current employees > log into People Soft using your active directory User ID and Password > Main Menu> Self Service > Recruiting Activities> Careers. Apply for the job you qualified/interested in applying for with the job title and ID number at the end of each job's details below. TIP: Clicking on the job ID number column to put job numbers in numerical order makes it easier to locate the position being looked for.

A. Applicants that HAVE previously worked S-Term or EDL, attaching a resume is optional. If you are asked to do so, you may attach a Word document noting, "I am a previous S-Term or EDL employee applying for a 2018-19 EDL position."

B. Applicants that HAVE NOT previously worked S-Term or EDL: Go to www.spps.org > Careers > search jobs and apply > Prospective employees > Apply for the job you are qualified/interested in applying for with the job title and ID number at the end of each job's details below. TIP: Clicking on the job ID number column to put job numbers in numerical order makes it easier to locate the position being looked for.

B. Applicants that HAVE NOT previously worked S-Term or EDL, **MUST submit** a resume.



DAE Summer Learning Programs 2020 Position Job Requisitions

<i>Req #</i>	<i>Requisition Title</i>
1009438	DAE ArtsUs, American Indian, NYSP & Science Summer Learning Programs K-12 Clerk
1009436	DAE ArtsUs, American Indian, NYSP & Science Summer Learning Programs K-12 Licensed Site Leader
1009437	DAE ArtsUs, American Indian, NYSP & Science Summer Learning Programs K-12 Non-Licensed Site Coordinator
1009666	DAE ArtsUs, American Indian, NYSP, STEM, & Science Summer Learning Programs K-12 Licensed Teacher
1009667	DAE ArtsUs, American Indian, NYSP, STEM, & Science Summer Learning Programs K-12 Non-Licensed Instructor
1009670	DAE ArtsUs, American Indian, NYSP & Science Summer Learning Programs K-12 Support Specialist
1009719	DAE ArtsUs, American Indian, NYSP, STEM & Science Summer Learning Programs K-12 Support Staff
1009668	DAE ArtsUs, American Indian, NYSP, STEM & Science Summer Learning Programs K-12 Paraprofessional
1009671	DAE ArtsUs, American Indian, NYSP & Science Summer Learning Programs 5-8 Group Leader
1009257	DAE Summer Learning Programs STEM Camp 5-8 Licensed Site Administrator
1009440	DAE Summer Learning Programs STEM CAMP 5-8 Clerk
1009439	DAE Summer Learning Programs STEM CAMP 5-8 Licensed Site Leader
1009672	DAE Summer Learning Programs STEM CAMP 5-8 Student Group Leader
1009441	DAE Summer Learning Programs Charter Schools K-12 Licensed Site Leader
1009442	DAE Summer Learning Programs Charter Schools K-12 Non-Licensed Site Coordinator
1009443	DAE Summer Learning Programs Charter Schools K-12 Clerk
1009673	DAE Summer Learning Programs Charter Schools K-12 Licensed Teacher
1009674	DAE Summer Learning Programs Charter Schools K-12 Non-Licensed Instructor
1009675	DAE Summer Learning Programs Charter Schools K-12 Support Staff

Prior to working Summer Learning/Other Programs, applicants MUST complete SPPS new hire paperwork and bring to the Human Resources Department located at 360 Colborne Street, Saint Paul, MN 55102.

