



# Watertown Unified School District

Educational Service Center  
111 Dodge Street  
Watertown, WI 53094  
920-262-1460

Ivan A. Thompson  
Director of Human Resources

TO: Summer School Support Staff Applicants  
FROM: Ivan Thompson, Director of Human Resources  
DATE: January 6, 2012  
RE: Summer School 2012 - Student Support Applications

It is now January and summer school planning for 2012 is under way. In past years Erin Meyer and her assistants coordinated all aspects of summer school. This year there has been a slight change in duties. Erin will still be in charge of summer school; course planning, room assignments, supplies, registrations, fees, etc. The difference is that the hiring for summer school has now been assigned to the Human Resources Department.

This letter is being distributed to support staff to encourage them to apply for one of the summer school support positions. Each year it takes a large number of support staff to run the comprehensive program Watertown has had...and each support person is an important part of the success.

If you are interested in being a paraprofessional for summer school, please complete this application and return it to the Human Resources Office at the ESC no later than **January 23, 2012**. It is understood and expected that if you are hired as an aide for the summer school program that you will work the entire 20 days summer school is scheduled.

Summer School dates are:

June 20 through July 18, 2012 (No school on Wednesday, July 4<sup>th</sup>)

Summer Schools hours are:

Pre-Kindergarten	8:00 am - 11:30 am	Webster Elementary School
Kindergarten	8:00 am - 11:30 am	Webster Elementary School
Grades 1 - 4	8:00 am - Noon or 2:30 pm*	Watertown High School
Grades 5 - 8	8:00 am - Noon or 2:30 pm*	Watertown High School
Grades 9 - 12	8:00 am - 2:30 pm	Watertown High School

*\*The majority of grades 1-4 and 5-8 classes will end at noon; however, several afternoon sessions will be offered between 12:35 and 2:30 pm for those students needing to stay the entire day.*

If you have any questions, please call myself or my assistant, Sarah Miller, at the Human Resources Office at (920) 262-1460.