

**William S. Hart Union High School District**  
**21515 Centre Pointe Parkway**  
**Santa Clarita, CA 91350**

## **Summer School Opportunity**

The summer school Administrative Intern program was created to provide teachers the opportunity to experience school life from an administrator's perspective. The District is looking for summer school administrative interns to support summer school programs at Golden Valley, Hart and Valencia High Schools and Placerita and Sierra Vista Junior High Schools.

**Qualifications:** District teachers who hold an Administrative Services credential are encouraged to apply. Candidates must currently or recently be engaged in significant leadership activities at the school or District level.

**Responsibilities:** Interns will work with an appointed administrative coordinator to plan, organize, and operate the District's summer school programs. This year the summer school intern program is being sponsored by Opportunity for Learning (OFL) and interns will be required to ensure that all OFL's requirements are met. Administrative interns will be expected to be on site daily during summer school operating hours.

**Duties:** Assignment will include pre and post-summer school time commitment.

**Salary:** Stipend 20–days Special Education Program \$6,500.00  
Stipend 24–days Regular Summer School Program \$7,500.00

**Note: Stipends will be paid from non-District funds.**

**Application Procedure:** Send a letter of interest and resume include the following information, which will be used to screen potential candidates:

- Prior experience as a summer school intern
- Prior experience substituting for an Assistant Principal in the Hart District
- Prior experience on administrative projects at the school level
- Documentation of completed administrative service credential or date when credential program will be completed.

**Submit the above to:**  
**Greg Lee, Director of Human Resources**  
**21515 Centre Pointe Parkway, Santa Clarita CA 91350**  
**Deadline: March 16, 2012**

**Bilingual Candidates are encouraged to apply.**