

**FAQ for Grades 9 -12 Credit Recovery and Language Development Job Opportunities SY 2020-21**  
**SPPS Department of Alternative Education (DAE)**  
**Extended Day for Learning (EDL) 2020-21**

**Q. What is Secondary EDL?**

A. EDL encompasses academic after school programming for students in Grades 9-12

- 9-12 Credit Recovery
- 9-12 EL Language Development

**Q. What are the Grades 9-12 Credit Recovery and EL Language Development dates?**

A. [2020-21 Grades 9-12 Credit Recovery & EL Language Development EDL Calendar](#)

**Q. What is the Department of Alternative Education Credit Recovery website address?**

A. [www.spps.org/alted](http://www.spps.org/alted)

**Q. What is the Schedule for Grades 9-12 Credit Recovery and EL Language Development Programs?**

A.

Grades 9-12 Credit Recovery and EL Language Development Programs		
Programs	Grades	Schedule
Credit Recovery	9-12	Session 1: 3:30 - 5:00 pm (M/W & T/TH) Session 2: 5:00 - 6:30 pm (M/W & T/TH)
EL Language Development	9-12	1 Session: 3:00 - 5:00 pm (M/W & T/TH)
*9th Grade needing Credit Recovery begins 2nd Semester. ** Students may enroll in 2 classes per quarter (Seniors may enroll in 3 classes per quarter per recommendation from their counselor.)		

**Q. What job opportunities are available?**

A. See table of job requisitions at the bottom of this document.

**Q. When can I apply for a Grade 9-12 Credit Recovery or EL Language Development position?**

A. Posting for Grades 9-12 Credit Recovery and Grades 9-12 EL Language Development will be available via SPPS’s HR website on Peoplesoft beginning Aug. 27, 2020.

**Q. How can I apply for a 9-12 Credit Recovery OR EL Language Development job position?**

A. To apply for a Credit Recovery or EL Language Development position:

- Go to: [www.spps.org/hr](http://www.spps.org/hr), and click on “Search Jobs and Apply”.
  - 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 ID 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.

The screenshot shows a web interface for job postings. At the top, there is a header "Job Posting Information" and navigation buttons: "First", "Previous", "Next", and "Last". Below this is a sub-header: "Latest Job Postings - Click Next to view more Job Postings (only 10 postings per page are displayed)". The main content is a table with the following columns: "Date", "Job Title", "Job ID", and "Location".

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

A. Current SPPS staff do not need to attach a cover letter or resume.

**Q. How will applicants know if they are hired?**

- A.
- Eleanor Clemmons, Administrator for Grades 9-12 Credit Recovery, will contact hired applicants.
  - The Site Leader (TBD) for Grades 9-12 English Language Development will contact hired applicants.

**Q. What is the Compensation Information?**

A

<b>Grades 9-12 Credit Recovery and EL Language Development Compensation</b>			
<b>Position</b>	<b>Rate of Pay</b>	<b>Hours Worked</b>	<b>Hours Paid</b>
Teacher Credit Recovery	\$27.85	Session 1: 3:30 - 5:00 pm (M/W & T/TH) Session 2: 5:00 - 6:30 pm (M/W & T/TH)	1 Session: 2 hours/day 2 Sessions: 3.75 hours/day
Site Leader EL Language Development	\$27.85	1 Session: 3:00 - 5:00 pm (M/W & T/TH)	2.5 hours/day
Teacher EL Language Development	\$27.85	1 Session: 3:00 - 5:00 pm (M - TH)	2.5 hours/day
Clerk EL Language Development	current rate of pay	1 Session: 3:00 - 5:00 pm (M - TH)	120+ ADA paid 2.0 hrs. 119 ADA to 60 paid 1.25 hrs. Below 60 ADA No Clerk

**Q. What are additional meetings and PD might there be?**

- A. Attendance at a one-hour staff meeting prior to the start of session is required.  
A. Up to two additional one-hour staff meetings may be held.  
A. All required meetings will be held virtually.

**Q. What will the set-up hours consist of?**

- A.
- Site Leaders will establish enrollment, class lists, and attendance procedures.
  - Teachers will set up APEX units and Schoology courses (PD will be provided).

**Q. How many credits can students receive?**

- A.
- Grades 9-12 students can earn up to 2 quarter credits by successfully completing both 9-12 Credit Recovery sessions (1 quarter credit per session).
  - Grades 9-12 EL Language Development students can earn 1 quarter credit for the session.

**Q. How do I get access to course curriculum?**

- A.
- Contact the site administrator or site leader for access.

**Contact Information:**

Mark Head, DAE Credit Recovery and Digital Learning 9-12 Supervisor  
email: [mark.head@spps.org](mailto:mark.head@spps.org)  
office: 651-744-3170 • cell: 651-276-1716

Department of Alternative Education (DAE)  
Dia Vang, DAE Clerk  
email: [dia.vang@spps.org](mailto:dia.vang@spps.org)  
main office: 651-744-8020

SPPS Human Resources  
email: [hr.info@spps.org](mailto:hr.info@spps.org)  
office: 651-767-8200

	<b>2020-21 Job Requisitions</b>
<b>Req #</b>	<b>9-12 Credit Recovery</b>
1010644	2020-21 Grades 9-12 Credit Recovery Licensed Site Leader
1010645	2020-21 Grades 9-12 Credit Recovery Licensed Teacher
1010648	2020-21 Grades 9-12 Credit Recovery Licensed Counselor
	<b>9-12 EL Language Development</b>
1010649	2020-21 Grades 9-12 EL Language Development Licensed Site Leader
1010650	2020-21 Grades 9-12 EL Language Development Licensed Teacher
1010651	2020-21 Grades 9-12 EL Language Development Clerk
1010652	2020-21 Grades 9-12 EL Language Development Paraprofessional
1010653	2020-21 Grades 9-12 EL Language Development Licensed Counselor