



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: December 12, 2011
RE: 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 support staff to encourage you 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 6, 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 Monday, July 4th)

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, the Human Resources Office at (920) 262-1460.