

Santa Barbara School Districts

Administrative Regulation

AR 4124

Personnel

SUMMER SCHOOL

- I. Summer School Administration
 - A. Summer school shall be administered by the Administrator(s) assigned to the campus at which the program is held.
 - B. Duties and responsibilities of summer school administration.
 1. Organization of summer school:
 - a. Announcement of summer session including time(s), place(s) and offering
 - b. Enrolls students
 - c. Selects staff
 2. Supervision of summer school:
 - a. Maintains discipline
 - b. Supervises instruction
 - c. Evaluates staff performance
 - d. Interprets the summer school program to the community
 - e. Administers to the needs and problems of students, teachers and parents
 3. Responsibility for record keeping:
 - a. Keeps accurate attendance records
 - b. Secures student grades from teachers
 - c. Coordinates with Instructional Technology Services Department to assure that all data processing procedures are followed

C. Other:

1. Summer school administration shall be assigned clerical assistance according to established summer school budget.
2. Site administrators shall be responsible for their regular assignment in addition to responsibilities for summer school.

II. Summer School Teachers

A. Summer school teachers shall be employed according to the following criteria and priorities:

1. Teachers within the system (must have one full school year in the district).
2. Those teachers actively teaching in the department, closely related field, or grade level.
3. Teachers with an academic major or credential in the area of the course to be given.
4. If the above criteria (1, 2, and 3) have been met, priority shall be given as follows:
 - a. Teachers who have applied previous summer without success.
 - b. Teachers who have not taught the previous summer.
 - c. Teachers who have taught previous summer (teachers who are offered employment but who refuse such employment after the seven-day limitation for such refusals will be considered as having taught that year).
 - d. Teachers having the most years teaching experience in the district shall be given priority if above priorities fail to insure a selection.

B. Information to be included on application forms:

1. Course(s) currently being taught
2. Major(s) and/or minor(s)
3. Credential(s) held

4. Degree(s) held - in what field(s)
5. Years of experience by field or grade level
6. Years of experience in district.
7. Did you teach here last summer?
Level?
Location (school)?
Subject?
8. Preference of school assignment: first choice - second choice.

Regulation: SANTA BARBARA ELEMENTARY/HIGH SCHOOL DISTRICTS
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