



Watertown Unified School District

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

Ivan A. Thompson
Director of Human Resources

TO: District Certified Teachers/Substitute Teachers
FROM: Ivan Thompson, Director of Human Resources
DATE: December 12, 2011
RE: Teaching Applications - Summer School 2012

It is now December 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 current Watertown teaching staff, including substitutes. Every year it takes a large number of teachers to run the comprehensive program Watertown has had, and our teaching staff has been an important part of the success of the program.

If you are interested in teaching summer school, please complete and return an application to the Human Resources Office at the ESC no later than **January 6, 2012**. If you are NOT interested in teaching summer school but may be interested in substituting occasionally, please check the appropriate box on the application. **It is understood and expected that if you are contracted to teach for summer school you will teach all of the 20 scheduled days.** The 2011-12 Master Agreement froze the wages for summer school at the hourly rates of 2011.

Summer school dates are:

June 20 through July 18, 2012 (with NO school on Monday, July 4)

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 11:30 or 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.