



Directions for applying for a 2016 Summer School position in the DCPS Extracurricular Application

1. To apply for a summer school position, go to <https://www.dcpsadditionalpositions.org>

This will send you to the DCPS Extracurricular Applications home page.

Program Description	
Summer School (2016)	
Central Office IEP Team Show/hide details	Sign in to apply
Coordinator (K-7 Summer School)	Apply
ELL Summer Academic Program (ELLSAP) Show/hide details	Apply
ESY Home and Hospital Instruction Program (HHIP) Show/hide details	Sign in to apply
Extended School Year (ESY) Show/hide details	Apply
Related Service Providers/RSP Camps Show/hide details	Apply
Summer School (Grades K-7) Show/hide details	Apply
Summer School (High School) Show/hide details	Apply
Teachers Central To Leadership (TCTL) Show/hide details	Sign in to apply

2. This is the DCPS Extracurricular Applications homepage.

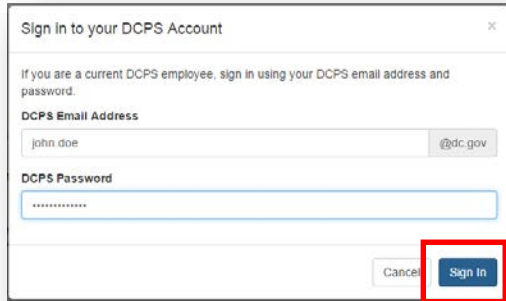
Current DCPS employees, Click **Sign In**.

Current Employees: Sign In

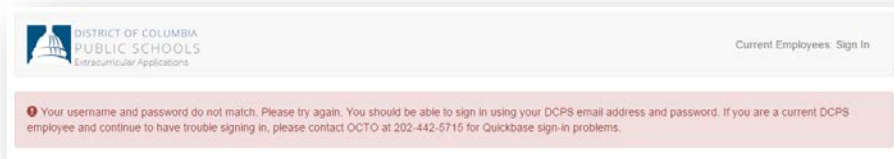
Please note:

- You may only apply for one position within each application cycle.
- Some programs are only available for current DCPS employees. [Please sign in.](#)

Enter your **dc.gov email address** and password. Click **Sign In**.



If you are a current DCPS employee, but do not have access to an email address, have misplaced your password, or have other Quickbase sign-in problems contact **OCTO** at **(202) 442-5715**.

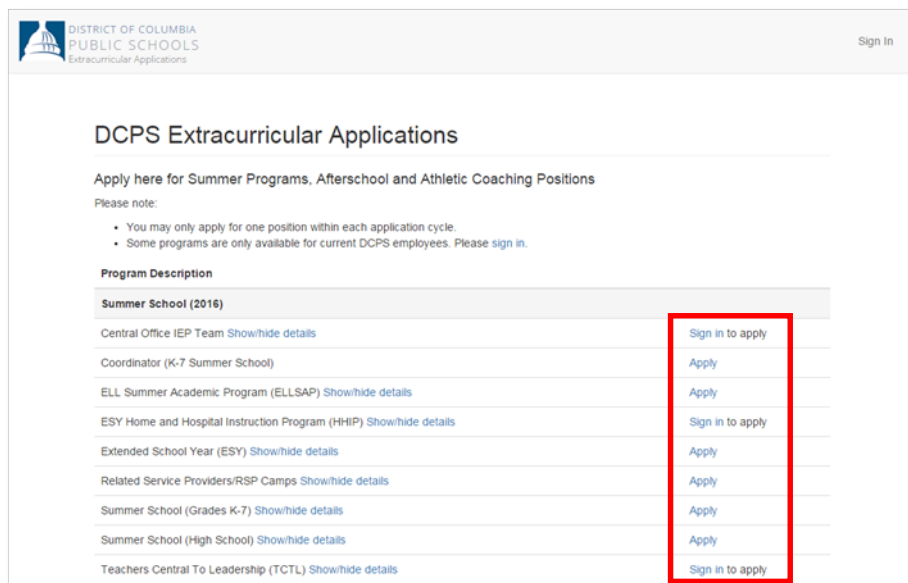


Non-DCPS employees skip the sign-in process and proceed directly to Step 3.

3. Review the list of programs under the **Summer School (2016)** section.

You can view descriptions of each of the programs by clicking **Show Details**.

Click the **Apply** link for the program you are interested in. **You can only apply once.**



Program Description	Action
Summer School (2016)	
Central Office IEP Team Show/hide details	Sign in to apply
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ESY Home and Hospital Instruction Program (HHIP) Show/hide details	Sign in to apply
Extended School Year (ESY) Show/hide details	Apply
Related Service Providers/RSP Camps Show/hide details	Apply
Summer School (Grades K-7) Show/hide details	Apply
Summer School (High School) Show/hide details	Apply
Teachers Central To Leadership (TCTL) Show/hide details	Sign in to apply

- This is the Summer School application page. Job descriptions are available in PDF format for each summer program.

DISTRICT OF COLUMBIA PUBLIC SCHOOLS
Extracurricular Application

DCPS Extracurricular Position Application

This is the application for DCPS extracurricular applications. Please note that you may only submit one application for each program season. Also note that applications must be started and finished in one sitting; partially completed applications cannot be saved. To submit your completed application, please click the green 'Save' button at the bottom of the page.

Program Name Summer School (Grades K-7)	Year 2016
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Thank you for your interest in being a part of a 2016 DCPS Summer Program! This is the application for all K-7 Summer School Positions - K-5 Teacher, 6-7 Teacher, and K-3 Paraprofessional.

Springboard Summer
K-3 Teachers selected to teach Summer School will implement Springboard Summer, a program of the Springboard Collaborative, and work closely with the Springboard Site Manager. Additional duties and responsibilities include:

- Attend and engage in three professional development (PD) sessions: two sessions held centrally at an off-site location; one session led on-site by the Springboard Site Manager.
- Conduct home visits, creating a crucial new dynamic that will allow teachers and parents to reach growth goals in partnership.
- Lead students toward reading growth goals by delivering three hours of targeted, daily (M-F) literacy instruction as defined by Springboard Collaborative's curricular approach.
- Submit weekly lesson plans via the Springboard data system (SLINKY).
- Facilitate weekly workshops to equip parents to drive reading progress at home.
- Maintain family partnerships through daily parent communication tool.
- Gather and submit data including reading levels and progress towards goals via SLINKY.
- Participate and engage in weekly team meetings and weekly coaching sessions with Site Manager to review data, plan interventions, and receive targeted support towards teachers' individual goals.

To view position job descriptions, please click the position title below:

- [K-3 Paraprofessional](#)
- [K-7 Teacher](#)

- Click "Choose File" and upload a résumé in one of the following formats - .PDF, .DOC, .DOCX.

Summer Program Résumé *

Choose File No file chosen

- Select your preferences for preferred **position**, **school**, and **grade**. Questions and options will vary by program and position.

Preferred Position*
Teacher K-5

Desired School*
Tyler ES

Desired School (Second Preference)*
Walker-Jones EC

Preferred Grade*
1

Preferred Grade (Second Preference)*
2

Please list any additional information for your application.

How did you find out about this application?

- Answer the questions regarding licensure and certifications in the **Candidate Licensure** section.

Candidate Licensure Details

Licensed Content Area*
No DC License

Please list any additional teaching certifications you hold.

8. Answer the questions regarding your previous experience in summer school and training in the **Summer School Experience** sections. Questions vary by program and position.

Summer School Experience

Have you ever worked in a Summer Program before?*

Have you ever completed the Administration of Medication with Diabetes Training?*

Have you ever completed the Administration of Medication Training without Diabetes Training?*

K-7 Summer School Experience

Please rank your familiarity with Lexia blended learning program on a scale of 1-5, with 5 being the greatest familiarity.*

Please rank your familiarity with the ST Math blended learning program on a scale of 1-5, with 5 being the greatest familiarity.*

Would you be interested in receiving coaching on your summer school instruction from instructional coaches and/or a master educator?*

9. If you are a non-DCPS employee, fill out the information in the **Personal Information**, **Work Experience**, **Military Service History**, and **Background Information** section.

Personal Information

First Name* Middle Name Last Name*

Street Address* Apt #

City* State* Zip Code*

Social Security Number (XXX-XX-XXXX)* Date of Birth*

Preferred Phone Number* ext. Secondary Phone Number

Email Address* Reenter Email Address*

Work Experience

Most relevant/recent job experience:

Employer's Name

Employer's Address

Employer's Phone

Employed From: To:

Annual Salary (Starting) Annual Salary (Final)

Average Hours (Per Week) Number of Employees Supervised

Name and Title of Supervisor

10. Once you have completed the application with all the required fields, review the additional information section and click the green **Save** button at the top or bottom of the page.

Additional Information

Press **Save** to complete your application. You will receive an e-mail notification of your application at your DCPS email address. Please save a the notification email for your records. If you have any issues completing the application, please contact the staffing team at dcps.staffing@dc.gov.

Notice of Criminal Background Check: In accordance with the Criminal Background Checks for the Protection of Children Act of 2004, this position has been designated and identified as one which requires a criminal background check and/or traffic record check. If you are tentatively selected for the position, a criminal background check and/or traffic record check (for positions which require the operation of a motor vehicle) will be conducted. A final offer of employment is contingent upon the receipt of a satisfactory criminal background check and/or traffic record check.

Notice of Drug and Alcohol Testing: This position is a safety-sensitive position. All safety-sensitive positions may be subject to drug and alcohol testing under the Child and Youth, Safety and Health Omnibus Act of 2004. If you are selected for this position, you may be required to submit to drug and alcohol testing, and your appointment into this position may be contingent upon negative drug and alcohol testing results. If you are appointed into this position, you may also be subject to random drug and alcohol testing.

Disclaimer: Position availability determined by student enrollment, funding, and available resources and is subject to change as a result of all.

Save

11. Once you have successfully submitted your application, you will see a summary page of your application.
12. You will be sent a receipt notification to the **dc.gov email address** you logged into the application with. If you are non-DCPS, you will receive an email to the address entered in Personal Information section.

You can review your application at any time by clicking the link provided in the email. Only one application can be submitted for the summer.

Important Notes:

Applications will be reviewed and candidates will be sent notification of their status by **April 29, 2016**.

Questions regarding the application should be directed to DCPS.Staffing@dc.gov
(NOTE: questions regarding the status of your application will NOT be answered).