

William S. Hart Union High School District
Personnel Commission
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SUMMER SCHOOL 2012

To: Eligible Classified Employees
William S. Hart Union High School District
Date: February 1, 2012
From: Terri Shiner
Director of Classified Personnel
Subject: Summer School 2012

Clerical and Campus Supervisor applications are now being accepted for the 2012 Summer School session.

Three high schools and two junior high school will offer Summer School classes on variable schedules. School will be closed Wednesday, July 4th, in recognition of the July 4th holiday. The 2012 Summer School program is as follows:

Table with 3 columns: Dates, Schools, and Programs. Includes entries for June 18 - July 13, July 2 - August 3, July 2 - July 18, July 19 - August 3, and July 2 - August 3.

Pursuant to the District and CSEA agreement, summer school positions will be offered and filled by seniority in the following priority order: 1) Employees currently working in the same classification; 2) Employees who have previously worked in the classification; 3) Existing eligibility list of the classification.

If you are interested in a summer school assignment, please complete the attached application to apply for all Clerical and Campus Supervisor classified summer school positions. You may apply for any position in which you are currently working or have worked in the past. Applications for Summer School 2012 must be received in the Personnel Commission Office by the deadline of:

Friday, March 23, 2012 at 4:00 p.m.

Applications received after the deadline will be placed on a standby list.
Please keep a copy of your summer school application for your record

Classified Summer School positions will be offered and assigned in order of an employee's seniority in that classification. Once the seniority/eligibility lists have been established, applicants whose seniority qualifies them for summer employment will be contacted; however, specific assignments may not be determined until enrollment projections become firm. Applicants whose seniority does not qualify them for summer employment will be notified by mail. Thank you for your interest in the William S. Hart Union High School District 2012 Summer School program. The Personnel Commission Office looks forward to receiving your application and to a successful summer program for everyone!

**WILLIAM S. HART UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION**

February 1, 2012

**SUMMER SCHOOL EMPLOYMENT OPPORTUNITIES
for
CURRENT PERMANENT HART DISTRICT EMPLOYEES**

CLASSIFICATION	# of Positions	SCHOOL SITES	ASSIGNMENT DATES	HRS/DAY	WORK HOURS (includes .5 hr unpaid lunch)
Secretary (Range 21) Includes 1 additional workday- 1 day before	6	Valencia HS (21 days)	6/15/12 - 7/13/12	8	7:30 a.m. - 4:00 p.m.
		Golden Valley HS	7/02/12 - 8/03/12	8	6:30 a.m. - 3:00 p.m.
		Hart HS	7/02/12 - 8/03/12	8	6:30 a.m. - 3:00 p.m.
		Valencia HS	7/02/12 - 8/03/12	8	6:30 a.m. - 3:00 p.m.
		Placerita JHS	7/02/12 - 8/03/12	8	6:30 a.m. - 3:00 p.m.
		Sierra Vista JHS	7/02/12 - 8/03/12	8	6:30 a.m. - 3:00 p.m.
Attendance Technician (Range 19)	6	Valencia HS (20 days)	6/18/12 - 7/13/12	6	7:45 a.m. - 2:15 p.m.
		Golden Valley HS	7/02/12 - 8/03/12	6	6:45 a.m. - 1:15 p.m.
		Hart HS	7/02/12 - 8/03/12	6	6:45 a.m. - 1:15 p.m.
		Valencia HS	7/02/12 - 8/03/12	6	6:45 a.m. - 1:15 p.m.
		Placerita JHS	7/02/12 - 8/03/12	6	6:45 a.m. - 1:15 p.m.
		Sierra Vista JHS	7/02/12 - 8/03/12	6	6:45 a.m. - 1:15 p.m.
Health Assistant (Range 15)	6	Valencia HS (20 days)	6/18/12 - 7/13/12	6.5	7:45 a.m. - 2:45 p.m.
		Golden Valley HS	7/02/12 - 8/03/12	6.5	6:45 a.m. - 1:45 p.m.
		Hart HS	7/02/12 - 8/03/12	6.5	6:45 a.m. - 1:45 p.m.
		Valencia HS	7/02/12 - 8/03/12	6.5	6:45 a.m. - 1:45 p.m.
		Placerita JHS	7/02/12 - 8/03/12	6.5	6:45 a.m. - 1:45 p.m.
		Sierra Vista JHS	7/02/12 - 8/03/12	6.5	6:45 a.m. - 1:45 p.m.
Receptionist (Range 9)	3	Golden Valley HS	7/02/12 - 8/03/12	6	6:45 a.m. - 1:15 p.m.
		Hart HS	7/02/12 - 8/03/12	6	6:45 a.m. - 1:15 p.m.
		Valencia HS	7/02/12 - 8/03/12	6	6:45 a.m. - 1:15 p.m.
Campus Supervisor (Range 9)	25*	Valencia HS	6/18/12 - 7/13/12	5.5	7:45 a.m. - 1:45 p.m.
		Golden Valley HS	7/02/12 - 8/03/12	5.5	6:45 a.m. - 12:45 p.m.
		Hart HS	7/02/12 - 8/03/12	5.5	6:45 a.m. - 12:45 p.m.
		Valencia HS	7/02/12 - 8/03/12	5.5	6:45 a.m. - 12:45 p.m.
		Placerita JHS	7/02/12 - 8/03/12	5.5	6:45 a.m. - 12:45 p.m.
		Sierra Vista	7/02/12 - 8/03/12	5.5	6:45 a.m. - 12:45 p.m.

*Number of positions may be affected by actual enrollment.

You qualify for a specific Summer School classification if you are currently working in or have worked in that classification in the Hart District. Classified Summer School positions will be offered and assigned in order of an employee's seniority in that classification. Once the seniority/eligibility lists have been established, applicants whose seniority qualifies them for summer employment will be contacted; however, specific assignments may not be determined until enrollment projections become firm.

APPLICATION INSTRUCTIONS: Please complete the attached Summer School Application and submit to Classified Personnel by **March 23, 2012**. Summer School Applications are also available at the District Office and online at www.hartdistrict.org (Human Resources/Classified page).

DEADLINE FOR RECEIPT OF APPLICATION: Friday, March 23, 2012, 4:00 P.M.

The William S. Hart Union High School District is an Equal Opportunity Employer

WILLIAM S. HART UNION HIGH SCHOOL DISTRICT
 Personnel Commission
2012 Summer School Application

Please return this sheet to Classified Personnel at the Administrative Center by Friday, March 23, 2012

Please note that this is an application for summer school work, not an offer of employment.

Summer School employees will be selected from applications received, based on seniority in the classification. Employees selected for summer school employment will be notified of their tentative selection by the first week in May, once enrollment projections become firm. Actual employment as a summer school employee will occur for those classes that develop sufficient actual enrollment. Should attendance in a class decline below established minimums during the session, classes may be combined and the services of certain employees may be terminated. Summer school dates, times and sites are as specified on the attached memorandum and posting.

_____	_____	_____	_____
Last Name (Please print)	First Name	Current School Site	Current Position
_____	_____	_____	_____
Address	City	Zip Code	Email Address to receive confirmation of receipt of application
_____	_____	_____	_____
Home Phone	Cell Phone		

I can speak in the following languages other than English: _____

You qualify for a specific summer school position if you are currently working in or have worked in that position in the Hart District. Summer School positions are filled pursuant to the District and CSEA agreement.

Indicate which positions you are qualified to work.	Summer School Position	Hours per Day (plus .5 hr unpaid lunch)	District Office Only Seniority date for current position	District Office Only Seniority dates for former position(s)
	Secretary	8	___/___/___	
	Attendance Technician	6	___/___/___	
	Receptionist	6	___/___/___	
	Health Assistant	6.5	___/___/___	
	Campus Supervisor	5.5	___/___/___	

Remarks: _____

 Employee Signature

 Date