



2025 EXTENDED SCHOOL YEAR SPECIAL EDUCATION ASSISTANT - SMH

ANNOUNCEMENT #667

LOCATIONS: Hoover, PAAC, and Walton
SALARY: Proper Placement on Salary Schedule
FINAL FILING DATE: May 2, 2025 by 4:00 pm

“OPEN TO CSEA 318 BARGAINING UNIT MEMBERS ONLY”

ELIGIBLE APPLICANTS

All permanent and probationary Paraprofessionals, regardless of specialty. First priority will be given to persons in the specialty noted above. Second priority will be given to persons in related specialties.

SELECTION PROCESS: Based on SENIORITY AND QUALIFICATIONS.

Employment Subject to Student Enrollment

Should your summer school assignment be cancelled due to lack of enrollment, you do not have the right to bump other employees from their summer school assignment. If there is a vacant summer school position available, you will be offered that position.

ASGMT. NO.	PROGRAM	LEVEL	DATES	SITE	HOURS	# OF AVAIL. POS.
1	SDC M/S	PreK	6/3 – 6/30	PAAC	7:45am – 11:15am	31 SMH
2	SDC M/S	(1:1) PreK	6/3 – 6/30		7:45am – 11:15am	1 SMH (1:1)
3	SDC M/S	(ROVER) PreK	6/3 – 6/30		7:45am – 11:15am	1 SMH
4	SDC M/S	PreK	6/3 – 6/30	Hoover	7:45am – 11:15am	9 SMH
5	SDC M/S	K-8	6/3 – 6/30		8:15am – 12:45pm	57 SMH
6	SDC M/S	(1:1) K-8	6/3 – 6/30		8:15am – 12:45pm	11 SMH (1:1)
7	SDC M/S	(ESLI) K-8	6/3 – 6/30		8:15am – 12:45pm	1 ESLI
8	SDC M/S	High School (9-12)	6/3 – 6/30		8:45am – 1:15pm	6 SMH
9	SDC M/S	Young Adult	6/3 – 6/30		8:45am – 1:15pm	6 SMH
10	SDC M/S	(1:1) High School (9-12) – Young Adult	6/3 – 6/30		8:45am – 1:15pm	5 SMH (1:1)
11	SDC M/S	(ESLI) High School (9-12) - Young Adult	6/3 – 6/30		8:45am – 1:15pm	1 ESLI
12	SDC M/S	(ROVER) K-Young Adult	6/3 – 6/30		8:30am – 12:00pm	3 SMH
13	SDC M/S	PreK	6/3 – 6/30	Walton Special Center	7:45am – 11:15am	5 SMH
14	SDC M/S	K-8	6/3 – 6/30		7:45am – 12:15am	5 SMH
15	SDC M/S	High School-Young Adult (9 th grade and up)	6/3 – 6/30		7:45am – 12:15am	1 SMH
16	SDC M/S	SUBSTITUTE – ALL LEVELS	6/3 – 6/30 AS NEEDED	ALL SITES	HOURS DEPENDED ON NEED	MULTIPLE

[**CLICK HERE TO SUBMIT YOUR ESY APPLICATION**](#)

MANDATORY Extended School Year Orientation

Monday, June 2, 2025 at 7:45am

<u>ESY Assignment:</u>	<u>Orientation Address:</u>
Hoover or PAAC	– 2900 Kirk Ave.
Walton Special Center	– 4131 Crown Ave.

****If you do not attend Orientation your assignment may be given away****

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Frequently Asked Questions

STAFFING & APPLICATIONS

Q: Is a Rover and a Substitute the same position?

A: Not exactly. A Rover has set hours for ESY, you report to your assigned site each day and are then directed to the classroom where you're needed. A Substitute, on the other hand, is on-call and works only when needed.

Q: What do I need to know about EPAs?

A: All EPAs (**Electronic Personnel Authorization**) must be completed **before ESY begins** to ensure timely payment for all employees. This will be taken care of by ESY Administration.

Paraprofessionals

Q: How will paraprofessionals apply for available ESY positions?

A: Applications will be distributed via **Laserfiche**. Job acceptance may be confirmed directly on the form.

Q: I can't remember my Laserfiche login, how can I still apply to work ESY?

A: Your Laserfiche login is your full district email address (including @stocktonust.net), password: your corresponding email password. If you are still unable to login you will need to submit a [Helpdesk Ticket](#) through the Technology & Innovation Department. Please don't wait on submitting a ticket if needed as these requests are not immediate.

Q: When will I be notified if I received an ESY assignment?

A: You will be sent notification from Human Resources (via district email and USPS) within a week of the ESY posting close date. You will also receive confirmation from Laserfiche with your assignment listed once your application is fully processed.

Q: If I already applied through ELOP for summer work, do I still need to apply for ESY?

A: The ELOP summer work is a totally different program. If you are wanting to work ESY through the Special Education Department, you would need to complete [this application](#) And inform the ELOP Department of your decision.

Q: I'm newer to the district, what if all the positions I select are filled by employees with higher seniority will I not be able to work ESY?

A: If all of the positions you select are filled by paraprofessionals with higher seniority, you will be contacted by Human Resources and given the opportunity to select from the remaining positions available.

Q: What are the job duties for ESY Paraprofessionals?

A: The available positions are under the Special Education Assistant - SMH classification. Any paraprofessional working ESY is required to carry out **all duties** outlined in the [job description](#) for the Special Education Assistant - SMH classification.

Q: Do I need to sign in and out daily if I'm already completing a timesheet?

A: Yes, you are required to sign in and out daily; this will be used to verify your timesheet hours.

Q: How will sick/vacation accruals be granted?

A: You will need to have completed at least 11 days of work in order to accrue the 1 sick and 1 vacation day.

Q: Will I be paid for the Juneteenth Holiday?

A: As long as you work the day before and the day after the holiday, you will receive holiday pay for Juneteenth.

Q: The teacher I work with during the regular school year is working ESY. Can I request to be placed in the same classroom as them?

A: All paraprofessional placements are determined based on seniority and program needs; therefore, we are unable to accommodate individual preferences.

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