

Requirements for Teaching Assistants (TA) for Summer Enrichment in Shawnee Mission

1. Applicants must be 16 years of age to apply for a TA position.
 - a. A letter of recommendation from a current teacher must be attached to the application for applicants under the age of 18.
2. Applicants over the age of 18 years old need to provide fingerprints to the school district for a background check if hired. This must be done every year they are employed.
3. No volunteers are allowed.
4. TA's must commit to work all weeks of a session (June is 1st session; July is 2nd session). There is no flexible scheduling or substitutes.
5. TA's may have weeks cut due to low enrollment in the classes.
 - a. Work is not guaranteed every week; it will depend on the enrollment in the class.
6. Elementary age appropriate appearance and attire are required.
 - a. T shirts with no wording
 - b. Professionally appropriate length for skirts or shorts
7. Professional age appropriate conversations and communications are expected.
8. No cell phone or personal electronic use during work hours.
9. TA's must commit to a three week or six week schedule. Work schedules for TA's will be:
 - a. 5 hours- 7:30-12:30 (early care and work first ½ lunch)
 - b. 5 hours-12:30-5:30 (work second ½ of lunch and late care)
 - c. 4 hours- 8:30-12:30 or 12:30-4:30 (work 1/2 of lunch, no EC/LC)
 - d. 8 hours- 9:00-12:30 (1/2 hr. lunch 12:30-1), 1:00-5:30 (includes late care & work first ½ lunch)
 - e. 8 hours-7:30 -12:00 (1/2 hr. lunch 12-12:30), 12:30-4 (includes early care & work second ½ lunch)
 - f. 8 hours-8:30-4:30 (working lunch in cafeteria whole hour)
 - g. *7.5 hours-8:15-12:15 (1/2 hr. lunch 12:15-12:45), 12:45-4:15 (*applies only to Summer Nature)
 - h. Number of early care/late care workers needed will depend on enrollment
10. Work Schedule for Office Staff: (Director 8:30-4:30)
 - a. 7:30 a.m. – 12:30 p.m.
 - b. 11:30 a.m. – 4:30 p.m.
 - c. 7:45 a.m. – 4:15 p.m. if only one office person

Summer Enrichment 2016 Interest Form for Teacher Assistant**

Please write legibly.

Name _____ Birth Date _____ Age _____

Address _____ City/State _____ Zip _____

College Student/School Address if different _____ City/State _____ Zip _____

Address effective until what date? _____

School NOW attending _____ Current Grade Level _____ High School Graduation Year _____

Local Phone (____) _____ School Phone (____) _____

Email Address (*please write clearly*) _____

Have you worked in the SMSD Summer Enrichment program before? Program(s) _____ Year(s) _____

GENERAL INFORMATION FOR SUMMER ENRICHMENT APPLICANTS:

Dates: June 13th – July 29th (6 weeks) Monday through Friday. No classes week of July 4th.

Site: Indian Woods Middle School, 9700 Woodson

Responsibilities: All TA's will have child care responsibilities during the noon hour and/or before or after classes. **Employment is dependent on enrollment, so selection for employment does not necessarily guarantee a full time 6 weeks of work. You must be available all three weeks of a session.**

Hours: Work hours vary per job. See attached Requirements document for various hours available.

NO FLEXIBLE SCHEDULING ALLOWED.

After completing this form return to:

DEADLINE: February 26, 2016

Attn.: Summer Enrichment Office
SM West High School
8800 W. 85th St.
Shawnee Mission, KS 66212

charlenesimmons@smsd.org
Fax 913-993-9435

PERSONAL DATA SECTION:

The Summer Enrichment Program needs Teacher Assistants who are versatile and flexible. The ideal Teacher Assistant has background and training in the subject matter being taught, and experience and training dealing with children.

Explain your interest in being a Teacher Assistant:

Background experience for this position:

Training or previous experience with children:

Future career plans (especially those which may involve children):

Other pertinent information about yourself:

I am interested in working with these classes:

Check applicable: I can throw on a pottery wheel. I have Environmental Lab science experience. I have DVD movie making & editing experience.

Please note if there are weeks you are unavailable:

You must be available all three weeks of a session (check all applicable). June session July session AM PM

Note if interested in working Early Care Late Care Number of hours desired Half day Full day

****IF YOU ARE UNDER 18 YEARS OF AGE, YOU MUST ATTACH A TEACHER RECOMMENDATION TO THIS APPLICATION.**** Most TA's work several different classes during the summer. **You must be flexible and available for work an entire session, full time or part time.**

**APPLICATION FOR CLASSIFIED EMPLOYMENT
Shawnee Mission Schools-Summer Enrichment 2016**

Please write legibly.

_____	_____	_____	_____
Last Name	First Name	Middle Initial	Birth Date
_____	_____	_____	_____
Address	City	State	Zip Code
(____) _____	(____) _____	_____	_____
Home Phone Number	Work Phone Number	SM ID # if worked previously or current SMSD	
Home Email Address: _____			

PLEASE INDICATE POSITION DESIRED:

Teaching Assistant

EDUCATION:

High School Number of years completed: 9 10 11 12

College Number of hours completed _____ Course of Study _____

WORK EXPERIENCE: (Check all applicable)

- Current District Employee Position _____ Bldg. _____ Years _____
- Previous Summer School Employee Position _____ Years _____
- New Summer School Applicant

Current Employment if NOT District Employee

_____	_____	_____
Firm or Employer	Address	Phone
_____	_____	_____
Type of Work	Dates of Employment	

PERSONAL REFERENCES:

1. _____
Name Address Phone
2. _____
Name Address Phone

Our practice is to avoid situations in which relatives might be assigned to positions in which one would supervise another. To help us, would you list the name(s) of relatives currently employed by the Shawnee Mission District.

1. _____ 2. _____ 3. _____

_____ Signature Date

AN AFFIRMATIVE ACTION EQUAL OPPORTUNITY EMPLOYER
Complete and return application to Summer Enrichment Office, SM West High School, 8800 W. 85th St., SMKS 66212
charlenesimmons@smsd.org
913-993-9740 FAX – 913-993-9435