



# JOB ANNOUNCEMENT

## MT. DIABLO UNIFIED SCHOOL DISTRICT

Classified Personnel Office • 1936 Carlotta Drive • Concord, CA 94519  
www.mdusd.org

AN EQUAL OPPORTUNITY EMPLOYER

**FINAL FILING DATE: March 31, 2011**

### High School and Middle School Extended School Year Session CLASSIFIED "EXTENDED YEAR" VACANCIES Campus Supervisor

Applications for short term employment in the classifications identified below are now being accepted. The number of positions has not yet been determined and is dependent upon student enrollment. The known sites are:

<b>HIGH SCHOOLS:</b>	High School Programs @ Pleasant Hill Middle School (9-12)	
<b>MIDDLE SCHOOL:</b>	Middle School Program @ Pleasant Hill Middle School (6-8)	
<b>CENTERS:</b>	Bridge @ Loma Vista, Alliance and Olympic Learning Center @ Olympic	
<i>Dates:</i>	Friday, June 10, 2011	<i>Site preparation day</i>
	Monday, June 13, through Friday, July 08, 2011	<i>Classes in session (Closed July 4<sup>th</sup>).</i>

<b>MIDDLE SCHOOL:</b>	Pleasant Hill Middle School (6-8).	
<b>ELEMENTARY SCHOOLS:</b>	El Monte Elementary, Gregory Gardens Elementary; Meadow Homes Elementary	
<b>OTHER:</b>	Robert R. Shearer Pre-K, Shadelands Pre-K, Sunrise	
<i>Dates:</i>	Friday, June 10, 2011	<i>Site preparation day</i>
	Monday, June 13, through Friday, July 08, 2011	<i>Classes in session (Closed July 4<sup>th</sup>).</i>

Since these are short term assignments, District employees as well as individuals from outside the district may apply. **PREFERENCE WILL BE GIVEN TO ALL IN-DISTRICT EMPLOYEES FOR THE RESPECTIVE VACANCIES. VACATION TIME WILL NOT BE GRANTED DURING SUMMER SCHOOL. PERSONAL NECESSITY LEAVE WILL FOLLOW DISTRICT GUIDELINES / POLICIES.**

#### **CLASSIFICATION:**

- ◆ **Campus Supervisor** - \$11.83 / Hour - 5.5 Hours /Day  
*Skill in responding to behavior problems and maintaining safe and orderly conditions on a school campus.*

- *Should you accept a position in a lower classification, your hourly rate will not exceed the top step of the salary range for that classification.*

**OVER →**

## **SELECTION PROCEDURE**

- Priority 1 - Current employees working in a related classification (as identified in Appendix C, CSEA Contractual Agreement) at a range equal to or above that of the position being advertised. If the summer work schedule conflicts with the employee's normal work year, prior approval of the supervisor, along with a plan as to how the overlap will be dealt with, must be submitted to the Personnel Department with the application.
- Priority 2 - Current employees working in a related classification at a range less than that of the position being advertised. If the summer work schedule conflicts with the employee's normal work year, prior approval of the supervisor along with the plan as to how the overlap will be dealt with, must be submitted to the Personnel Department with the application.
- Priority 3 - Employees receiving layoff notices for the next school year and employees on layoff.
- Priority 4 - Substitutes and non-employees. This priority group also includes District employees working within a different bargaining unit classification.

## **APPLICATION PROCEDURE**

**CURRENT EMPLOYEES** –A Classified Short Term application must be obtained and filed with the **PERSONNEL OFFICE.**

**OTHER APPLICANTS** - An application form and a Classified Short Term application (blue) must be obtained and filed with the Personnel Office. The completed application should clearly and fully describe the applicant's education and work experience (paid or volunteer) as well as any special skills or abilities. Additional supplementary information may also be submitted.

**IMPORTANT NOTE: Vacation time will not be granted during the extended school year time frame. Vacation time is accrued, but can not be used.**

### **COMPLETED APPLICATIONS MUST BE SUBMITTED TO:**

MDUSD PERSONNEL OFFICE

1936 Carlotta Drive

Concord, CA 94519

*(Office hours are 8:00 AM – 4:00 PM)*

**Job offers for Campus Supervisors will be made after April 30, 2011**

# FINAL FILING DATE: March 31, 2011

Mt. Diablo Unified School District  
HIGH SCHOOL/MIDDLE SCHOOL EXTENDED SCHOOL YEAR PROGRAM  
**CLASSIFIED SHORT TERM APPLICATION**

**IMPORTANT:** Please be sure to complete this form completely and correctly. Incomplete applications will not be accepted.

Name: \_\_\_\_\_  
Last First MI

This sheet must be completed by ALL applicants. Individuals not currently employed as a regular employee by this District must also complete a Classified Application (white) for employment.

## CLASSIFICATIONS AVAILABLE

CSII Campus Supervisor II

- Indicate **SITE PREFERENCE** (*not guaranteed*) by marking '1' for first choice, '2' for second choice, '3' for third choice. **Do not use X's or check marks (on the line next to the site) only three numbers.**
- Indicate **CLASSIFICATION PREFERENCE** by checking the box for the desired classification available at each site. Please check only ONE box PER SITE.

_____	Pleasant Hill Middle School – 4 weeks	CS II
_____	Alliance High School – 4 weeks	CS II
_____	To Be Determine – 4 weeks	CS II

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**THIS PAGE TO BE COMPLETED BY CURRENT, PERMANENT EMPLOYEES**  
*(Not required for substitute employees)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*House Number / Street Name* *City* *Zip*

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Employee No. \_\_\_\_\_

Current Classification: \_\_\_\_\_ *Full Title* Location: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Work Phone: \_\_\_\_\_

List any foreign languages you speak fluently. Indicate whether you read or write in that language:  
\_\_\_\_\_

Did you work Summer Intervention Program last year?  Yes  No

If Yes, what position and what site? \_\_\_\_\_

- ➔ I understand that during summer school, vacation time **IS NOT GRANTED.** There are no "optional days off" during summer school.
- ➔ District employees earn sick leave pro-rated by the number of hours worked per day, provided employee works at least two weeks. For clarification on this policy, please see summer school administrators.
- ➔ Prior to employment, candidate will be fingerprinted by Mt. Diablo Unified School District. Costs incurred are the responsibility of the prospective employee. Fingerprint clearance must Be received before candidate can begin work.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Completed application must be submitted by **March 31, 2011**

Return to: **MDUSD PERSONNEL OFFICE**  
**1936 Carlotta Drive**  
**Concord, CA 94519**

*Office hours: 8:00 AM – 4:00 PM*

**IF YOU ARE INTERESTED IN APPLYING FOR CLASSIFICATIONS OTHER THAN  
THOSE LISTED ON THIS FORM, PLEASE CALL THE PERSONNEL OFFICE FOR THE  
APPROPRIATE APPLICATION.**