

Santa Barbara Unified School District

Administrative Regulation

Certificated Personnel

AR 4124

SUMMER SCHOOL

I. Summer School Administration

- A. Under the direction of the Associate Superintendent of Education, the development of summer school programs shall be the responsibility of the district's summer school coordinator(s). The summer school coordinator(s) shall oversee and assist all sites in administering summer school in partnership with the school site administration.
- B. Summer school shall be administered by the administrator(s) assigned to the campus at which the program is held.
- C. 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
- D. 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.
- 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.

SANTA BARBARA UNIFIED SCHOOL DISTRICT
Santa Barbara, California March 7, 2008; April 12, 2011