



LGS | RECREATION

Los Gatos-Saratoga Community Education and Recreation

JOB ANNOUNCEMENT

Position: Summer School Teacher in Charge

**Application
Deadline: 1-25-13 at 5:00pm**

Employment
Type: Part Time (Temporary)

Work Year: June 2013 through July 2013;
Summer School Schedule – June 17th through July 12th
No school on Thursday July 4th, 2013

Salary: \$3,500

REQUIREMENTS FOR APPLYING:

Submit the following three items to: resumes@lgsrecreation.org:

- 1) LGS Recreation Employment Application
- 2) Resume
- 3) Cover letter describing your interest in the position and relevant qualifications.
- 4) Preferred work location must be identified in **in the e-mail's subject line.**
Locations available are Saratoga and Los Gatos.

Job Description and Employment Application are attached.



LGS RECREATION

Los Gatos-Saratoga Community Education & Recreation
123 East Main Street, Los Gatos, CA 95030
Phone: (408)354-8700 Fax: (408)395-3828
www.lgsrecreation.org

Teacher-In-Charge for Summer School 2013

Job Description

Under the direction of the Summer School Principal, provide support in planning and execution of the summer school program. Assist principal in the development of classes to be offered, selection of teachers and support staff and the placement of students. Provide on-going site supervision during the course of summer school and provide a safe environment for students and staff.

Essential skill/Duties

- Demonstrate strong communication & organizational skills
- Demonstrate an understanding of instructional practice
- Demonstrate the ability to work collaboratively with the principal, teachers, staff, students and parents
- Assist principal in providing direction, support and feedback to teachers
- Assist principal in ensuring accurate attendance procedures
- Assist principal in preparing of year end summer school report

Qualifications

- Prior knowledge assisting administration as teacher-in-charge
- Multiple or single subject teaching credential
- First Aid / CPR Certification preferred
- Must have current TB clearance
- Must undergo background / DOJ Fingerprint clearance process
- Must be a Teacher with a minimum of 5 years experience

Hours

7:30-1:30 during summer school

June-July summer school preparation, planning meetings and interviews

Salary

\$3500 Includes planning meetings as determined by Summer School Principal



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For Official Use Only

First Day of Work _____
Rate of Pay _____
Program _____
Certification _____
Classification _____
Check One APPLE PERS
Supervisor's Initials _____

APPLICATION FOR EMPLOYMENT

***Answer all items. *Application must be legible. *Type or print in black or dark blue ink. *Sign the application.**
*If you move, advise the Recreation Office immediately: otherwise you may lose your opportunity for employment.

POSITION APPLIED FOR: _____

NAME:		
LAST	FIRST	M.I.
ADDRESS:		
STREET	CITY/STATE	ZIP CODE
PHONES/EMAIL:		
HOME	WORK	CELL EMAIL

Age (if under 18)	Social Security No.	When are you available for work?	Check type of work you will accept:	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	
How did you hear of this opening?	District Employee <input type="checkbox"/>	Newspaper/Journal <input type="checkbox"/>	Announcement <input type="checkbox"/>	Other <input type="checkbox"/>		

PLEASE CHECK YES OR NO. IF ADDITIONAL INFORMATION IS NEEDED TO ANSWER A QUESTION, USE THE SPACE PROVIDED.

	YES	NO		YES	NO
Have you ever been convicted of a felony or a misdemeanor? Do not list any misdemeanor settled in juvenile court. (If yes, explain below.)	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been convicted of a traffic violation? (If yes, explain below.) NOTE: A conviction will not automatically disqualify you. A false answer or perjury is likely to result in automatic disqualification. Number and nature or convictions, proximity in time, and relationship to job applied for will be considered.	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been discharged or forced to resign from any job? (If yes, explain below.)	<input type="checkbox"/>	<input type="checkbox"/>			
EXPLANATION (Attach additional sheets of paper if necessary.)					

RECORD OF EDUCATION

SELECT THE HIGHEST GRADE COMPLETED	HIGH SCHOOL GRADUATE <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	PASSED HIGH SCHOOL EQUIVALENCY TEST <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
HIGH SCHOOL ATTENDED _____	YOUR NAME WHILE ATTENDING _____		
ADDRESS _____	CITY _____	STATE _____	ZIP CODE _____
NAME & LOCATION OF COLLEGE OR UNIVERSITY	MAJOR SUBJECT(S)	COMPLETED SEMESTER UNITS	COMPLETED QUARTER UNITS
BUSINESS, CORRESPONDENCE, TRADE OR SERVICE SCHOOLS			

RECORD OF CERTIFICATION OR OTHER APPLICABLE DOCUMENTATION

List applicable licenses, permits, ratings or certificates you possess (include information on teaching credentials to include authorized subjects and expiration date).

APPLICANT NAME: _____

EMPLOYMENT RECORD: Begin with your most recent job and go back at least seven years (include Volunteer work if appropriate and military service, attach supplemental sheet if necessary). DO NOT SAY "SEE ATTACHED RESUME" ON THE APPLICATION.

PRESENT OR LAST EMPLOYER	TYPE OF BUSINESS	ADDRESS & TELEPHONE
TITLE	START PAY	FINAL PAY SUPERVISOR
DATE STARTED	DATE LEFT	HOURS IN WORK WEEK REASON FOR LEAVING
DUTIES		NAME WHILE EMPLOYED

NEXT PREVIOUS EMPLOYER	TYPE OF BUSINESS	ADDRESS & TELEPHONE
TITLE	START PAY	FINAL PAY SUPERVISOR
DATE STARTED	DATE LEFT	HOURS IN WORK WEEK REASON FOR LEAVING
DUTIES		NAME WHILE EMPLOYED

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DUTIES		NAME WHILE EMPLOYED

List any further education, training or experience you believe qualifies you for the position for which you are applying.

May we contact your employers? YES NO If no, indicate which one(s) you do not wish us to contact

In case of emergency, notify:
Address & Telephone Number: _____

CHARACTER REFERENCES

NAME	ADDRESS	TELEPHONE	TYPE OF BUSINESS	YEARS AQUAINTED

I HEREBY CERTIFY that all information on this application and on all other supplemental material submitted with this application, including my resume, is complete, true and correct. I hereby voluntarily authorize LGS Recreation or any of its officers, employees or agents to investigate and verify the accuracy of this information, including my educational background, academic records, and my references, by contacting any person, educational institution, and organization they deem to be an appropriate contact or reference. I further authorize current and/or previous employers listed in this application and/or my resume to give any and all information concerning my current and previous employment to LGS Recreation. I release LGS Recreation and all persons and organizations from all claims and liabilities arising from such investigations or the supplying of information for such investigations. I understand and acknowledge that any falsification, misrepresentation or omission whenever discovered will be cause for refusal to hire or for immediate dismissal at any time during the period of my employment. I understand that if hired I will be required to comply with all LGS Recreation policies, rules and regulations. I understand that LGS Recreation benefits, policies, rules and regulations may be changed, modified, deleted or added to by LGS Recreation at any time at LGS Recreation's sole option and without any prior notice. I understand that this application will be used to consider me for openings for only the next 60 days. I also understand I may be required to be fingerprinted and have a negative TB test and/or other tests as mandated by Federal, State or local law, California Education Code, or by policies of LGS Recreation.

SIGNATURE: _____ **DATE:** _____

AN EQUAL OPPORTUNITY EMPLOYER: LGS Recreation does not discriminate in employment opportunities or practices on the basis of race, national origin, ancestry, ethnic group identification, religion, age over forty (40), sex, sexual orientation, color, mental or physical disability, marital status, pregnancy, medical condition, genetic information, gender identity, veteran status, or any other characteristic protected by law. This policy of affording equal employment opportunities to all persons is in keeping with provisions of Title VII and Title IX Amendments of the United States Code which protect persons against discrimination.