



ALHAMBRA EDUCATIONAL FOUNDATION

626-943-3080

February 22, 2024

TO: Potential Summer High School Teachers

FROM: Alhambra Educational Foundation

RE: Alhambra Educational Foundation's
2024 SUMMER HIGH SCHOOL PROGRAM, June 6, 2024 – July 12, 2024

Dear Prospective Summer High School Teacher:

You are invited to apply for a teaching position with the Alhambra Educational Foundation's (AEF) 2024 Summer High School program. This is a major program run by AEF to serve students of AUSD and the community at large. We are seeking teachers for grades 9-12 for 'get ahead' and enrichment classes for all grades. To apply for a teaching position, please complete the attached application and submit either online to bill_yee@aef4kids.com with requested documents or to the Alhambra Educational Foundation office by **MONDAY, MARCH 18, 2024**.

- Summer High School will be held onsite this year at **San Gabriel High School**. Classes will be held Monday through Friday beginning Thursday, June 6th and ending on Friday, July 12th.
- Classes will operate from 8:00 AM to 1:25 PM **Five (5) days a week for five (5) weeks**.
- A mandatory curriculum training and planning day will be held on **Thursday, May 30, 2024 at 9 am at the San Gabriel High School library**.
- In lieu of July 4th there will be no school on Thursday, July 4th. In addition, June 19th will also be a holiday with no school on Wednesday, June 19th. "Full time" Teachers will earn (2) days (6.25 hours) of holiday pay for both holidays for the summer school session. Pay for all teachers, regardless of experience, is \$45 per hour. "Full time" Salary is based on a 6.25 hour day (5.25 hours of class time, break, and 1 hour prep per day.) All employees will be employees of AEF. Social Security credits will be accrued; no PERS or STRS. Total compensation for "Full-Time" morning employee is \$7875.00 (Incl. meeting day and holiday pay.)
- You will be notified of the status of your application as early as possible; no later than Friday, **5/17/24**. All assignments are subject to sufficient class enrollments; AEF reserves the right to cancel classes based on low enrollment.
- 10-credit classes will operate the full 5 weeks of program; 5-credit classes will operate for 2.5 weeks.



- Teachers are expected to develop their own class curriculum and syllabus and provide them to the Summer High School Principal for approval prior to the start of the program. Curriculum should follow California standards. Teachers will report to the AEF Summer High School Principal.

SUMMER HIGH SCHOOL PROPOSED COURSE OFFERINGS

All courses are 10 credits unless otherwise noted:

MATH:

Integrated Math I Bridge (5 credits elective) Integrated Math I Integrated Math II
Integrated Math III Trigonometry/Pre-Calculus Elementary Calculus

SCIENCE:

Chemistry Biology Environmental Science

SOCIAL SCIENCES (UNLESS NOTED ALL CLASSES grades 10-12 ONLY):

Ethnic Studies World History U.S. History
American Government (5 credits) Economics (5 credits)

ENGLISH/LANGUAGE DEVELOPMENT:

Expository Writing Bridge (5 credit elective)

Career Technical Education (CTE):

Personal Finance (9th – 12th) Foods (9th – 12th)
Website Design (9th - 12th) Medical Terminology (9th – 12th)

If you are interested in teaching in AEF's Summer High School, please complete the attached application.

ALHAMBRA EDUCATIONAL FOUNDATION

1603 Chestnut Street, Alhambra, CA 91803
www.aef4kids.com • support@aef4kids.com • Tax ID# 95-4429310



Application for Summer High School/GENERAL

Please submit to the Alhambra Educational Foundation by MONDAY, MARCH 18, 2024. You may submit the application via: Email: bill_yee@aef4kids.com or mail:

1603 Chestnut St., Alhambra, CA 91803, Attn: Bill Yee

(Type online, print, save and send to summerschool@aef4kids.com)

Name _____ email address _____
Last First Initial

Address _____
Number and Street City Zip

Home phone () _____ Cell phone () _____

A. WORK EXPERIENCE:

Current Employer: _____

Position _____ Employed From _____ to _____
Dates Dates

Primary responsibilities _____

Supervisor's Name, Title & Phone # _____

Contact my current employer _____ at any time _____ only if I'm a finalist for a position

If no longer working there, reason for leaving _____

Previous employer: _____

Position _____ Employed From _____ to _____
Dates Dates

Supervisor's Name, Title & Phone # _____

Contact this reference _____ at any time _____ only if I'm a finalist for a position

Primary responsibilities _____

Reason for leaving _____



B. PROFESSIONAL PREPARATION & EDUCATION: List Major & Minor. Special consideration is given to employing teachers in Major fields.

Degree _____ Major _____ Minor _____ Yr _____

Degree _____ Major _____ Minor _____ Yr _____

Credential(s) _____
Designate subject area and credential type

Is your Credential registered with Los Angeles County? ____ Yes ____ No
 Please submit a copy of your current credentials with your application.

C. EXPERIENCE: High School courses you are presently teaching. Include grade level, **(R)** Regular, **(H/AP)** Honors/Advanced Placement

Course(s)	Grade Level	R	H/AP	Yrs Teach
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

D. POSITION/COURSES APPLYING FOR: (List in priority order - see Course Offerings)

1. _____ 2. _____ 3. _____

E. ELIGIBILITY REQUIREMENTS: a copy of your current teaching evaluation report indicating satisfactory performance, and your current teaching credential must be submitted with your application.

Applications will not be considered without these documents.

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 high school period, and will not plan my vacation while the program is in session. As a condition of my employment, I understand I will need to prove my eligibility to work in the USA, as per the Federal I9 form, and will need to provide a copy off my TB test certificate, with test result read after July this year. If I have not already completed a DOJ/FBI Livescan background check for AEF, I understand I will need to do this as a condition of employment, at my expense. If offered employment, I agree that will complete these tasks by May 31, this year. I also understand that all teaching assignments are subject to sufficient class enrollment and that classes may be cancelled at any time by AEF due to low enrollment.

 (Signature of Applicant)

 (Date)