UTICA CITY SCHOOL DISTRICT
929 York Street
Utica, New York 13502

Sara E. Klimek
Chief Human Resources Officer

Phone (315) 792-2249
Fax (315) 792-4885

SPECIAL EDUCATION SUMMER SCHOOL – 2023

All Programs are pending State Education Department and Board of Education approval subject to availability of funds and student enrollment.

Information for the anticipated July 5th – August 15th 2023
Special Education Program

Eligible student for the 2023-2024 School Year

12:1(3:1) – Grades 1-12
8:1:1 or 8:1:2 – Grades 1-6
12:1:1 – Grades 1-8
15:1 – Grades 1-6

Component of the Special Education Program where "handicapping conditions are severe enough to exhibit the need for a structured learning environment … to maintain developmental levels as determined by the Committee on Special Education and supported with appropriate documentation".

The purpose of this program is to provide Special Education activities, including related services, in the Utica City School District for eligible Special Education students in self-contained classes.

Dates of Program: July 5, 2023 through August 15, 2023

Vacancies for Staff are: (Appropriate New York State Certification Required)

Teachers of Special Education
Speech Pathologist(s)
Social Worker
Art Teacher
Physical Education Teacher
Music Teacher
Occupational Therapist(s)
Physical Therapist(s)
Typist (Hourly Base Pay–10-month Elementary)
Teacher Assistants
Nurse

We are an Equal Opportunity Employer which fully and actively supports equal access for all regardless of Race, Color, Weight, National Origin, Ethnic Group, Religion, Religious Practice, Disability, Sexual Orientation, Gender, Age, Veteran Status, or Genetic Information.

UTICA CITY SCHOOL DISTRICT
929 York Street
Utica, New York 13502

Sara E. Klimek
Chief Human Resources Officer

Phone (315) 792-2249
Fax (315) 792-4885

Responsibilities:

- All staff will be required to work August 15, 2023 from 8:30 A.M. to 12:30 P.M. This closing session will be utilized for completion of records and reports, packaging materials and supplies and closing rooms. **Students will also be in attendance on August 15, 2023.**
- Professional staff will be assigned depending upon student enrollment program requirements.
- Teaching Assistants will be assigned from 8:30 A.M. to 12:30 P.M. daily.
- Teacher Assistant responsibilities will include: attending to personal needs of students – dressing, toileting, feeding, etc., lifting, handling and positioning, techniques of physically handicapped students; supervision at lunchtime; working with the students in academic and other areas of instruction under the supervision of a teacher or professional.

Criteria for Selection of District-Wide Personnel:

- The minimum requirement of all teaching staff is appropriate New York State Certification.
- Teachers presently servicing Special Education students at the age/grade level of the summer school enrollees will be given preference if all other factors are equal.
- Certified Teacher Assistants will be given priority in the selection process.
- Teacher Assistants presently working with Special Education students will be given preference.
- Satisfactory summer service in **continuous** summer appointments will be the primary procedure for staff selection per contract. **Previous summer school attendance will also be considered for continued employment as students require consistent instruction.**

Salaries: Professional staff and Teacher Assistants will be paid according to contract.

Applications: Application forms are available in each Building Principal's Office and the Human Resource Department located in the Administration Building, 929 York Street, Utica, NY 13502. Qualified staff should submit an application to Sara E. Klimek, Chief Human Resources Officer by the close of business on **February 13, 2023** via FAX (315) 792-4885, mail or bring to Human Resource Department. If faxed, please retain a confirmation for your records. **PLEASE DO NOT E-MAIL.**

SEK/ss
1/30/23

We are an Equal Opportunity Employer which fully and actively supports equal access for all regardless of Race, Color, Weight, National Origin, Ethnic Group, Religion, Religious Practice, Disability, Sexual Orientation, Gender, Age, Veteran Status, or Genetic Information.

UTICA CITY SCHOOL DISTRICT
929 York Street
Utica, New York 13502

Sara E. Klimek
Chief Human Resources Officer

Phone (315) 792-2249
Fax (315) 792-4885

APPLICATION FOR ALL STAFF

SPECIAL EDUCATION SUMMER SCHOOL – 2023

Please complete and return to the Human Resource Department by February 13, 2023

Please check appropriate box:

___ **Teacher**

___ **Support Staff**

___ **Teacher Assistant**

___ **Clerical**

Name: _____

Home Address, Street, City, Zip Code: _____

Home Phone: _____

Position applying for: _____

Certification Status: _____

Current Position: _____
(Please note if Special Education, Regular Ed., ESL, Library, etc.)

School location: _____

Length of time in current position: _____

Previous continuous Utica City School District SPECIAL EDUCATION Summer School Employment:
___ **Yes** ___ **No** **If yes, number of continuous years:** _____

In what capacity (Teacher/Teacher Assistant/Substitute? _____

If interested in substituting, please indicate dates available:

July _____ **August** _____

_____ _____
(Please Print) **Signature** **Date**

Please note: Positions are subject to elimination if warranted by enrollment numbers.

We are an Equal Opportunity Employer which fully and actively supports equal access for all regardless of Race, Color, Weight, National Origin, Ethnic Group, Religion, Religious Practice, Disability, Sexual Orientation, Gender, Age, Veteran Status, or Genetic Information.