



## 2018-19 Summer School Staffing General Guidelines

**Who can apply:** All current employees may apply for Summer School positions.

Summer School jobs will be posted in Employee Self-Service. Application Path: MPS Homepage > Staff > Self Service > Enter MPS Log-in information > Main Menu > MPS Employee Self Service > Recruiting Activities > Careers Selection > Summer School Positions (All)

1. All certificated staff applying for Summer School positions must have a valid license on file issued by DPI or the State of Wisconsin. Staff with expired licenses will not be eligible for Summer School certificated positions.
2. Only current MPS employees are eligible to apply.
3. Employees retiring or resigning at the end of the school year are not eligible for summer employment.
4. Applicants do not need to upload transcripts or letters of recommendation.
5. Summer School job offers will be completed no later than the last day of May 2019.
6. Summer School jobs are contingent upon funding and enrollment. In the event that the student attendance target is not met or the budget is reduced, staff will be excessed.
  - Within the Summer School site, certificated staff will be excessed by the grade levels/content area impacted due to reduced student enrollment. The least senior teacher in the grade levels/content area impacted will be released.
7. Talent Management will not be soliciting principal recommendations. However, principals can notify Talent Management if they have an employee they would not recommend for a Summer School assignment and Talent Management will take that information into consideration.
8. Applicants applying to a position designated as BILINGUAL must be able to fluently read, write, and speak Spanish to be eligible for consideration.
9. Staff may be absent two days without loss of Summer School assignment. Absences are unpaid.
10. If there are no applicants for a position or in the event the initial applicant pool is exhausted, the Summer School job will be reposted.

## Compensation

All Summer School staff will be compensated at their current hourly rate for actual time worked. Current hourly rate will be as of June 1, 2019 for all employees.



## Position Specific Hiring Information

Please read the information below to ensure that you understand the selection and hiring process for your job classification. **PLEASE ONLY APPLY TO THE SUMMER SCHOOL JOB THAT IS CONSISTENT WITH YOUR CURRENT SCHOOL YEAR ASSIGNMENT AND WHAT YOU ARE LICENSED TO WORK.** Applying to all jobs, significantly impacts the timeline to review applications and make Summer School job offers.

### Certificated Staff

#### (Teachers, Social Workers, Nurses, Psychologists, Counselors, Speech Pathologists)

##### Qualifications:

- Currently hold this position within MPS.
- Valid WI DPI or Professional license in the applicable subject, specialty, or grade level

##### Selection & Hiring Process:

- Applicants will be screened for eligibility. Applicants who do not qualify will be notified by MPS email.
- Teachers are hired for the same grade level they are currently assigned to teach. They should only apply for jobs that are identical to the job they currently teach. (i.e. 2<sup>nd</sup> grade teacher (2018-19) can only apply for 2<sup>nd</sup> grade Summer School jobs).
- Interview Positions: Eligible applicants will be contacted by the Extended Learning Opportunities Office via MPS email to schedule an interview.
- Non-Interview Positions: A random sort applicant list will be generated by each Summer School position.
- In the elementary program ONLY, 40% of staff will be hired by seniority from the random sort list by Summer School job and the remaining 60% of staff will be hired in order from the random sort list by Summer School job.
- Teachers and other certificated staff who are offered Summer School positions will notify the Office of Human Resources within three (3) days of receipt of the offer regarding their intention to accept or decline the Summer School assignment.
- If the assignment is declined or the staff member is unresponsive to the job offer, Human Resources will offer the position to the next qualified person on the hire list. Teachers and other certificated staff that decline Summer School assignments will be removed from the list.



## Classified Support Staff

**(Paraprofessional, CHA, Safety Assistant, SNA, Interpreter, SSWA, Secretary)**

### Qualification:

- Currently hold the position within MPS.

### Selection & Hiring Process:

- A seniority date sort applicant list will be generated by Summer School position. Classified support staff will be assigned based on seniority within each job classification.
- Classified support staff that are offered Summer School positions will notify the Office of Human Resources within three (3) days of receipt of the offer regarding their intention to accept or decline the Summer School assignment.
- If the assignment is declined or the staff member is unresponsive to the job offer, Human Resources will offer the position to the next qualified support staff on the seniority list. Support staff that decline Summer School assignments will be removed from the list.

## Administrators

### Qualification:

- Currently contracted as an Assistant Principal or Special Education Supervisor

### Selection and Hiring Process:

- Administrators who meet the qualifications will be assigned by the Office of School Administration.
- Selected applicants will receive an offer letter via MPS email from the Extended Learning Opportunities Office.

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*All positions, programs, and PD dates are tentative contingent upon funding and student enrollment.*

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