

GUADALUPE UNION SCHOOL DISTRICT
Office of the Superintendent

MEMORANDUM

To: GUSD Certificated Employees With Valid Certification
From: Ed Cora
Subject: 2017 Summer School Academy Principal Position
Date: March 13, 2017

The purpose of this notice is to invite all eligible certificated employees to consider serving as the 2017 Summer School Principal by submitting a letter of interest along with a current resume.

This year's Summer School Academy will be held from **June 19 – July 14, 2017 at Mary Buren Elementary School**. Summer School teaching staff will report Friday, June 16, 2017 for staff development, curriculum planning, and room preparation. Students begin the summer school academy on Monday, June 19, 2017. The school district will be closed on Tuesday, July 4th in observance of Independence Day. The first initial day of work will be a six hour day for teachers & instructional assistants. The remaining summer school program assignment will be from 8:00 a.m. to 12:00 noon (4 hours) for teaching staff and instructional assistants.

Significant amount of planning and preparation for the summer school academy occurs prior to the start of the program. The principal's schedule will consist of twenty workdays, five hours each, but will also include any additional time needed to prepare classroom student assignments, etc. Academy Principal will be compensated up to a maximum of 25 hours extra pay at the hourly rate of pay for preparation time. Assistance is provided for curriculum planning and student selection/identification. All recruitment of staff is conducted by the Superintendent and Director of Educational Services.

If you have served in a regular administrative assignment, including summer school, the compensation for the Summer School Principal will be \$4,300.00. If this is your first Administrative assignment, the compensation is \$4,000.00.

The 2017 Summer School Academy will be offered to all students, however priority will be given to ELL students, students highly recommended by their teachers and those at-risk of being retained will be required to attend. Pre-kindergarten students, identified with the greatest need to improve their academic and social readiness skills, will again be recruited to participate in the academy.

If you should need additional information to assist you in making a decision, please do not hesitate to contact my office. **Please consider submitting your letter of interest and résumé to be considered for the Summer School Academy Principal position by March 31, 2017.**

Eligibility Requirement: Candidate must either hold a valid California Administrative Services Credential or an Eligibility Certificate for a Preliminary Administrative Services Credential.