



**SWEETWATER UNION HIGH SCHOOL DISTRICT
HUMAN RESOURCE SERVICES DIVISION**

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DATE: September 7, 2017
TO: All S.E.A. Bargaining Unit Members
FROM: Director of Human Resources
RE: **POSTING OF THE FOLLOWING EXTRA-SERVICE ASSIGNMENT:**

APPLICATION PROCEDURE:

Qualified certificated employees interested in being considered for the following position should complete personnel form 8029-D (Certificated Application for Posted Position – Extra Service Consultant/Curriculum Work). The form is available in the principal’s office or from the Human Resources Department. All applications must be submitted to the Human Resources Department, Attention **Ligaya Quitlen, no later than 4:30 p.m. on September 14, 2017.**

POSTING NUMBER: 989-18

POSITION TITLE: Teacher of Record for On-line Career Technical Education (CTE) Course Offerings through Edmentum Course Library. CTE course offerings to include:

Intro to Culinary Arts	Principles of Business & Marketing
Principles of Engineering & Technology	Intro to Manufacturing
Applied Medical Terminology	Audio/Video Production
Principles of Information Technology	Marketing, Advertising and Sales
Careers in Criminal Justice	Digital Photography

EFFECTIVE DATES: September, 2017 – June 30, 2018

COMPENSATION: Established hourly rate for certificated extra duty*
**Teacher of record will be paid five (5) minutes at the hourly rate of pay for each final student grade submitted in accordance with the MOU between SUHSD and SEA re: Pilot for Alternative Education-CTE Program.*

DESCRIPTION OF SERVICE: Serve as the “teacher of record” for students participating in the on-line Career Technical Education (CTE) course offerings through the Edmentum Course Library. The Edmentum Program will manage and monitor student(s) progress and will perform all of the grading. The teacher of record will be responsible for verification and assignment of student’s final grade based on the Edmentum Program and completion of the course.

MINIMUM QUALIFICATIONS: Preferred experience teaching the appropriate curriculum area.

CREDENTIAL: Valid California Credential for services rendered.

“The Sweetwater Union High School District will fulfill the promise of 100% student success”