

# Summer Bridge Orientation

May 5, 2016



# Teacher Hours

- **Elementary Summer Bridge Teacher Hours:**
- 7:30 a.m. - 1:30 p.m.
- **Middle Summer Bridge Teacher Hours:**
- 7:45 a.m. – 12:15 p.m.
- **High Summer Bridge Teacher Hours:**
- 7:50 a.m. – 11:20 a.m.
- **ESY Teacher Hours:**
- 7:45 a.m. - 12:15 p.m./9:15am- 1:45pm
- **VPK Teacher Hours:**
- All Day -7:40a.m. – 5:40 p.m.
- A.M. – 7:40 a.m. – 1:00 p.m.
- P.M. – 12:20 p.m.- 5:40 p.m.
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# Intern Duties and Responsibilities

- Ability to work with principal, staff and parents on strategies that assist in continuously improving student achievement and instruction.
- Ability to assist in establishing an optimal learning environment within the school.
- Ability to ensure all school programs and activities conform to District guidelines.
- Ability to assist in establishing a positive learning environment and respond to the individual needs of students.
- Ability to communicate and work effectively and constructively with members of the school district and community.
- Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
- Work to implement the vision and mission of the District.
- Ability to work with technology/computer systems especially as they relate to the teaching and learning process.
- Ability to supervise, direct, motivate, and collaborate with the building principal to improve teaching and learning within the school/s.
- Ability to model commitment and dedication to work.
- Ability to work independently and without supervision, and complete work in an efficient manner.
- Ability to support the functions of the school including student discipline and other supervisory duties as assigned by the principal.
- Ability to assist the principal and administrative team in the overall administration of the school.
- Ability to perform other tasks and assume other responsibilities as assigned by the principal.

# Administrative Intern Hours & Resident Hours

- Administrative Interns- 6 hours
- June 20 - July 14
  
- Administrative Residents- 9.37 hours
- 4 days a week June 16- July 14
  - (if at a VPK site, you may be utilized for Friday coverage)

# Topics for SB Interns

- Arrival and Dismissal
- Breakfast & Lunch
- Duty / Supervision Schedule
- Teacher Attendance
- Student Attendance
- Instructional units and changes

- **Payroll \$\$\$**
- Using the time sheet provided- sign in and out daily
- Principal signs payroll sheet
- Submit to Maria Ortiz in Professional Development.
  
- Interns – pay date: July 15 & August ??
- Residents-pay date: July 8 & August 5

- **Breakout Sessions**

- **Elementary School - Conference Hall**
- **Middle School- Room E111**
- **High School – ABC 2013**