INSTRUCTION

Summer School Employment: Centralized and Site-Based Programs

Centralized Summer School Programs - Instructional

I. Announcements of summer school dates and tentative offerings shall be posted in each building no later than March 1, or upon the School Board’s approval of the summer school program. All offerings shall be subject to budget approval.

II. Instructional personnel who are currently employed by the Prince William County School Board, are meeting or exceeding all performance standards, and are under contract for the following school year may apply for summer school positions. Centralized program staff shall submit to the Department of Human Resources applications for summer school employment.

III. Applicants who currently teach the subject during the regular school year shall be given first priority for summer school assignments, regardless of their experience in previous summer sessions.

IV. The criteria to be considered in filling summer school positions are:
   A. Appropriate certification and teaching experience;
   B. Job performance;
   C. Needs of the summer school program; and
   D. Previous summer school employment.

V. Teachers selected to teach summer school shall be assigned within their field(s) of endorsement, except in cases where there is no endorsed applicant.

VI. Payment for summer school teachers shall be based on the current approved budget rate as specified in the Budget Manual.

VII. All summer school appointments are contingent upon sufficient student enrollment, program needs, and School Board approval of the summer school budget.

Summer School Principals and Assistant Principal Positions

I. The position of summer school principal and assistant principal shall be advertised annually in each building by November 1 of the year prior to the upcoming summer school program. The advertisement shall delineate the duties, responsibilities, and qualifications for the position(s).
II. Current assistant principals and eligible employees who have successfully passed the Division Superintendent’s (Superintendent) screening panel for administrative intern, assistant principal, or principal may apply for the position of summer school principal and/or assistant principal. Additionally, the individual must meet or exceed all performance standards. A cover letter and resume shall be submitted to the Associate Superintendent for Human Resources by the deadline date specified in the position advertisement.

III. The Director of Office of Student Management and Alternative Programs (OSMAP) shall recommend the appointments of summer school principals and assistant principals to the Associate Superintendent for Human Resources who shall review and forward these recommendations to the Superintendent. The Superintendent shall inform the School Board of the appointments in a timely manner.

IV. Compensation for summer school principals shall be based on the following:

A. Summer School Principals
   Employees appointed to central summer school principal positions shall be compensated at a pre-determined supplement that shall be approximately equal to the current budget approved summer school instructional pay rate. This supplement shall be in lieu of hourly pay.

B. Summer School Assistant Principals
   Employees appointed to central summer school assistant principal positions shall be compensated at the current budget approved summer school instructional pay rate. Pay is limited to the contracted hours only.

V. Evaluation of central summer school principals

A. Summer school principals shall receive an evaluation at the conclusion of the summer school program. One copy of this evaluation shall be forwarded to the Department of Human Resources for placement in the employee’s personnel file.

B. Because of the brevity of the summer school program, an employee who receives an approaching or not meeting standard rating in any category at the end of the program shall be counseled and may not be eligible to apply for future summer school principal and assistant principal positions.

C. The Director of OSMAP shall be responsible for the evaluation of the summer school principal. The summer school principal shall be responsible for the evaluation of the summer school assistant principal. The evaluation of the summer school assistant principal shall be reviewed by the Director of OSMAP.
D. The evaluations shall be maintained in the personnel file of the employee.

Classified Summer School Employees: Teacher Assistants

I. Announcements of summer school dates and tentative subject offerings shall be posted in each building subject to budget approval. Employment application forms shall be made available in each school when the summer school announcements are posted.

II. Classified employees who are currently employed by the Prince William County School Board and are meeting or exceeding all standards of performance may apply for summer school positions.

III. Applications for summer school employment shall be submitted to the Department of Human Resources.

IV. The criteria to be considered in filling summer school positions are:
   A. Needs of the summer school program;
   B. Qualifications of the applicant to fill the existing vacancies;
   C. Appropriate experience;
   D. Job performance; and
   E. Previous summer school employment.

V. All requirements for applications, references, etc. shall be completed prior to employment.

VI. Payment for summer school classified employees shall be based on the Approved Budget Employee Pay Rates, as outlined in the Budget Manual.

VII. All summer school appointments are contingent upon sufficient student enrollment, program needs, and School Board approval of the summer school budget.

Site-Based Summer School Programs

The following guidelines shall be followed regarding the operation of site-based summer school programs:

I. School principals must submit the Site-Based Summer School Intent Form (Attachment) to the Director of OSMAP no later than January 31. The Director of OSMAP shall forward the intent form to the appropriate level associate superintendent for final approval.
II. If the school principal determines there is a need to conduct the site-based summer school program at another location, the school principal must request approval from the appropriate level associate superintendent and the Director of OSMAP.

III. School principals holding site-based summer school programs are responsible for providing:

A. Curriculum;
B. Assessments;
C. Grading;
D. Materials and resources; and
E. Transportation.

IV. School principals holding site-based summer school programs may select site-based summer school principals for their own programs. It is preferred that individuals selected be endorsed in Administration and Supervision, prekindergarten through grade 12. If the individual selected is not endorsed in Administration and Supervision, prekindergarten through grade 12, the school principal is the principal of record and must be on site at all times.

V. School principals shall forward their recommendations for site-based summer school principals and assistant principals to the Director of OSMAP for approval. The Director of OSMAP shall share the school principal’s recommendations with the appropriate level associate superintendent. Upon the Director of OSMAP receiving the approval of the appropriate level associate superintendent, the Director of OSMAP shall recommend the appointment of site-based summer school principals and assistant principals to the Associate Superintendent for Human Resources who shall review and forward these recommendations to the Superintendent. The Superintendent shall inform the School Board of the appointments in a timely manner.

VI. Site-based summer school staff shall adhere to centrally-based employment requirements for instructional and classified personnel. Site-based summer school principals may employ available staff from the site or submit a request to the Department of Human Resources for approved staff from other schools.

VII. Site-based summer school principals are expected to attend all principal training sessions and provide organizational management and instructional leadership.

VIII. All students enrolled in site-based summer school programs should be registered in the student management system.

IX. The school principal shall be responsible for the administration of the site-based summer school program, as well as the evaluation of the site-based summer school principal.
X. Completed site-based summer school principal evaluations should be forwarded to the Director of OSMAP within 30 days of the closing of the site-based program.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS
SITE-BASED SUMMER SCHOOL INTENT FORM

Name of school: _______________________________________________________________

Name of site-based summer school principal: _______________________________________

Name of bookkeeper: ___________________________________________________________

Program dates: __________________________________________________________________

Please provide a rationale, supporting data, details, and structure for the site-based summer school remediation program:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Site-based summer school quick facts:

- Site-based summer school principals may choose any dates from the end of the school year through the last business day in July to offer programs. Site-based summer school principals have the latitude to determine times to hold the programs.
- Each site-based program will receive $150 per student to host their summer program. This includes the cost of the principal, assistant principal (if applicable), secretary, teachers, and student and teacher assistants.
- In accordance with Virginia Department of Education guidelines, the student/teacher ratio is 18:1.
- Site-based summer school principals are responsible for payroll processing, transportation costs, and custodial support.

Please return this form to the Summer School Office no later than January 31.