



SPECIAL EDUCATION SUMMER SCHOOL – 2024

All Programs are pending State Education Department and Board of Education approval subject to availability of funds and student enrollment.

Information for the anticipated July 1st – August 9th 2024
Special Education Program

Eligible students for the 2024-2025 School Year

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8:1:1
12:1:1

Component of the Special Education Program where “handicapping conditions are severe enough to exhibit the need for a structured learning environment ... to maintain developmental levels as determined by the Committee on Special Education and supported with appropriate documentation”.

The purpose of this program is to provide Special Education activities, including related services, in the Utica City School District for eligible Special Education students in self-contained classes.

Dates of Program: July 1, 2024 through August 9, 2024

Vacancies for Staff are: (Appropriate New York State Certification Required)

Library Media Specialist
Art Teacher
Speech Language Pathologist(s)



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Responsibilities:

- ▶ All staff will be required to work August 9, 2024 from 8:30 A.M. to 12:30 P.M. This closing session will be utilized for completion of records and reports, packaging materials and supplies and closing rooms. **Students will also be in attendance on August 9, 2024.**
- ▶ Professional staff will be assigned depending upon student enrollment program requirements.
- ▶ Teaching Assistants will be assigned from 8:30 A.M. to 12:30 P.M. daily.
- ▶ Teacher Assistant responsibilities will include: attending to personal needs of students – dressing, toileting, feeding, etc., lifting, handling and positioning, techniques of physically handicapped students; supervision at lunchtime; working with the students in academic and other areas of instruction under the supervision of a teacher or professional.

Criteria for Selection of District-Wide Personnel:

- ▶ The minimum requirement of all teaching staff is appropriate New York State Certification.
- ▶ Teachers presently servicing Special Education students at the age/grade level of the summer school enrollees will be given preference if all other factors are equal.
- ▶ Certified Teacher Assistants will be given priority in the selection process.
- ▶ Teacher Assistants presently working with Special Education students will be given preference.
- ▶ Satisfactory summer service in **continuous** summer appointments will be the primary procedure for staff selection per contract. **Previous summer school attendance will also be considered for continued employment as students require consistent instruction.**

Salaries: Professional staff and Teacher Assistants will be paid according to contract.

Applications: Application forms are attached. Qualified staff should submit an application to Sara E. Klimek, Chief Human Resources Officer by the close of business on **April 9, 2024** via mail or bring to Human Resource Department. **E-MAIL: employment@uticaschools.org**

SEK/ss
02/21/24



APPLICATION FOR ALL STAFF SPECIAL EDUCATION SUMMER SCHOOL – 2024

Please complete and return to the Human Resource Department by April 6, 2024

Please check appropriate box:

- Teacher
 Support Staff
 Teacher Assistant
 Clerical

Name: _____

Home Address, Street, City, Zip Code: _____

Home Phone: _____

Position applying for: _____

Certification Status: _____

Current Position: _____
(Please note if Special Education, Regular Ed., ESL, Library, etc.)

School location: _____

Length of time in current position: _____

Previous continuous Utica City School District SPECIAL EDUCATION Summer School Employment:

Yes No If yes, number of continuous years: _____

In what capacity (Teacher/Teacher Assistant/Substitute)? _____

If interested in substituting, please indicate dates available:

July _____ August _____

(Please Print) Signature

Date

Please note: Positions are subject to elimination if warranted by enrollment numbers.