

June 7, 2024

TO: ALL BUILDINGS – PLEASE POST

FROM: Michael McLymore  
Assistant Superintendent, Human Resources

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RE: INTERNAL POSTING-Extended School Year – ESYP 2024 – CSEA Support Staff

This posting will close at 4 PM on  
Friday, June 14, 2024  
\*Re-Post\*  
\*Not holding to the 10 Days\*

At the present time the District has the following vacancies for CSEA Staff:

PROGRAM	Location	Positions	Dates & TIME	# of Weeks & DAYS
Summer School Up	Temple Hill Academy	(1) Clerical	7/8/24 to 8/2/24 8:00AM-12:30PM	4 week program 5 days/week M-F
12 MO. Exceptional Learners			7/8/24-8/16/24 8:00AM-12:30PM	6 week program 5 days/week M-F

Preference will be given to CSEA 10 month employees. \*Clerical responsibilities will include payroll timesheet processing and working with Infinite Campus.

Application Process	Click on “ESYP Employment Opportunities” apply next to the corresponding Posting. Paper applications will not be accepted.
Interviews	<b>All applicants must be interviewed prior to being Board approved.</b> The tentative dates are: TBD Interview times for all dates are TBD You may select a date and time during the application process.
Rate of pay	As per the CSEA contractual rates stated in the Collective Bargaining Agreement
Orientation	<b>Mandatory participation in orientation on the following tentative dates &amp; locations:</b> Participation in the orientation sessions is mandatory on the following dates: ELEMENTARY PROGRAMS: June 27 & 28 2024, 8:30AM-12:30PM. You will be notified by email of the location. MIDDLE SCHOOL PROGRAMS: June 27 & 28 2024, 8:30AM-12:30PM at NFA Main. HIGH SCHOOL PROGRAMS: July 11 & 12, 2024, 8:30 AM-12:30 PM at NFA Main.