

# 2023 Summer Positions

Click on a link below to be taken to that section.

**Additional positions may be available in other departments (transportation, nutrition services, facilities).**

**All program dates may change based on the finalized 4J 2023-24 School Year calendar.**

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## **HIRING INFORMATION**

### **Classified**

(Processes below are aligned to the collective bargaining agreement between OSEA and 4J)

For **returning 4J employees**, a form will be sent to you asking if you wish to return to the same summer seasonal program (ESY, KITS, SEAL) as last year. Completion of this form indicating interest will count as interview and hiring.

For **returning external employees**, an application will need to be submitted to the appropriate posting. Returning candidates will be contacted to confirm their employment. Previous employees will be contacted when the posting is submitted and encouraged to apply.

For all **employees new to instruction programs or wishing to apply to the SEAL Program**, an application will need to be submitted to the appropriate posting. Candidates will be screened, interviewed and are required to follow all new employee processes.

### **Licensed**

(Processes below are aligned to the collective bargaining agreements between EEA and 4J)

All licensed positions will require a posting and candidates to apply.

For **returning 4J teachers to ESY, KITS and SEAL**, after submitting an application, candidates will be contacted for a brief interview and to confirm their employment. Previous summer employees will be contacted when the postings are submitted and encouraged to apply.

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For **returning external employees**, they will need to submit an application to the appropriate posting. Returning candidates will be contacted to confirm their employment. Previous summer employees will be contacted when the postings are submitted and encouraged to apply.

For all **employees new to instruction programs**, candidates will need to apply to the posting, be interviewed and are required to follow all new employee processes.

For **high school programs** employees submit an interest form (see positions below) and will be contacted by the team coordinating the different positions to confirm interest and availability of positions.

## **Administrator**

Administrator positions listed here will require a posting and candidates to apply.

Candidates will need to apply to the posting, be interviewed and are required to follow all new employee processes.

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## **PROGRAM DESCRIPTIONS**

### **ESY: Extended School Year**

ESY is a summer program available to students on an IEP through invitation only.

#### **Student Session Information**

July 11- August 3

Tues, Wed, Thurs

8:30 - 11:30am

### **KITS: Kids in Transition to School**

The KITS Program is a school readiness intervention developed at the Oregon Social Learning Center (OSLC). The program is designed to provide a boost to children's literacy, self-regulation, and social skills just prior to kindergarten entry via a two-pronged program:

1. 24-session school readiness group curriculum for children featuring a concentration on: early literacy skills (e.g., letter names and sounds, concepts about print), self-regulation (e.g., teacher preferred skills such as sitting still and raising hands), social skills (e.g., cooperation, sharing, recognizing others' emotions). The school readiness groups are structured like a kindergarten class. Children attend for 2 hours 3 days a week for 8 weeks.
2. A weekly 2 hour workshop for parents focusing on such topics as: ways to increase early literacy skills at home, preparing children for the transition to school by establishing routines, how to initiate home-school communication and school involvement, and how to encourage children's positive behaviors at home and school. Parents attend workshops weekly in the summer.

#### **Student Session Information**

June 27- August 17

Tues, Wed, Thurs

Morning or Afternoon session of 2 hours

### **SEAL: Gr 1-5 Summer Enrichment and Academic Learning Program**

SEAL is a summer program available to students through invitation only. The program goals are to deepen curiosity, spark joy, build relationships and promote academic growth and learning through project-based curriculum. The curriculum will focus on SEL, literacy skills, math skills and STEM. All staff participating in SEAL will be expected to use the provided curriculum and will be provided training and collaboration time to learn the new material.

#### **Student Session Information**

July 13 - August 11

Monday - Friday

6 hours/day (start times vary by region and location)

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## **SEAL: Gr 6-8 Summer Enrichment and Academic Learning Program**

SEAL is a summer program available to students through invitation only. The program goals are to deepen curiosity, spark joy, build relationships and promote academic growth and learning through project-based curriculum. The curriculum will focus on SEL, leadership, literacy skills, math skills and STEM. All staff participating in SEAL will be expected to use the provided curriculum and will be provided training and collaboration time to learn the new material.

### **Student Session Information**

July 13 - August 11

Monday - Friday

6 hours/day (start times vary by region and location)

## **High School Summer Programs**

### **Summer Bridge for 9th grade**

Summer Bridge students participate in curated activities with a small group of their peers, a teacher and a junior or senior Peer Navigator. Students hear about high school from the experts as they share stories and advice about surviving and thriving in high school. In addition they learn the key ingredients of high school success from awesome Summer Bridge teachers, and meet the adults who will make your life in high school easier.

### **Summer Intensive Program**

The 4J Summer Intensive Program will provide opportunities for students to extend their learning into the summer months led by outstanding 4J licensed educators. Course offerings reflect the curiosities and passions of both students and teachers *Interested teachers will submit a proposal through a competitive RFP process.*

### **Summer GED**

Our GED program is housed in the Lane Community College Downtown Center, as another option for high school completion. Staff provide instructional support with the online curriculum and content needed to earn a GED.

### **Online Credit Recovery**

Virtual, online as well as on site assistance to fulfill graduation requirements and support grade-level on-track credit status in math, language arts, science and social studies.

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## CLASSIFIED POSITIONS AVAILABLE

### ESY Educational Assistant

1. The position assists the teacher in planning and implementing educational and behavioral management programs and in providing services that enable students with developmental or other learning disabilities an additional opportunity to benefit from education.
2. Performs a variety of clerical tasks in support of and preparation for the educational process as well as duties of instructional assistance to the teacher using standardized lessons prepared with sample responses, or lessons prepared by teacher, or lessons prepared by assistant and approved by teacher. Monitors student progress and mastery of social and academic skills by means of periodic testing and evaluation.
3. Basic guidelines for class content and objectives are determined by the Supervisor; however, there is considerable latitude for Instructional Assistant autonomy in teaching methods. Considerable time is spent in lesson preparation and review before or after class hours, and students sometimes require additional counseling during after-school hours as well.

#### Summer Session Work dates:

July 7th and 10th for Training/Set-up Days

July 11 - August 3rd for Summer work days

Tues, Wed, Thurs

8:00-12:00 pm

### KITS - Lead Educator

POSITION SUMMARY: Implement School Readiness Group curriculum including behavior management techniques consistent with the Kids in Transition to School (KITS) model and philosophy, including appropriate reinforcement and limit setting. Attend weekly clinical team meetings.

#### Special Qualifications:

- Experience working with and/or educating young children.
- Understanding of child development and appropriate expectations for 4-6 year-olds.
- Demonstrated ability to work as part of a team.
- Ability to visually observe children and their interactions.
- Ability to sit for periods of time.
- Ability to bend, twist, and sit on the floor when working with children and doing activities with them.

#### Summer Session

- 8 weeks: June 27 - August 17

- 7:30-3:30, 3 days/week, 22.5 hours total

- 2 Sessions for Children: 3 days a week (Tuesday- Thursday) morning & afternoon

- June 26\* move in and team meeting day, August 18\* move out day

- Mandatory paid training June 20-22\*

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## **KITS - Educational Assistant**

POSITION SUMMARY: Implement School Readiness Group curriculum including behavior management techniques consistent with the Kids in Transition to School (KITS) model and philosophy, including appropriate reinforcement and limit setting.

Special Qualifications:

- Excellent verbal and written communication skills.
- Experience working with/ and or educating young children.
- Understanding of child development and appropriate expectations for 4-6 year-olds.
- Demonstrated ability to work as part of a team.
- Able to visually observe children and their interactions.
- Able to sit for periods of time.
- Able to bend, twist, and sit on the floor when working with children and doing activities with them.

Summer Session

- 8 weeks: June 27 - August 17
- 7:30 AM-2:30 PM or 8:30-3:30pm, 3 days/week, plus 1 hour team clinical meeting per week. Up to 21 hours total/week
- 2 Sessions for Children: 3 days a week (Tuesday- Thursday) morning and afternoon
- June 26 move in and team meeting day, August 18 move out day
- Mandatory paid training June 20-22
- 1-hour clinical meeting 1x per week- day and time TBD by team

*NOTE: This position can be shared by two staff members where one works morning and one works the afternoon session.*

## **KITS - Summer Program - Program Coordinator Assistant (Parent Group Facilitator- in person)**

POSITION SUMMARY: Assists in intervention activities for the grant and serves as a Facilitator or Co-facilitator of the Parent Group. Responsible for delivering the Kids in Transition to School (KITS) Parent Group curriculum, arranging supplies for group sessions and for setting up videotaping equipment. Attends biweekly clinical team meeting.

Special Qualifications:

- Ability to develop rapport with adults and children.
- Ability to demonstrate friendliness and respect for all participants.
- Ability to attend to a high level of detail and accurately follow intervention protocols.
- Ability to work in team environment, requiring participatory decision making/ cooperative interactions among employees.
- Ability to manage several tasks simultaneously.
- Ability to follow established procedures and to make independent decisions based on existing methods and procedures.

Summer Session

- 8 weeks: June 27 - August 17 - 7.5 hours/week Total: 2 sessions per day (AM & PM)- Parent groups meet 1 day per week, 2 hours parent meeting (x2 groups =4 hours), 1.5 hours curriculum prep per

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- meeting cycle, 1 hour reminder calls and make up sessions. 1 hour room prep/clean up
- June 26 move in and team meeting day, August 18 move out day
  - Mandatory paid training June 20-22
  - 1-hour clinical meeting 1x per week- day and time TBD by team

## **KITS Childcare Provider**

**POSITION SUMMARY:** Assist KITS School Readiness Groups and Parent Workshops by providing onsite childcare for siblings during Parent Groups. Implement behavior management techniques consistent with the KITS model and philosophy including appropriate reinforcement and limit setting. Follow program safety protocol. Assist with classroom projects and activities. Clean up activities after each group. Complete paperwork as needed.

### Special Qualifications:

Experience working with/ and or educating young children.

- Understanding of child development and appropriate expectations for 0-10 year-olds.
- Demonstrated ability to work as part of a team.
- Able to visually observe children and their interactions.
- Able to sit for periods of time.
- Able to bend, twist, and sit on the floor when working with children and doing activities with them.
- Ability to develop rapport with adults and children.
- Ability to demonstrate friendliness and respect for all participants.
- Ability to manage several tasks simultaneously.

### Summer Session

- 8 weeks: June 27 - August 17
- 5 hours/week Parent groups meet 1 day per week, 2 hours parent meeting, 15 minute set up clean up per group. 2 groups per day (AM & PM)
- June 26 move in and team meeting day, August 18 move out day
- Mandatory paid training June 20-22
- 1-hour clinical meeting 1x per week- day and time TBD by team

## **SEAL Grades 1-5 Educational Assistant**

These positions will assist the teacher in a Grade 1-5 classroom with curricular activities. Assist in supervision of students during enrichment and recess activities.

July 5, 6, 10, 11, 12 & August 14, 15 (Training, Planning, Move In/Out)

July 13 - August 11 (Instruction)

Monday - Friday

8:00am - 2:30pm /9:00am - 3:30pm (times depending on location)



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## **SEAL Grades 6-8 Educational Assistant**

These positions will assist the teachers in a middle school level classroom with curricular activities. Assist in supervision of students during enrichment and recess activities.

July 5, 6, 10, 11, 12 & August 14, 15 (Training, Planning, Move In/Out)

July 13 - August 11 (Instruction)

Monday - Friday

8:00am - 2:30pm /9:00am - 3:30pm (times depending on location)

## **SEAL Site Secretary**

Oversees the day to day operations of the SEAL program for the site.

1. Performs a variety of office secretarial, bookkeeping and administrative duties which require a broad knowledge of both secretarial and clerical practices and procedures.
2. Serves as secretary to school principal and staff. The position requires a thorough knowledge of all school functions, procedures, building facilities, and applicable district and school rules, regulations and policies.
3. Exercise considerable discretion in the protection and release of confidential information and in the interpretation and administration of policies and procedures within guidelines set by the administrator.
4. Responsible for attendance, enrollment and transfer records, administration of the food program, maintenance of books for school funds and accounts, monitoring of budget status, administration of minor first aid and medications to students, and arrangements for building maintenance and security.

July 5, 6, 10, 11, 12 & August 14, 15 (Training, Planning, Move In/Out)

July 13 - August 11 (Instruction)

Monday - Friday

8:00am - 2:30pm /9:00am - 3:30pm (times depending on location)

## **High School Summer Intensives Program Registrar**

Performs a variety of complex and diverse clerical work requiring independent judgment and a thorough knowledge of modern office and clerical procedures and practices. Activities are typically oriented to the specialized nature of the office or function to which assigned.

Coordinates and prepares complex reports, maintains records requiring compilation and classification of varied information, performs complicated reconciliations, and maintains control functions where legal time limits and procedural requirements are critical.

### **Essential Job Tasks and Functions**

- Independent compilation of information and records pertaining to departmental needs; may involve notification of staff when certifications, licenses or other documents are invalid or

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about to expire; or, may involve documentation of student activity and notification of parent/teacher.

- Complete reports for state and district personnel. Maintain accurate, up-to-date records and supply administrators with correct information when necessary.
- Compose memos and correspondence; distribute as necessary to subordinates, teachers, students and parents.
- Process student enrollment through withdrawal records; evaluate transcripts and other documents; maintain student and teacher files, log books, ledgers, and records.
- Use computer for data entry and assembly; retrieve documents for department use when requested. This function may involve student registration, scheduling, or performance.
- Set and enter schedule in the SIS system for summer programs.

Variable hours based on program needs (6 hours/day beginning & end of program, 3-4 hours/day mid-program)

June 15 - August 26

Reports to Curriculum Admin

# 2023 Summer Positions

## CERTIFIED POSITIONS AVAILABLE

### Summer K-8 Programs TOSA - On-Site Administrative Intern

This is a leadership position for each summer site. Individuals applying must have prior school leadership experience. Each position will oversee the elementary or middle school regional K-8 summer program of up to 300 students and staff.

The program runs Monday through Friday from July 5 - August 15 (dates vary based on the 2023-2024 school calendar). There will be some additional hours required prior to the start of the program with dates and times to be determined.

Knowledge of:

- Positive behavioral interventions and support
- Creating and implementing student behavior expectations
- Conflict resolution strategies
- State policy and laws affecting the management of student behaviors

Ability to:

- Build positive relationships with students, staff, parents and community members
- Collaborate and communicate effectively with key stakeholders through a variety of methods
- Provide leadership of behavior management and supervision
- Facilitate the resolution of conflict
- Plan, organize and manage time and resources

This position is to allow IAL candidates who need a practicum experience that opportunity but is not limited to IAL candidates. Will report to the administrator. Will not evaluate staff or suspend students.

### ESY Special Education Teacher

**Position Summary:** This teacher will work collaboratively with school personnel in providing, implementing, designing and adapting instructional programs for the special educational needs of identified students in a variety of settings. A primary focus is the establishment of a positive learning environment that promotes a high level of achievement for all students while considering the background and developmental level of the individual student. This teacher is a full member of a building staff and Educational Support Services and will be supervised by the principal in collaboration with Educational Support Services.

**Summer Session:**

Training: July 6, 7, 10

July 11 - August 4

Tues, Wed, Thurs

8:00am-12:00pm

### ESY Additional Certified Positions

Additional positions for ESY will be posted. These will include occupational therapist, Speech language therapist and nurse. Please watch the 4J jobs site for more information.

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## **KITS - Site Supervisor**

Position Summary: Participate in coordinating details for implementation of KITS intervention (playgroup and parent group) including (but not limited to) the following: purchasing of implementation supplies (e.g., food, materials, etc.), organizing training materials specific to intervention, monitoring data collection and completion from staff, incorporating edits to intervention materials, participating in coordinating logistics, monitoring fidelity of implementation.

### Essential Job Tasks & Functions:

- Coordinate logistics of program 1-hour clinical meeting 1x per week
- Participate in training staff Manage intervention materials and allocation of tasks to teachers, assistants, and parent group facilitators
- Monitor data collection of playgroup and parent group packets for each session and follow up for missing data
- Monitor fidelity of implementation
- Work with KITS Consultant and Program Manager to manage support staff
- Participate in weekly clinical team meeting incorporate curriculum edits and refinements of intervention manuals as needed
- Prepare data collection materials for intervention implementation
- Effectively works with and responds to people from diverse cultures/backgrounds
- Utilizes effective, proactive behavior management skills in all school settings
- Uses current body of knowledge in cultural diversity issues in teaching and curriculum development to design and adapt individual group academic and behavior/social programs in all school settings
- Work collaboratively with other school personnel in meeting the diverse social and academic needs of all students
- Establishes and maintains open lines of communication with all students, parents/guardians, concerning both academic/social-emotional progress of students
- Follows the district and school policies, procedures, rules, regulations and guidelines, the provisions of the contract, and exercises professional judgment when acting in the absence of a guideline or policy
- Demonstrates proficiency with instructional technology, personal computers, and data entry.

### **Summer Session**

- 8 weeks: June 27 - August 17
- 8:15-4:15, 3 days/week, 24 hours total
- 2 Sessions for Children: 3 days a week (Tuesday - Thursday) morning and afternoon sessions
- June 26 move in and team meeting day, August 18 move out day
- Mandatory paid training June 20-22
- 1-hour clinical meeting 1x per week- day and time TBD by team

## **SEAL Counselor (one per site)**

In this role, the SEAL counselor may provide personalized guidance and support, answer questions, and coordinate with other staff members to ensure your school meets the social/emotional and academic needs of all students. SEAL counselors also evaluate student aptitudes, provide individual counseling sessions, and participate in follow-up studies to improve future services. The SEAL counselor advocates for the personal, social/emotional, and academic success of each and every student at every grade level. The SEAL counselor also demonstrates sensitivity to issues related to gender, sexual identity and orientation, social and economic status, ethnicity, race, language and religion.

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**PD:**

July 5, 6

**Summer Session:**

July 10-12 & August 14, 15 (Planning, Open House, Move In/Out)

July 13 - August 11 (Instruction)

Mon - Fri, Time varies by Site

## **SEAL Grade 1 - 5 teacher**

A primary focus is the establishment of a positive learning environment that promotes a high level of achievement for all students while considering the background and developmental level of the individual student. Instruction and supervision include student guidance, classroom management, and knowledge in designated summer school curriculum. This is demonstrated by appropriate curriculum design, instructional practices, and student progress assessment. This position will focus solely on one grade level, will require collaboration with other teachers of the same grade level, and teaching language arts, math and STEM curriculum. Requires "Elementary - Multiple Subjects" endorsement.

**PD:**

July 5, 6

**Summer Session:**

July 10-12 & August 14, 15 (Planning, Open House, Move In/Out)

July 13 - August 11 (Instruction)

Mon - Fri, Time varies by Site

## **SEAL Grade 6 - 8 teacher**

A primary focus is the establishment of a positive learning environment that promotes a high level of achievement for all students while considering the background and developmental level of the individual student. Instruction and supervision include student guidance, classroom management, and knowledge in designated summer school curriculum. This is demonstrated by appropriate curriculum design, instructional practices, and student progress assessment. This position will focus on a specific grade level, integrating the curriculum of language arts, math and STEM. Requires Language Arts, Math or Science middle school endorsement.

**PD:**

July 5, 6

**Summer Session:**

July 10-12 & August 14, 15 (Planning, Open House, Move In/Out)

July 13 - August 11 (Instruction)

Mon - Fri, Time varies by Site

## **SEAL PE teacher**

The physical education teacher is the primary instructional delivery for student health and wellness, and fitness and growth. The educator collaborates with school team members and provides strategies and supports for increasing student movement and fitness within the regular classroom. The position is demanding, varied and complex. The educator must be collaborative, a relationship builder, have

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excellent communication and interpersonal skills, and be well trained in physical education content knowledge, and effective and engaging teaching strategies. This position will involve working with all students at a specific SEAL site to provide Physical Education activities during the program.

**PD:**

July 5, 6

**Summer Session:**

July 10-12 & August 14, 15 (Planning, Open House, Move In/Out)

July 13 - August 11 (Instruction)

Mon - Fri, Time varies by Site

## SEAL Music teacher

The educator collaborates with school team members. The position is demanding, varied and complex. The educator must be collaborative, a relationship builder, have excellent communication and interpersonal skills, and be well trained in music content knowledge, and effective and engaging teaching strategies. This position will involve working with all students at a specific SEAL site to provide general music activities during the program.

**PD:**

July 5, 6

**Summer Session:**

July 10-12 & August 14, 15 (Planning, Open House, Move In/Out)

July 13 - August 11 (Instruction)

Mon - Fri, Time varies by Site

## High School Summer Bridge

These positions are site specific.

July 31 - August 4

Contact 9th Grade transition coordinator at each high school for more information.

## High School Summer Intensives Program

July 10th - August 11th

[Summer Intensives Description](#)

Click on this [SIP Course Proposal](#) link to fill out proposal form.

Contact Tia Holliday or Ed Mendelsohn for more information.

Session example:

1, 2, 3, & 4 week sessions

Half day Course: 3 hrs of instruction, 1 hr prep

Full day Course: 6 hrs of instruction, 1.5 hrs prep

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## **Summer GED**

Dates to be determined

Contact Scott Mayers for more information

## **Online Credit Recovery**

Dates to be determined

Contact Scott Mayers for more information

# 2023 Summer Positions

## ADMINISTRATOR POSITIONS AVAILABLE

### Summer Enrichment and Academic Learning K-8 Mentor Administrator

These positions are available to current 11 month 4J administrators. These positions will support the SEAL K-8 Site Administrator and/or Admin Intern TOSA during the first three weeks of the program (July 5 - July 21) and be on call for the rest of the program. Mentor administrators will assist Site Administrators in all aspects of the summer program (creating schedules, planning staff meetings, behavior management, parent communications, and overseeing staff). These positions will be paid through an extended contract.

### Summer Enrichment and Academic Learning K-8 Administrator

There are six (6) temporary, summer program administrator positions available. These positions will be supported by a current 4J administrator for the first three weeks of the program. Each hourly position will oversee the regional K-8 summer program of up to 300 students and staff. The program runs Monday through Friday from *July 12 - August 15, 2022* and administrators will be expected to be on site for the program. There will be some additional hours required prior to the start of the program with dates and times to be determined.

### Summer K-8 Programs TOSA - On-Site Administrative Intern

This is a leadership position for each summer site. Individuals applying must have prior school leadership experience. Each position will oversee the elementary or middle school regional K-8 summer program of up to 300 students and staff.

The program runs Monday through Friday from July 5 - August 11. There will be some additional hours required prior to the start of the program with dates and times to be determined.

Knowledge of:

- Positive behavioral interventions and support
- Creating and implementing student behavior expectations
- Conflict resolution strategies
- State policy and laws affecting the management of student behaviors

Ability to:

- Build positive relationships with students, staff, parents and community members
- Collaborate and communicate effectively with key stakeholders through a variety of methods
- Provide leadership of behavior management and supervision
- Facilitate the resolution of conflict
- Plan, organize and manage time and resources

Performance responsibilities:

1. Manage and enforce school behavioral expectations, including attendance classroom alignment with school-wide goals.
2. Confer with students, parents, and teachers regarding student related policies.
3. Assist staff with the creation and alignment of classroom student behavioral expectations and classroom management plans.
4. Serve as a resource to staff regarding student management issues.
5. Create and coordinate education alternatives for students in need.



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6. Collaborate with staff, administrators, and parents through the response to the intervention process.
7. Assist in the planning, developing, and implementation of student behavior plans.
8. Confer with students and administer appropriate consequences.
9. Openly communicate with staff and parents/guardians regarding student behavior.
10. Collaborate with the school counselor and personnel to create and maintain research-based behavioral interventions.
11. Manage the documentation of student behavior.
12. Work with the Principal to establish a safe and secure learning environment for students.
13. Compile, analyze, and share student discipline data regularly, and use that data to make decisions.
14. Perform a variety of administrative duties to assist the Principal in managing the school; assume the duties of the Principal in the absence of the Principal and as assigned.
15. Monitor and organize attendance functions; prepares letters, calls parents, and attends meetings as needed, regarding absent or tardy students.
16. Perform other duties as assigned.

This position is to allow IAL candidates who need a practicum experience that opportunity. Will report to the administrator. Will not evaluate staff or suspend students.

## **High School Summer Programs Administrator**

This temporary, summer program position will work from 8:30 a.m. - 4:30 p.m. from June 20 - August 26, 2022. This position will oversee all aspects of the high school summer programs.