

## **SUMMER SCHOOL PROCEDURES AND TIMELINES**

### **Prior to February 1**

Personnel Department is given Personnel Request Forms for Summer School Positions for the coming session.

### **February 1**

Advertisement for summer school administrator(high school) and teacher leads (K-8) is posted for three (3) weeks.

### **February 1**

Applications, advertisements and cover letter for certificated and classified summer school positions are sent to school sites and designated departments.

- A single application/advertisement is used for elementary, secondary, special education and any other certificated position that relates to a summer program.
- A single application/advertisement is used for all classified positions.
- Applicants use the EdJoin system to apply for positions using the in-house application option.

### **February 28**

Selection of summer school administrator and teacher leads.

### **March 17**

Closing date for certificated and classified applications.

### **March 31**

The Principal selects certificated and classified staff from the applicant lists.