

**MOREHOUSE PARISH**

**SUMMER SCHOOL**

**TEACHER/PARAPROFESSIONAL**

**EMPLOYMENT PACKET**

**2017-2018**

**Personnel Rules and Regulations**

**Dates & Times:**

* May 25 Teacher Meeting 8:00-9:30
* May 29 (Teacher Workday)
* June 4- June 28 (Monday thru Thursday) 7:00 – 2:30 – Teacher Hours
* 7:20 – 2:00 – Student hours

**Sign In Procedures:**

All teachers/paraprofessionals are being paid for 7.5 hours daily and will clock in and out using the time clock and sign in daily. Duty will be assigned by the site administrator.

**Attendance:**

1. Teachers/paraprofessionals are to **clock-in and sign-in** each day in a designated area.

**Student Folders:**

Student folders should contain:

* Copy of child’s registration form
* Copies of SBLC reports
* Daily/weekly assessment products (class work, tests, etc.)
* Attendance summary sheets (filed at the end of the summer session)

**Payroll:**

Pay checks will be mailed or direct deposited at the end of the program. Teachers will be paid $35.00 per hour and paraprofessionals will be paid $17.50 per hour for approximately 16 days. Normal withholdings will apply.

**Teacher Materials:**

Materials issued to teachers will be collected and returned to the Federal Programs Department at the end of the summer/remediation program.

**Grades:**

Teachers are expected to give a weekly test and record the grades on the grade sheets. Grade sheets and lesson plans must be typed and turned in at the end of the program along with time sheets.

**Lesson Plans: Hard Copy**

Lesson plans must be available for monitors to view during all instructional times. Lesson plans are to be turned in at the sign-in location each Monday, starting June 4th. Lesson plans must denote alignment to Common Core State Standards and must reflect the structure of the summer/remediation program. Any format may be used as long as all vital information is recorded as in the regular school sessions.

**Room Maintenance:**

Please report any problems with room maintenance in writing to the principal/site administrator on the day of the problem. No keys will be issued during summer school. The room will be opened for you and locked when you leave.

**Parking:**

Teachers/Paraprofessionals may park in any area as long as it is not blocking regular staff. All traffic should enter the gates nearest the stadium and exit from the main school parking lot.

**Supplies:**

A limited number of supplies will be provided during the summer program.

**Review Rules with Students:**

Teachers are required to review the rules and the course expectations with all students on the first day.

**Teacher Training:**

Each teacher/paraprofessional must attend a mandatory training as required by the Curriculum Department. All training will occur at the Student Services Center on Thursday, May 25, 2018 at 8:00 a.m.

**Student Attendance:**

Attendance will be kept and recorded daily by the teacher. Teachers are asked to store these sheets in a safe and secure place. At the close of the summer program, attendance forms will be filed in individual student folders. Students should attend each day to receive the maximum benefits offered by the summer school/remediation program. A student missing two (2) days should be reported to Dr. Pullen in the Curriculum Department (283-2300).

**Student Tardiness:**

Students are to be at the summer school/remediation sites by 7:20 a.m. each day. Students must attend from June 4th to June 28th. A daily attendance will be kept and each student is expected to be present for the duration of the summer/remediation program. After two (2) verbal warnings for tardiness, the parent will be contacted. Credit Recovery students will have from June 4th to June 28th to complete the removal of deficiencies.

**Fire Drills:**

Please acquaint yourself and your students with evacuation procedures. Be prepared to respond promptly to impromptu fire drills.

**Accidents/Incidents:**

All accidents must be reported to the school site principal/administrator and an Accident/Incident Form must be completed. Any accident occurring on the school premises should be given immediate attention. Do not leave an injured person alone, call or send at once for help from the office. Regardless of how minor you may think an accident or injury is, a written report should be made and placed on file in the Child Welfare and Attendance Office. NO MEDICATION OF ANY KIND MAY BE ADMINISTERED BY THE TEACHERS/PARAPROFESSIONALS. Only the child’s parent or legal guardian will be allowed to come and administer the medication.

**Teacher’s Workroom:**

The teacher’s lounge and workroom will be determined by the school site administrator. Xerox copies may be made at the central office.

**Student Food and Drink:**

Students will eat breakfast and lunch in designated areas. Trash will be discarded in receptacles.

**Summer School Teacher/Paraprofessional Application**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Classroom Assignment (Grade & Subject) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years of Experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Technology Experience with online curriculum: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Highly Qualified Areas: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Level of Education (please check highest level)

\_\_\_\_\_ Doctorate \_\_\_\_\_ Specialist \_\_\_\_\_ Master’s +30

\_\_\_\_\_ Masters \_\_\_\_\_ Bachelor’s \_\_\_\_\_ Associate’s

\_\_\_\_\_ High School + College \_\_\_\_\_ High School Diploma

Applying for: 1st Choice Grade \_\_\_\_ Subject: ELA Math Science Social Studies

2nd Choice Grade \_\_\_\_ Subject: ELA Math Science Social Studies

Please explain why you believe that you would be an excellent Summer School teacher.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEADLINE FOR SUBMITTING IS MAY 4, 2018 BY 4:00 P.M.**

**[CONFIDENTIAL]**

Teacher’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please give an honest recommendation as to whether or not this individual would be an excellent candidate for Summer School employment. Upon, completion, return this form in a sealed envelope to the Morehouse Parish Curriculum Department.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return by May 4, 2018 by 4:00 P.M.**