



SUBSTITUTE TEACHER APPLICATION for 2024 K-8 SUMMER ACADEMY

February 22, 2024

TO: Elementary Certificated Staff

FROM: Amy Tambara, Summer Academy Coordinator

RE: Alhambra Educational Foundation
SUBSTITUTE TEACHER for 2024 K-8 SUMMER ACADEMY

You are invited to apply for a Substitute teaching position with the 2024 AEF K-8 Summer Academy. This program is a major program run by AEF to serve students of AUSD and the surrounding communities. We are seeking substitute 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 as soon as possible.

- This year's elementary school Summer Academy will be June 3 through July 12. (5 days a week)
- Summer Academy hours at Marguerita School are: K-3 classes: 8:30am – 1:00pm; and grades 4-8: 8:30am – 10:30am, 10:45am – 1:00pm.
- Afternoon Day Camp class for grades K-3 at Marguerita School from 1:00-3:30pm and 1:00-5:30
- Afternoon grades 4-8 classes are at San Gabriel High School from 1:30pm-3:30pm and 3:30pm-5:30pm.
- Pay for all substitute teachers is \$45 per hour (2 hours teaching and .5 of 'prep time) or full day (4 hours teaching and .5 'prep time.').
- All employees will be employees of AEF and receive Social Security credits; no PERS or STRS.
- Substitute Teachers will be on-call temporary employees of AEF and will not earn sick time.
- Substitute Teachers will report to the AEF Summer Academy Principal.

If you are interested in becoming a substitute teacher for AEF's Elementary Summer Academy, please complete the attached application and **submit to the Alhambra Educational Foundation**. You may submit the application via:

Email: summerschool@aef4kids.com

Inter office mail: addressed to AEF

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

Should you have any questions regarding the AEF Summer Academy, please call the AEF office at 626-943-3080, or email summerschool@aef4kids.com.



ALHAMBRA EDUCATIONAL FOUNDATION

SUBSTITUTE TEACHER APPLICATION for K-8 Summer Academy 2024

Please submit to the Alhambra Educational Foundation. You may submit the application via: Email: summerschool@aef4kids.com or U.S. Mail: 1603 Chestnut St., Alhambra, CA 91803, Attn: Amy Tambara

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

(Type or Print)

Name _____ Email address* _____
Last First Initial *no AUSD email

Address _____
Number and Street City Zip

Home Telephone () _____ Cell Telephone () _____

Current Work Site & District _____

Grade Level(s) _____

Degree _____ Major _____ Minor _____

Degree _____ Major _____ Minor _____

Credential (s) _____
Designate subject area

List special considerations, training, bilingual capability or experience.

List days and times you are available to teach:



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

2023-2024 _____
(Grade Level/Subject) (School)

2022-2023 _____
(Grade Level/Subject) (School)

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

2023 _____
(Grade Level/Subject) (School)

2022 _____
(Grade Level/Subject) (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).

(Signature of Applicant)

(Date)

Thank you for your interest in AEF's Summer Academy