

LIVONIA PUBLIC SCHOOLS

Employment Services

PLEASE DISTRIBUTE TO ALL STAFF

Through email or hard copy, and post in staff lounges and school offices

Please note: All programs are pending Board of Education approval

DATE: March 22, 2018
TO: Building Administrators/Staff
FROM: Keith McDonald, Assistant Director of Human Resources
SUBJECT: **Summer Academic Employment Opportunities for 2018 (4/30/2018 deadline)**

Specific details for each program can be found on the succeeding pages.

- ◆ **HIGH SCHOOL Summer School Classes (academic/credit) at Franklin High School**

**Application Deadline for summer employment opportunities is April 30 or until filled.
Employment Application is on Page 4.**

Subject: Summer Employment Opportunities 2018
From: Keith McDonald, Assistant Director of Human Resources

Notice No.3807HRCS
Livonia Public Schools

March 22, 2018

SUMMER EMPLOYMENT OPPORTUNITIES

Teachers must have a valid Michigan teaching certificate and be qualified to teach in the subject area for which they are applying. LEA members will be given the first opportunity for employment. LEA members requesting full-time opportunities will be given preference over those requesting less than full-time. **Do not apply if you will not be available for all workdays and entire time period for summer school.**

High School

For high school, the following positions will be filled:

- ◆ **Teachers (number dependent on enrollment)**
- ◆ **Two Security Staff**
- ◆ **Two Secretaries**
- ◆ **One Computer/LMC ParaproTech**

Conditions of Employment

The selection of teachers under contract with Livonia Public Schools will be determined by the criteria listed in this notice number. Notice of tentative teaching assignments will be made as early as possible. All final assignments will be dependent on sufficient enrollments.

LEA members will be paid at the instructional rate established in the Professional Master Agreement (\$24.18 per hour) when teaching in their area of certification. All paraprofessionals and security positions will be paid \$14.00 per hour. All secretarial positions will be paid \$16.00 per hour.

Selection of LPS Personnel for Teaching Opportunities through Employment Services

Provided individuals are qualified, LPS applicants will be selected first for the various teaching opportunities offered through the Employment Services Department according to the following criteria:

Factors which must be considered in the selection of personnel for the summer programs would include teacher aptitude, unique qualifications and competencies needed for these specific programs. Experience in particular areas, training to teach in these areas, tenure in Livonia, a method of rotation among qualified personnel and seniority in the Livonia Public Schools are also factors to be considered.

HIGH SCHOOL SUMMER SCHOOL

Teacher Workdays: Friday, June 22 (8:00 a.m. – 11:00 a.m.) and
Thursday, July 26 (2:30 p.m. – 5:30 p.m.) ...After last class.

Student Dates: Monday, June 25 – Thursday, July 26
(Classes run Monday-Thursday, with exception of **Weeks 1 & 3** where classes will run **Monday-Friday** due to the July 4 holiday break)

Student Hours: Session I: 7:30a.m. – 10:30 a.m. *** Session II: 10:45 a.m. – 1:45 p.m.

SOCIAL STUDIES

- ◆ American Government
- ◆ U.S. History 1 & 2
- ◆ World History
(1st sem & 2nd sem)
- ◆ Economics

LANGUAGE ARTS

- ◆ Composition
- ◆ ELA 9
(1st sem & 2nd sem)
- ◆ ELA 10
(1st sem & 2nd sem)
- ◆ Reality Literature
- ◆ Media Literacy

These classes may be offered online. Training will be provided. Days and times will be determined.

MATH

- ◆ Algebra I
(1st sem & 2nd sem)
- ◆ Algebra 1B
(1st sem & 2nd sem)
- ◆ Algebra 2B
(1st sem & 2nd sem)
- ◆ Algebra 2
(1st sem & 2nd sem)
- ◆ Geometry
(1st sem & 2nd sem)
- ◆ Geometry B
(1st sem & 2nd sem)

SCIENCE

- ◆ Biology
(1st sem & 2nd sem)
- ◆ Biology B
(1st sem & 2nd sem)
- ◆ Chemistry
(1st sem & 2nd sem)
- ◆ Chemistry B
(1st sem & 2nd sem)
- ◆ Physical Science
(1st sem & 2nd sem)

PHYSICAL EDUCATION

- ◆ Health
(1st sem)
- ◆ Personal Fitness I
(1st sem)

Application Deadline
April 30, 2018

**LIVONIA PUBLIC SCHOOLS – PERSONNEL OFFICE
APPLICATION FOR SUMMER POSITIONS – 2018**

Application Deadline
April 30, 2018

I am applying for the following program: High School

I am applying for the following position: Teacher Paraprofessional Security Secretarial

Name _____ Date _____

Street Address _____ Soc. Sec # _____

City _____ Zip _____

Home Phone _____ Work Phone (5 digit if LPS) _____

Cell Phone _____ Work Email _____

Home Email _____ Current Location _____ Grade _____

Present Assignment _____ Years in this Position _____

Years Employed as a Certified Teacher: In LPS _____ In Other District(s) _____ Tenured? YES NO

Endorsements _____ Major _____ Minor _____

Additional professional experience to be considered _____

HIGH SCHOOL PROGRAM

Your preference for teaching assignment (enter only those areas for which you have endorsements):

1. _____ 2. _____ 3. _____

I wish to teach: Both scheduled blocks for high school or 1 Block 7:10-10:35 or 1 Block 10:25-1:50 p.m.

Check appropriate box (the following applies only to LPS Academic Summer Programs):

- I have taught summer school only one of the last two years.
- I have not taught summer school in the last two years.
- I have taught summer school both of the last two years.

NON-LPS EMPLOYEES MUST ATTACH A LIST OF THREE REFERENCES (Relatives are not to be used)
Please include the name, address, and phone number for your three references.

Applications for summer school positions are due by April 30, 2018. Submit to Keith McDonald, Assistant Director of Human Resources, Livonia Public Schools, 15125 Farmington Rd. Livonia, MI 48154. Please notify jlloyd@livoniapublicschools.org that you have sent an application and you will receive an email confirmation once we receive the application. We are not responsible for lost applications.

EQUAL OPPORTUNITY EMPLOYER

The Livonia Public Schools School District prohibits unlawful discrimination on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, handicap, or disability in any of its educational programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:
Director of Human Resources, 15125 Farmington Road, Livonia, MI 48154 (734) 744-2501.