



BCPS Summer Program Employee Information 2022

Office of Temporary Services
FY 2022





Summer Programs Hiring Information

See what's new for 2022 . . .



Revised Hiring Guidelines/Process

- A streamlined School-Based Summer Program Interest Form will be utilized in place of the Frontline application process.
- For current staff that prefer to work in a location *other than their home school*, BCPS will post a ***Summer Program Interest Form*** to create a candidate pool. This form will include the choice to list preference for geographic area, program choice, grade and/or content area.
- Offer letters will not be utilized this year. All employees that commit to working summer programs will receive communication in June regarding summer employment expectations.



Summer Program Information

SUMMER PROGRAM	SPONSORING OFFICE	POSITIONS AVAILABLE	DATES & HOURS
Extended Year Learning Program (EYLP)	Educational Opportunities Tina Nelson tnelson@bcps.org	<ul style="list-style-type: none"> Lead teacher Classroom teacher (various content) Nurse (by site) Health Assistant (by site) 	Monday, July 11, 2022-Friday, August 5, 2022
Extended School Year (ESY)	Special Education, include contact information	<ul style="list-style-type: none"> Lead Teacher Classroom teacher (various content) Social Emotional Learning Teachers Paraeducators Additional Assistants Related Service Providers Nurse and/or Health Assistant 	Monday, July 11, 2022-Friday, August 5, 2022
Elementary Programs		<ul style="list-style-type: none"> Lead teacher Classroom teacher (various content) Paraeducators Related Service Providers Nurse and/or Health Assistant 	Monday, July 11, 2022-Friday, August 5, 2022
Math Pi-oneers	Mathematics, Bparker3@bcps.org	<ul style="list-style-type: none"> Lead teacher Mathematics teacher 	Monday, July 11, 2022-Friday, August 5, 2022
Curriculum Writing	Curriculum & Instruction, include contact information	<ul style="list-style-type: none"> Classroom teacher (various content) 	Monday, July 11, 2022-Friday, August 5, 2022
ESOL	ESOL Anny Hoge-Franz ahogefranz@bcps.org	<ul style="list-style-type: none"> Lead teacher Classroom teacher (various content) Nurse and/or Health Assistant 	Monday, July 11, 2022-Friday, August 5, 2022
Early College Program at Woodlawn HS Summer Program	College and Career Readiness, hwooldridge@bcps.org	<ul style="list-style-type: none"> Lead Teacher School Counselor or SEL Teacher 	Monday, July 11, 2022-Friday, August 5, 2022



Important Dates



Dates	
Tuesday, March 15, 2022	Launch <i>Summer Program Interest Form</i> for current employees who do not want to work at their current school/program.
Monday, April 4, 2022	Administrator staffing tool launched for those 10-month employees interested in working at their school/location.
Friday, July 8, 2022	Teachers and staff on duty.
Monday, July 11, 2022	Summer school begins.
Friday, August 5, 2022	Summer school ends.



Summer Program Positions



Job Title
Additional Assistant
NEW Mental Health Services Provider (see next slide for information)
Social Emotional Learning Teacher (formerly Behavior Interventionist)
Classroom Teacher
Health Assistant
Nurse
Paraeducator
Clerical
Curriculum Writer
Occupational Therapist
Physical Therapist
Speech & Language Pathologist
Social Worker
Lead Teacher, all summer programs
DHH Providers (Related Service)
School Counselor (For ECP@WHS)



Mental Health Service Provider



****New Summer Position for FY 2022****

Licensed Mental Health Providers will engage in meeting Extended Year Learning Program (EYLP) student service needs at secondary sites. Providers will be assigned to provide supports and services to EYLP sites.

Providers will be expected to:

- Be present and available to support the school climate routine/expectations of the school day.
- Participate in meetings to address concerns related to students' social emotional wellness
- Set up and maintain a social emotional wellness corner
- Collaborate with EYLP staff to identify students who may need additional supports or services.
- Provide crisis intervention and complete threat assessments as needed.
- Implement restorative practices to assist with student conflicts.
- Complete required documentation.





Pay Rates

Rates are effective as of January 1, 2022. Approved rate increase will be available no later than July 1, 2022.

Summer Program Positions Extended Year Learning Program (EYLP), Math Academy, Extended School Year (ESY), Title I Extended Learning Opportunities	Hourly Rate
Teacher, Nurse, Related Service Providers	\$53.46
Teacher, substitute	\$53.46
Paraeducator	hourly rate of pay
Health Assistant	hourly rate of pay
Additional Assistant	\$12.50
Summer Clerical	TBD





General Guidelines

Current 10-month employees who wish to work at their current school/location are encouraged to speak with their administrative team about available summer opportunities in their school.

Current 10-month employees who **do not** wish to work at their current school/location need to complete and submit the **Summer Program Interest Form**. This form will include first and last name, email address, employee ID number (can be found on paystub), current position and location, area of certification, programs of interest, Special Education areas (FALS & CALS), and geographic areas. **Please be sure to include a VALID email address.**

- **BCPS summer program employment opportunities are available only for:**
 - Current 10-month employees to include teachers, related service providers, school nurses, health assistants, paraeducators, office professionals and additional/kindergarten assistants. ***Please refer to previous slide for a complete list.***
 - Substitute nurses.
- **Important:** The Office of Temporary Services cannot edit or change a submitted form. If you wish to withdraw your interest from working this summer, please email summerschool@bcps.org with a request to be removed from the candidate pool.





Summer Curriculum Writing

Office of Curriculum & Instruction

All summer curriculum writing opportunities are hosted by the appropriate Curriculum & Instruction office.

A list of content specific Coordinators can be found [here](#).





Elementary Expansion



Component	Information
Students	<ul style="list-style-type: none">• Varies by school, dependent upon submitted proposal• Tutoring II Grant will fund current grades 3-5 (rising grades 4-6)• Additional funding sources such as Title I, Community funds, and/or operating budgets may be used to extend the program day or the grade levels served• Will include students who qualify for ESY, schools will serve own students• Program for students is at least 4 hours
Staffing	<ul style="list-style-type: none">• Varies by school, dependent upon submitted proposal• Ratio of approximately 10:1• May include<ul style="list-style-type: none">• Classroom Teachers, including SEL and special areas• Lead Teacher• Clerical• Adult Assistants• Paraeducators• Counselors• Teachers and Lead Teachers may job share – may not work the same hours

Secondary School-based Optional

Component	Information
Students	<ul style="list-style-type: none">• Varies by school, dependent upon submitted proposal• Funded by the Summer School Grant or School Operating Budget• Prioritizes students who experienced a loss of learning due to the COVID-19 pandemic
Staffing	<ul style="list-style-type: none">• Varies by school, dependent upon submitted proposal• Ratio of approximately 10:1• May include<ul style="list-style-type: none">• Classroom Teachers, including SEL and special areas• Lead Teacher• Paraeducators• Counselors• Teachers and Lead Teachers may job share – may not work the same hours
Program	<p>If funded by the Summer School Grant:</p> <ul style="list-style-type: none">• Must include reading/ELA and math during daily instruction• Must include an educational assessment (pre/post test)



EYLP – Educational Opportunities Middle School



Students	20:1 student to teacher ratio
Staffing	Varies by school depending on projected enrollment <ul style="list-style-type: none">• 1 math teacher per 20 students• 1 reading teacher per 20 students• 1 special educator per school
Program	Reading Station Rotation <ul style="list-style-type: none">• Direct Instruction• Vocabulary Practice• Independent Reading/Book Discussion
Program	Math Station Rotation <ul style="list-style-type: none">• Direct Instruction• Math Application• Apex Tutorial
Program	STEAM <ul style="list-style-type: none">• Engineering is Everywhere• Arts Integration
Program	Social Emotional Learning <ul style="list-style-type: none">• Getting to Know You• Emotions• Self-Care and Mindfulness• Executive Functioning



EYLP – Educational Opportunities High School



Students	20:1 student to teacher ratio
Staffing	Varies by school depending on projected enrollment <ul style="list-style-type: none">• Content teachers based on school's needs
Program	Self-Paced Blended Learning using these platforms: <ul style="list-style-type: none">• APEX• Edmentum• Schoology

Early College Program @ Woodlawn HS

FACE TO FACE: Students will participate in EYLP or take CCBC On Location Courses at WHS. The Lead Teacher and Counselor/SEL Teacher will support all participating students.

Students	140 Students
Staffing	<ul style="list-style-type: none">• 1 lead teacher (ECP@WHS Coordinator)• 1 counselor (ECP@WHS Counselor) or SEL teacher
CCBC On Location Courses @ WHS	Some students will participate in CCBC On Location courses at WHS taught by CCBC Instructors (AA credit recovery or acceleration).
CCBC Online	Some students will participate in CCBC Online courses taught by CCBC Instructors.
EYLP	Some students will participate in EYLP (BCPS credit recovery or acceleration).

MATH Pi-oneers

FACE TO FACE

Students	<p>Math Pioneers is designed for students currently ('21-'22) in Math 6 identified as showing potential to accelerate their journey through the middle school math course sequence.</p> <p>Students are selected based on performance on the standards domains of Ratio and Proportion, and Expressions and Equations from BCPS unit assessments in Math 6, MAP scores, and teacher observation of engagement in the Standards for Mathematical Practice.</p> <p>Successful completion allows students to enroll in Math 7B/8 Accelerated in their 7th grade year, followed by Algebra 1 in their 8th grade year.</p>
Staffing	1 or more Math Pi-oneer teachers per middle school depending on school needs (4 hours of teaching, 1 hour for planning)
Program	<p>4-hour rotation program</p> <ul style="list-style-type: none">·Whole class learning – IM lessons addressing 7th grade standards in Ratio and Proportion and Expressions and Equations·APEX tutorials·Problem Solving Tasks·Learning at an accelerated pace resources for students <p>Student progress will be monitored to ensure that placement is appropriate. Data collection and protocols will be provided by the Office of Mathematics.</p>

Elementary ESOL Programs

Schools	<p>Baltimore Highlands ES*, Berkshire ES, Chadwick ES, Colgate ES*, Dundalk ES, Holabird MS, Johnnycake ES, Norwood ES^, Owings Mills ES, Padonia ES, Reisterstown ES, & Riverview ES</p> <p>*Traditional and Bilingual Programs ^Bilingual Program only</p>
Students	<p>Suggested 10:1 (student to teacher ratio)</p>
Staffing	<p>Traditional ESOL Program</p> <ul style="list-style-type: none">• Staffing will be determined by each site <p>Bilingual Program</p> <ul style="list-style-type: none">• 1 ESOL Teacher• 1 Spanish Teacher
Program Components	<p>Traditional ESOL Program</p> <ul style="list-style-type: none">• Program components will be determined by each site for the traditional ESOL program. <p>Bilingual Program (select sites only)</p> <ul style="list-style-type: none">• Scholastic Lit Camp & Imagine Espanol• STEM
Hiring	<p>Sites responsible for hiring</p>

Middle School ESOL Program

IN-PERSON

Schools	Dumbarton Middle, Dundalk Middle, Lansdowne Middle, and Sudbrook Middle
Students	20 students per site (20:1 student to teacher ratio)
Staffing	1 ESOL Teacher per site (4 hrs. instruction w/ 1 hr. planning)
Program Components	Daily Schedule (4 hours) <ul style="list-style-type: none">English Language DevelopmentSTEM
Facilities	<ul style="list-style-type: none">One classroom
Hiring	Pre-planning teacher will be hired by ESOL Office to assist with enrollment for all sites; all other staff hired by site.

VIRTUAL

Schools	Dumbarton Middle, Dundalk Middle, Lansdowne Middle, and Sudbrook Middle
Students	20 students per site (20:1 student to teacher ratio)
Staffing	1 ESOL Teacher per site (4 hrs. instruction w/ 1 hr. planning)
Program Components	Daily Schedule <ul style="list-style-type: none">English Language Development
Hiring	Pre-planning teacher will be hired by ESOL Office to assist with enrollment for all sites; all other staff hired by site.

High School ESOL Program

FACE TO FACE

Schools	Dundalk High, Lansdowne High, Owings Mills High, & Parkville High
Students	40 students per site (20:1 Student to Teacher Ratio)
Staffing	<ul style="list-style-type: none"> • 2 ESOL teacher per school (4 hrs. instruction w/ 1 hr. planning) • 2 content teachers per school* (2 hrs. instruction w/ 1 hr. planning) • .5 Art teacher per school (2 hrs. instruction w/ 1 hr. planning) • 1 nurse or health assistant per school
Program Components	Daily Schedule (7:30 am – 11:30 am)** <ul style="list-style-type: none"> • 2 hours of Health or Personal Finance & Economic Theory • 2 hours of SEL (Art or Soccer Without Borders)
Facilities	<ul style="list-style-type: none"> • 4 classrooms; gym and playing field
Hiring	Pre-planning teacher hired by the ESOL Office to complete enrollment but will still need to be hired by the site as a teacher; all staff hired by site.

REMOTE

Schools	Dundalk High, Lansdowne High, Owings Mills High, & Parkville High
Students	40 Students (20:1 Student to Teacher Ratio)
Staffing	<ul style="list-style-type: none"> • 2 ESOL teachers per school (4 hrs. instruction w/1 hr. planning) • 2 Content teacher per school* (2 hrs. instruction w/1 hr. planning)
Program Components	Daily Schedule (7:30 am – 11:30 am)** <ul style="list-style-type: none"> • 2 hours of Health or Personal Finance & Economic Theory • 2 hours of English Language Development
Hiring	Pre-planning teacher will be hired by ESOL Office to help with enrollment. All staff hired by site.

*Content teacher will teach one section of in-person and one section of virtual

**Daily schedule still being determined; in person will follow bell schedule of EYLP



Extended School Year (ESY)

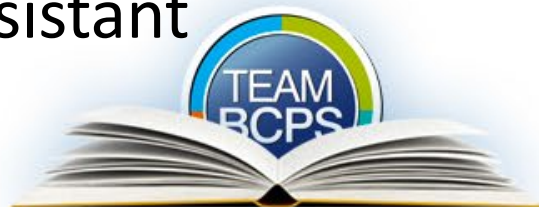
Positions Available

- Lead Teacher
- Classroom teacher (various content)
- Social Emotional Learning Teachers
 - Paraeducators
 - Additional Assistants
 - Related Service Providers
- Nurse and/or Health Assistant

Dates: July 11th – August 5th

- PD prior to start date

Sites of service to be assigned





Summer Program Employment Expectations & Hiring Guidelines



Summer Agreement Expectations

Employees are expected to be available to work all days associated with summer programs and may include:

- All 20 days of the program schedule.
- Any required pre-service/professional development dates.
- School related conferences.
- Split assignments with other summer programs.



Eligibility for Summer Teachers, Nurses & Related Service Providers

- Be a BCPS teacher, nurse or related service provider in active status* *Employees who are on leave from BCPS, including administrative leave, are ineligible for summer employment.*
- Hold a valid professional certificate or license, if required, in the field of requested employment.

*Teachers and other employee groups are **NOT** permitted to accept summer paraeducator OR summer clerical positions.



Eligibility for Paraeducators, Office Professionals & Health Assistants



- Be a BCPS paraeducator, health assistant or 10-month clerical in active status.* *Employees who are on leave from BCPS, including administrative leave, are ineligible for summer employment.*

* Teachers and other employee groups are NOT permitted to accept summer paraeducator OR summer clerical positions.

Please Note:

- ALL summer program paraeducator positions must be filled with current BCPS paraeducators, no exceptions will be made.
- ALL summer program health assistant positions must be filled with current BCPS 10-month health assistants, no exceptions will be made.





Eligibility for Additional Assistants, Kindergarten Assistants, and PreK Paid Helpers

Be a BCPS additional assistant, kindergarten assistant, or preK paid helper in active status at the time of summer hiring and receive at least one (1) pay prior to the 6/3/22 pay date. This would be for time worked May 7, 2022-May 20, 2022.



Important Reminders

- Send all summer program correspondence related to hiring to summerschool@bcps.org, allowing 48 hours for a response. Please do not call the office in addition to sending an email.
- Employees are not permitted to rescind an accepted offer for another summer position. Once accepted, employees are expected to either work the accepted position OR rescind the offer and be excluded from summer program work.
- If an employee needs to rescind an offer for personal reasons, they MUST do so in writing to summerschool@bcps.org. Both employee & school will be notified when an offer is rescinded, and the position reallocated.
- All employees will receive email confirmation of their accepted summer position prior to the start of summer program. This email will include links to payroll cycles, rates of pay, program hours, etc.

