

SUMMER PROGRAMS HIRING



1. *I would like to apply for a Summer Program position. How do I apply?*

- Applicants will first apply in [SearchSoft](#), the district's hiring platform no later than Friday, March 8, 2019. Current employees must complete a transfer application. If you have not used the transfer application before, click on *Having Trouble Logging In*. For additional assistance, please use the attached directions or contact Human Resources at applicants@volusia.k12.fl.us or call extension 20177.



Directions to apply
for vacancy.pdf

- The second part of the application will require applicants to complete a survey. This survey will be emailed to your Volusia County Schools' email account within 48 hours. The survey allows the applicant to share preferences regarding the programs and sites they are interested in.
- Both parts of the application must be completed to be considered for summer employment.

2. *I am having difficulties with SearchSoft, the district's hiring platform. Who do I contact?*

- Please contact Human Resources at applicants@volusia.k12.fl.us or call extension 20177.

3. *When I go to SearchSoft, I do not see any of the Summer Programs listings. Am I doing something wrong?*

- It appears as though you are experiencing a technical glitch with the district's hiring platform. Please contact Human Resources at applicants@volusia.k12.fl.us or call extension 20177.

4. *My summer school application in SearchSoft does not have a dropdown for 2019 or show this year's summer sites. What should I do?*

- It appears as though you are experiencing a technical glitch with the district's hiring platform. Please contact Human Resources at applicants@volusia.k12.fl.us or call extension 20177.

5. I do not want to transfer schools or leave my current position. Why must I complete a transfer application?

- A transfer application is our employment application and is required to apply for any vacancy in SearchSoft. This includes summer program vacancies. This means that you want to access your current employee application. By applying for a summer position, you are not giving up your current position.

6. I received an email from SearchSoft that I have completed a transfer application. Does this mean that I have applied for a summer program position?

- No, this means that you have a completed transfer application. You must still apply for a Summer Program position. Click on the Jobs tab in SearchSoft and then All Jobs to search for summer program vacancies. You must click apply for this job. SearchSoft will send you an email for each position you apply. If you need additional assistance, please contact Human Resources at applicants@volusia.k12.fl.us or call extension 20177.

7. In previous year's the summer program application allowed us to make preferences for programs and sites. I do not see this option in this year's application. How can I share my preferences for programs and sites that I am interested in?

- You are correct. When applying in SearchSoft, you are applying for an instructional or paraprofessional position this summer. The second part of the application will require applicants to complete a survey that is emailed to their Volusia County Schools' email account within 48 hours. The survey allows the applicant to share preferences regarding the programs and sites they are interested in.

8. Which programs are offered at each summer site for instructional employees?

- Please note that not all programs are offered at each site. Please reference the attached document to make informed decisions regarding which programs are available at each site.



2019 Instructional
Positions by Site.pdf

9. Which programs are offered at each summer site for paraprofessional employees?

- Please note that not all programs are offered at each site. Please reference the attached document to make informed decisions regarding which programs are available at each site.



2019
Paraprofessional Po

10. Where can I find out more information about each summer program?

- Additional information regarding each program and their targeted audience can be found on our [Summer Programs Website](#) or the [Volusia County Schools Summer Programs Department Webpage](#).

11. I have already applied for a summer program position; however, each Wednesday afternoon I receive an email reminder. Is there something wrong with my application?

- The email reminders are set to be delivered to all employees each Wednesday afternoon. This is a mass email and has no bearing on your summer program application. If you have a question about your application, please contact the Summer Program office at summerprograms@volusia.k12.fl.us or call extension 33231.

12. I applied for a summer program position in SearchSoft; however, I have not received an email with the survey link. How do I get the survey link?

- The second step of the hiring application for instructional and paraprofessional positions requires our office staff to send a manual email to each applicant. If you do not receive the email within 3 business days, please contact the Summer Programs office at summerprograms@volusia.k12.fl.us or call extension 33231.

13. Will I receive a confirmation email?

- SearchSoft will send you an automatic email for each vacancy you apply.
- Gmail will send an automatic email once you have successfully completed the survey providing your program and location preferences. This email will provide you with a copy of your responses.
- Please know if your survey is incomplete or you do not complete the survey within one week, you will receive an email from our office to nudge you in the right direction.
- If you would like confirmation that you have completed the both parts of the application process to be considered for summer employment, please contact summerprograms@volusia.k12.fl.us or call extension 33231.

14. When I completed the Instructional survey, I received notification that I am a temporary employee and ineligible for summer employment. I have worked for the district for several years. Why am I not eligible for summer employment?

- It appears as though you answered the following question incorrectly:
Were you hired on or after January 7, 2019? *
 - Yes
 - No
- A yes response, shuts down the survey since you are considered a temporary employee and ineligible for summer employment.
- A no response, takes you further into the survey where you can select your preferences for programs and sites.

- If you believe you have received this notification in error, please contact the Summer Program office at summerprograms@volusia.k12.fl.us or call extension 33231.

15. *When I completed the survey, I was taken to questions that did not apply to me or my interests. Is the survey broken?*

- The survey is designed to request specific information from a large group of individuals with vast differences. Your responses drive which questions you see. It is important that you answer all questions completely. If you are only interested in one summer program, please make sure to select that program for your first, second, and third program choices.
- If you have additional questions or concerns, please contact the Summer Program office at summerprograms@volusia.k12.fl.us or call extension 33231.

16. *I am a certified teacher and would be interested in working as a paraprofessional for the summer. How can I apply for a paraprofessional position?*

- If you are only interested in applying for a paraprofessional position for the summer, please apply for the Summer Program – Paraprofessional position.
- If you would prefer to be hired for an instructional position; however, would consider working as a paraprofessional in the event you are not offered an instructional position, please apply for the Summer Program – Instructional position. You will be given the opportunity to indicate this during the second part of the application process in the survey.

17. *I currently work for EDEP. Am I eligible for summer employment?*

- You must meet the highly qualified requirements of a paraprofessional. For a paraprofessional to be considered highly qualified, they must hold a verified Associate’s Degree or higher, or successfully completed 48 credit hours of college coursework, or received a passing score on the ParaPro test.

18. *What are the required dates/hours of summer programs?*

- Dates and times vary by level and program. Please refer to the attached documents.



2019 Elementary
Summer Programs.p



2019 Middle School
Summer Programs.p



2019 Secondary
Summer Programs.p

19. *What certifications are required to teach for a specific program?*

- Teachers must be certified in the subject area they are selected to teach.
- Paraprofessionals are required to be highly qualified to be considered for summer employment.
- For a paraprofessional to be considered highly qualified, they must hold a verified Associate’s Degree or higher, or successfully completed 48 credit hours of college coursework, or received a passing score on the ParaPro test.
- For an instructional position, teachers must be certified in the subject area they are teaching. As well as meet the following criteria:
 - Current VCS certified teacher
 - Re-appointed for the 2019-2020 school year

- If required, passed the General Knowledge Exam by April 30, 2019
- Florida Teaching Certificate is current or has been renewed if expiring on June 30, 2019
- Teachers hired on a temporary basis are NOT eligible to participate
- Please refer to the attached document regarding specific certifications needed for each program.



2019
Certifications.pdf

- If you have additional questions, please contact the Summer Programs office at summerprograms@volusia.k12.fl.us or call 33231.

20. How much will I be paid?

- Teachers and paraprofessionals are paid their hourly rate of pay.
- If a teacher chooses to work as a paraprofessional, they will be paid accordingly based on the paraprofessional pay schedule. This is different from the instructional pay schedule. If you have specific questions, please contact Human Resources at applicants@volusia.k12.fl.us or call extension 20173.

21. When will we be paid for summer employment?

- Employees are paid for hours worked.

Pay Period	Pay Date
June 1 – 15	June 30
June 16 – 30	July 15
July 1 – 15	July 31
July 16 – 31	August 15
August 1 – 15	August 31

22. I am interested in summer employment; however, I am unable to commit to all 16 days of employment. How do I apply for a substitute position?

- Please apply for a Summer Program Instructional position if you are a teacher.
- Please apply for a Summer Program Paraprofessional position if you are a paraprofessional or meet the requirements to be considered highly qualified. For a paraprofessional to be considered highly qualified, they must hold a verified Associate’s Degree or higher, or successfully completed 48 credit hours of college coursework, or received a passing score on the ParaPro test.

23. When will I find out if I am being offered summer employment?

- Per the VUE contract, applicants for Summer Program positions will be notified of their status no later than fifteen (15) calendar days prior to the end of the school year upon request to the appropriate administrator (**May 16, 2019**). Please note: VPK applicants will be notified prior to that date due to mandatory trainings and June 10, 2019 start date.