

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

1130 Fifth Avenue
Chula Vista, CA 91911-2896

General Information:
Phone: (619) 691-5530
Fax: (619) 407-4948

Dr. Maribel Gavin
Interim Assistant Superintendent
PH: (619) 585-6010
FAX: (619) 407-4948

Karen T. Hernandez
Director of Human Resources
PH: (619) 691-5504 / 585-6001
FAX: (619) 407-4948

Ligaya Quitlen
Interim Operations Manager
PH: (619) 585-6007
FAX: (619) 407-4948

Lindsay Mayer
Benefits Manager
(619) 585-4420
FAX: (619) 407-4921

**PLEASE POST
OR CIRCULATE**

DATE: October 7, 2025

TO: All S.E.A. Bargaining Unit Members

FROM: Karen Hernandez, Director of Human Resources



RE: POSTING FOR EXTRA-SERVICES POSITION

APPLICATION PROCEDURE:

Qualified certificated employees interested in being considered for the following position should complete personnel form 8029-D-90 (Application for Posted Position – Extra Service Consultant/Curriculum Work). The form is available on the district's Certificated Employment webpage or from Human Resources. **All applications must be submitted to Human Resources, email: hrcertapplications@sweetwaterschools.org, no later than 4:30 p.m. on Monday, October 13, 2025.**

POSTING NUMBER: 105-26

POSITION TITLE: Textbook Adoption Advisory Committee for Biology High School

SITES(S): SUHSD- Administration Center

EFFECTIVE DATES: October 2025, teachers will meet for three full days to review and evaluate textbooks/materials. Committee members will also be compensated for attending a 2-hour virtual Textbook Adoption Advisory Committee Orientation, and they will be encouraged to attend a district-wide publisher presentation for their subject area.

COMPENSATION: Classroom substitutes will be provided for full day events, and an established hourly rate for certificated extra duty will be provided for the orientation and publisher presentation.

**MINIMUM
QUALIFICATIONS:**

At least three years' experience teaching the appropriate curricular area. Ability to perform the work within the established district guidelines and within the timeline for completion. Teachers should have in-depth knowledge of the 3 dimensions of the Next Generation Science Standards, the CA Science Framework 3-course model, Universal Design for Learning, Literacy and ELD Standards, 3-dimensional assessment practices, student-centered culturally responsive instruction, and some expertise in instructional technology