



## TEACHER APPLICATION for AEF K-8 SUMMER ACADEMY 2024

February 22, 2024

TO: Elementary Certificated Staff

FROM: Amy Tambara, AEF K-8 Summer Academy Coordinator

RE: **Alhambra Educational Foundation**  
**2024 K-8 SCHOOL ACADEMY, June 3 – July 12, 2024**

Dear Prospective Summer Academy Teacher:

You are invited to apply for a teaching position with the AEF 2024 Elementary School Summer Academy. This is a major program run by AEF to serve students of AUSD and the community at large. We are seeking teachers for grades K-8 for enrichment and 'getting ready' classes for all grades. Please complete the attached application and submit with requested documents to the Alhambra Educational Foundation office by **March 29, 2024** or until positions are filled.

- This year's elementary Summer Academy will be held in-person at Marguerita School for the morning sessions and San Gabriel High School for the afternoon sessions.
- Classes will be held Monday through Friday beginning June 3 and ending on July 12.  
**Five (5) days a week for six (6) weeks.**
- Pay for all teachers, regardless of salary schedule is \$45.00 per hour. "Full time" Salary is based on a 5.25-hour day (4 hours of class time, 15-minute break and 1 hour prep per day.) Salary for only one-morning class (2 hours) or an additional 2-hour 'afterschool' class is based on a 2.5-hour day (2 hours of class time and .5 prep per day). There will be no school on June 19<sup>th</sup> and July 4<sup>th</sup>. You will be paid for the holidays. There will not be any sick leave pay for days not worked.
- A mandatory curriculum training and planning day will be held on Wednesday, May 29, 2024, from 9:00 AM-10:00 AM at Marguerita School for the morning sessions and Thursday, May 30, 2024 from 8:30AM-9:30 AM at San Gabriel High School for the afternoon sessions. You will receive one day's pay for this day.
- An evening Open House for all students will be held during the last week of this program (TBD). Attendance at the Open House is mandatory for all teachers. Teachers will be paid for 2 additional hours for this event.
- All employees will be employees of AEF and receive Social Security credits (no PERS or STRS).
- You will be notified of the status of your application as early as possible and no later than May 12.



- *All assignments are subject to sufficient class enrollments; AEF reserves the right to cancel classes based on low enrollment.*
- All AEF teachers receive a 40% discount on AEF Early Bird tuition fees for their children K-8 and/or high school.
- Teachers are expected to develop their own class curriculum and syllabus and provide them to the Summer Academy Principal prior to the start of the program. Classes should be **fun, creative, enriching**, and will not require students to complete work at home or be assigned homework. Teachers will report to the AEF Summer Academy Principal.
- The Summer Academy is being offered as an enrichment program for students from the Alhambra Unified School District and surrounding districts.
- The K8 Class Catalog is posted on the website [www.aef4kids.com](http://www.aef4kids.com).

If you are interested in teaching for AEF's Elementary Summer Academy, please complete the attached application and **submit to the Alhambra Educational Foundation by March 29, 2024, or** until positions are filled. You may submit the application via:

Email: [atambara@aef4kids.com](mailto:atambara@aef4kids.com)

Interoffice mail: address to AEF – K-8 Summer Academy

U.S. Mail: 1603 Chestnut Street, Alhambra, CA 91803,

Attn: AEF K-8 Summer Academy

Should you have any questions regarding the AEF Summer Academy, please call the AEF office at 626-943-3080, or email [atambara@aef4kids.com](mailto:atambara@aef4kids.com) or Michelle Alcala at [malcala@aef4kids.com](mailto:malcala@aef4kids.com).



**ALHAMBRA EDUCATIONAL FOUNDATION**  
**2024 Application for K-8 Summer Academy**

Please submit to the Alhambra Educational Foundation by **March 29, 2024** (or until positions are filled). You may submit the application via email: [atambara@aef4kids.com](mailto:atambara@aef4kids.com) or U.S. Mail: 1603 Chestnut St., Alhambra, CA 91803, Attn: AEF Summer Academy

**\*\* (Type online, print or save and send to [atambara@aef4kids.com](mailto:atambara@aef4kids.com))**

(Type or Print)

Name \_\_\_\_\_ Email address\* \_\_\_\_\_  
Last First Initial \*not AUSD email

Address \_\_\_\_\_  
Number and Street City Zip

Home Telephone ( ) \_\_\_\_\_ Cell Telephone ( ) \_\_\_\_\_

Current Work Site & District \_\_\_\_\_ Position \_\_\_\_\_

Degree \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Degree \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Credential (s) \_\_\_\_\_  
Designate subject area

List, by order of preference, the summer school grade/course you would like to teach. Your preference must correspond to the classes being offered. See K8 Class Catalog on the website [aef4kids.com](http://aef4kids.com).

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

List special considerations, training, bilingual capability, or experience.

\_\_\_\_\_  
\_\_\_\_\_



List regular session (during the school year) paid teaching experience for the last three years. Include grade level and school name.

2023-2024 \_\_\_\_\_  
(Grade Level & Position) (School)

2022-2023 \_\_\_\_\_  
(Grade Level & Position) (School)

2021-2022 \_\_\_\_\_  
(Grade Level & Position) (School)

List paid summer school teaching experience for the last three years. Include grade level and school site.

2023 \_\_\_\_\_  
(Grade Level) (School)

2022 \_\_\_\_\_  
(Grade Level) (School)

2021 \_\_\_\_\_  
(Grade Level) (School)

Years of teaching in the Alhambra Unified School District \_\_\_\_\_

Total years of teaching \_\_\_\_\_

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that false or misleading information given in my application or interview may result in discharge. I understand that I am required to abide by all rules and regulations of the Alhambra Educational Foundation (AEF). If I am hired to teach any class for AEF I understand that I am making a commitment to teach the entire summer academy period, and will not plan my vacation while summer academy is in session. I agree that I have had successful teaching experience. I understand that all assignments are subject to sufficient class enrollment.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

**Please submit completed application by **March 29, 2024** (or until positions are filled).  
Thank you for your interest in AEF's K-8 Summer Academy!**