

# LIVONIA PUBLIC SCHOOLS

---

## Human Resources

### **PLEASE DISTRIBUTE TO ALL STAFF**

**Through email or hard copy, and post in staff lounges and school offices**

Please note: All programs are pending Board of Education approval

DATE: May 23, 2023

TO: Building Administrators/Staff

FROM: Anthony Abbate, Director of Human Resources  
Jennifer Keatts, Director of Human Resources

SUBJECT: **High School Summer Credit Recovery Secretary and Parapro  
Employment Opportunities for 2023 (June 2, 2023 deadline)**

**\*\*\* All classes begin June 26, 2023 and end July 27, 2023 \*\*\***

All classes run 2 hours per day / 4 days per week (Monday-Thursday),  
(with the exception of the July 4<sup>th</sup> week, which will only run Wednesday and Thursday).  
Two class sessions per day: 9:00 am – 11:00 am and 11:30 am – 1:30 pm

♦ **HYBRID / BLENDED LEARNING FORMAT:**

- Classes will meet two days per week in a computer lab at Churchill for CHS students and Stevenson for SHS and FHS students, and two days per week asynchronously from home.

♦ **CLASSROOM / TRADITIONAL LEARNING FORMAT:**

- All in person classes will meet at Churchill High School and run four days per week, with the exception of the July 4<sup>th</sup> week, which will only run Wednesday and Thursday.

Secretaries are needed daily in person at Churchill Monday through Thursday from 8:30 am-2:00 pm. Workdays are Wednesday, June 21 from 10:00 am-12:00 pm at Cass and Monday, July 31 from 9:00 am-12:00 pm.

Paraprofessionals are needed to assist teachers for traditional and hybrid instruction from 8:30 am-2:00 pm. Workday is Wednesday, June 21 from 10:00 am-12:00 pm.

All Summer School Staff will be responsible for monitoring student behavior and transition before, after and between classes.

**Application Deadline for summer employment opportunities is June 2 or until filled.**

# SUMMER EMPLOYMENT OPPORTUNITIES

---

## **High School**

For high school, the following positions will be filled:

- ◆ Secretaries
- ◆ Paraprofessionals

## **Conditions of Employment**

The selection of staff under contract with Livonia Public Schools will be determined by the criteria listed in this notice number. Notice of tentative assignments will be made as early as possible. All final assignments will be dependent on sufficient enrollments.

Secretary/Paraprofessional staff will be paid at the rate of \$25.00 per hour.

**NOTE:** The increased rates for the summer of 2023 are due to the availability of time-limited Federal funds. These rates are likely to be reduced in future years as targeted Federal funds become depleted.

## **Selection of Personnel for Secretary/Paraprofessional Opportunities through Human Resources**

Provided individuals are qualified, LPS applicants will be selected first for the various opportunities offered according to the following criteria:

Factors which must be considered in the selection of personnel for the summer programs would include teacher aptitude, unique qualifications and competencies needed for these specific programs. Experience in particular areas, training to teach in these areas, tenure in Livonia, a method of rotation among qualified personnel and seniority in the Livonia Public Schools are also factors to be considered.

Applications will be considered as received. Positions will be filled as quickly as possible.

Application Deadline  
June 2, 2023

**LIVONIA PUBLIC SCHOOLS – PERSONNEL OFFICE  
APPLICATION FOR SUMMER POSITIONS – 2023**

Application Deadline  
June 2, 2023

**I am applying for the following position in the High School Summer School Program:**

☐ **Secretary**

☐ **Parapro**

Name \_\_\_\_\_ Date \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone (5 digit if LPS) \_\_\_\_\_

Cell Phone \_\_\_\_\_

Work Email \_\_\_\_\_

Home Email \_\_\_\_\_

Current Location \_\_\_\_\_ Grade \_\_\_\_\_

Present Assignment \_\_\_\_\_

Years in this Position \_\_\_\_\_

# Years Employed: In LPS \_\_\_\_\_ In Other District(s) \_\_\_\_\_

Tenured? ☐ **YES** ☐ **NO**

Endorsements \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Additional professional experience to be considered \_\_\_\_\_

**HIGH SCHOOL PROGRAM**

**Your preference for assignment:**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

☐ **Check appropriate box (the following applies only to LPS Academic Summer Programs):**

- ☐ I have worked summer school only one of the last two years.
- ☐ I have not worked summer school in the last two years.
- ☐ I have worked summer school both of the last two years.

**NON-LPS EMPLOYEES MUST ATTACH A LIST OF THREE REFERENCES (Relatives are not to be used)**  
**Please include the name, address, and phone number for your three references.**

**Applications for summer school positions are due and must be received by June 2, 2023. Submit to Karen Ling (via Jackie Lloyd) at [jllloyd@livoniapublicschools.org](mailto:jllloyd@livoniapublicschools.org) or mail to Cass School, 34633 Munger, Livonia, MI 48154.**

**If mailed, please notify [jllloyd@livoniapublicschools.org](mailto:jllloyd@livoniapublicschools.org) that you have sent an application. You will receive an email confirmation once we receive the application. We are not responsible for lost applications.**

**EQUAL OPPORTUNITY EMPLOYER**

The Livonia Public Schools School District prohibits unlawful discrimination on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, handicap, or disability in any of its educational programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:  
Director of Human Resources, 15125 Farmington Road, Livonia, MI 48154 (734) 744-2501.