CTA Backs Challenge to Trump Administration Order on Immigration
*Amicus Brief Aims to Protect Safeguards for Students, Families, and Communities*

**BURLINGAME** — California Teachers Association President Eric C. Heins issued the following statement on March 27 as CTA joined dozens of California school districts and education organizations filing an amicus brief supporting Santa Clara County’s legal challenge to a Trump Administration order threatening to withhold funding from so-called sanctuary cities.

"The California Teachers Association stands for public schools and communities that are safe spaces for all students and their families. The Trump Administration’s order threatens to undermine the education and well-being of thousands of California students and would make cities, counties, and school systems unwilling agents of federal immigration enforcement. If upheld, the order would cast a shadow over every school and instill fear in students who look to classrooms as a safe place to learn and grow, and would unfairly undermine the bonds of trust between students and the dedicated educators who work to help them build a brighter future. CTA remains committed to the education, safety and security of every student and will continue to do everything in our power to oppose any effort that could harm the children we serve and their families."

**CTA Resolution of Unity, Resolve, and Resilience: A Call to Action for the Public Education **ALL** California’s Students**

Public education is the foundation of our 21st-century democracy. Social justice for all begins with a quality, free public education. Our public schools are where our students come to be educated in the fullest sense of that word, including as citizens of this great country. As educators, we strive every day to make every public school and college a place where we prepare the nation’s young people to contribute to our society, economy and citizenry.

California must continue to lead the nation. The 325,000 members of CTA are committed to making sure all California’s students get the public education they deserve. We ask all Californians, including elected leaders regardless of party affiliation, to join us in supporting a strong, inclusive, safe and innovative public education system that ensures all students can succeed, regardless of their ZIP code. Our public schools must remain centers of our communities, and not become corporate profit centers. We hold these values because all children, regardless of family circumstances, where they live, where they were born, how they look, who they love or the language they speak have the right to a public education that helps them reach their full potential.

**If you believe ALL students deserve a quality public education, join us.**

Take the pledge at cta.org/ForAllStudents

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**UTP’s Mission**

The United Teachers of Pasadena (UTP) strives to empower its members so that they may provide the best conducive educational environment for the students of the Pasadena Unified School District. The UTP endeavors to raise the standards of the teaching profession, secure competitive salaries and benefits, better the working environment, strengthen the contract, and improve communications between unit members and the PUSD administration. The *UTP Voice* is a monthly publication created by UTP’s Communications Team. We welcome your input!
Salary and Salary Schedule Rules and Regulations

President's Message — by Alvin Nash

Educational employees in the Pasadena Unified School District should be professionally compensated for what they know and do. Therefore, UTP continues to bargain for salary and salary schedule rules and regulations that are fair, consistent, and open to all bargaining unit members.

PUSD must have salary schedules and structures which will attract and retain scholarly, intelligent, creative, and dedicated personnel.

As of June 30, 2016, among the unified school districts in Los Angeles County, PUSD offers teachers with at least seven years of previous experience almost $12,000/year less than the median and $18,000/year less than the top quartile. In the interest of retaining veteran teachers with 25 or more years in PUSD and a Master’s degree, the District pays $4,000/year less than the median and $7,000/year less than the top quartile.

The single salary schedule, based upon the “step and column” salary matrix, was created to pay educators in an equitable and non-discriminatory manner. The salary schedule recognizes two critical variables: experience and education/training. The model is widely accepted because it is seen as less arbitrary, clearer, and more predictable. Because of these factors, the single salary schedule will continue to be the foundation of educators’ pay.

UTP bargains compensation models to maximize career earnings. PUSD should bargain pay systems that work to promote employment as a career in this District. Any compensation system used to enhance the single salary schedule must provide salary enhancements that are adequate, fairly distributed, and designed to support professional practice.

Further, UTP supports the concept of “extra pay for extra work.” The District must honor the critical and valuable time educators spend to improve their instructional programs by providing the compensation and/or time for educators to fulfill their professional responsibilities.

Important Dates

April is School Library Media Month
April is National Poetry Month
April 4—School Librarians Day
April 6—Open House: Focus Point
April 10-12—UTP Site Reps. Elections
April 10-14—National Library Week
April 10—Executive Board Meeting, UTP Office
April 17—Representative Council Meeting, 4pm PHS Cafeteria
April 20—Open House: Elton, Washington MS, Wilson
April 25—Open House: Franklin
April 26—Open House: Blair
April 27—New Membership Engagement, 4pm El Torito
April 27—Board of Education Meeting, 6pm Education Center
April 29—CTA Service Center Professional Development
May is Better Speech and Hearing Month
May is Labor History Month
May is Asian-American Pacific Islander Heritage Month
May 3—Open House: Madison, Roosevelt, Washington ES
May 4—Open House: Aliso and, Cleveland, Don Benito, Field, Hamilton, Jackson, Jefferson, Longfellow, McKinley, San Rafael, Sierra Madre ES, Webster, Willard
May 5—CTA Joint Ethnic Caucus Issues Conference, Manhattan Beach
May 6-12—National Nurses Week
May 8-12—National Teacher Appreciation Week
May 8—Executive Board Meeting, UTP Office
May 9—National Teacher Day
May 10—California Day of the Teacher
May 10—School Nurses Day
May 10—Open House: Sierra Madre MS
May 15-19—Education Support Professionals Week
May 15—Representative Council Meeting, 4pm PHS Cafeteria
May 16—CTA Education Support Professionals Day
May 17—CTA Service Center Council Meeting, San Dimas
May 18—Open House: Marshall
May 25—Open House: Norma Coombs
May 25—Board of Education Meeting, 6pm Education Center
May 29—Memorial Day (Schools and Offices Closed)

General Information

UTP Office:
United Teachers of Pasadena
2303 E. Washington Blvd.
Pasadena, CA 91104
(626) 798-0928
(626) 219-6030 fax
aenash@sbcglobal.net
marcelaraluftp5@gmail.com
www.utpf.org

UTP Officers:
Alvin Nash, President
Allison Steppes, Vice President
J. Manuel Carcido, Secretary
Stephanie Cosey, Treasurer

UTP Area Directors:
Bernadine Burgess, Area 1
Laurel Ware, Area 2
Tina Renzullo, Area 3
Lorna Washington, Area 4
Jonathan Gardner, Area 5

Frequently Requested Numbers:
P.U.S.D. Ed Center (626) 396-3600
• Human Resources ext. 88779
• Health Benefits ext. 88144
• Substitute Line ext. 88382
• Payroll ext. 88369

Frequently Requested Numbers:
CAL STRS (800) 238-5453
CTA Group Life and Disability Insurance (800) 522-0406
CTA Auto and Home Insurance Program (800) 800-9410
Know Your Contract—Open House (Article VI), Evaluation Procedures (Article VIII)
by Karen Kobey, Contract Management Chairperson

OPEN HOUSE
Article VI, Hours

Pursuant to the provisions of Education Code Sections 46114 and 46142 (in effect on 2/20/87), the District shall schedule a special one hundred eighty (180) minute instructional day for students on the days that schools are scheduled to have "Open House" and "Back-to-School" activities in the evening. A unit member may leave his/her job site thirty (30) minutes after the student special schedule dismissal time for said Open House and Back-to-School activities. (Section 6.9)

Evening meetings that unit members are required to attend such as "Open House" or "Back to School" nights, shall not be scheduled to last later than 9:00 p.m. (Section 6.13)

SUMMATIVE EVALUATIONS AND EVALUATION PROCEDURES
Article VIII, Evaluation Procedures

At this time of year, administrators are finishing up observations in order to complete the summative evaluation. The ratings on the summative evaluation should reflect the ratings on the classroom observation reports along with any documented informal observations. Keep in mind that any grievance related to evaluations shall be limited to a claim that procedures have been violated or unreasonably applied.

The evaluator will analyze all information gathered during the formative evaluation process, and complete the summative evaluation report. Following completion of the report, the evaluator shall hold a summative evaluation conference for the purpose of reviewing with the evaluated all pertinent evaluative information as well as reviewing job improvement goals and discussing long- and short-range job improvement goals to be addressed during the next performance cycle. (Section 8.4.2)

The evaluator may use appropriate documented input related to the unit member's performance (based upon his/her observations as well as input from supervisors, consultants and other management staff in areas of expertise). The unit member may also request such data and submit these to the evaluator for consideration in drafting the summative evaluation report. (Section 8.5.5 a)

Evaluation of a unit member shall not be based upon information or material which has been received by the evaluator from other sources, such as parents or citizens, unless, if requested by the unit member.... (Section 8.5.5 c)

Full-year permanent unit members, with satisfactory prior evaluations:
Prior to April 15—At least one formal classroom observation and post observation conference shall be conducted and supporting data gathered. (Section 8.10.1.c)

Not later than April 15—The summative evaluation shall be completed and given to the unit member personally. In the case of an overall unsatisfactory evaluation, it shall include an Improvement Plan and PAR Program referral. (See Article XVIII, Section 3) (Section 8.10.1.d)

Full-year permanent unit members with prior year unsatisfactory evaluations:
Between January 15—April 15—two additional formal classroom observations and two post observation conferences shall be conducted if the December summative evaluation was less than satisfactory; supporting data shall also be gathered. (Section 8.10.2.d)

Not later than April 15—the summative evaluation shall be completed and a conference held; in the case of an unsatisfactory evaluation, it shall include identification of job improvement goals and written suggestions for improvement. (Section 8.10.2.e)

Full-year probationary unit members in their first or second year of probationary status, and those probationary unit members holding an emergency permit or pre-intern certificate:
Between January 31 and March 30 one formal classroom observation and post observation conference shall be held; supporting data shall also be gathered. (Section 8.10.3.c)

Not later than April 15—One summative evaluation shall be completed and a conference held. (Section 8.10.3.d)

Full-year temporary unit members:
Prior to April 15—At least one informal classroom observation, of more than fifteen (15) minutes, may be conducted each semester; supporting data may also be gathered. (Section 8.10.4.b)

Not later than April 15—an evaluation may be completed and given to the unit member personally; in the case of an unsatisfactory evaluation, it shall include identification of any written suggestions for improvement. (Section 8.10.4.c)

The evaluation procedures described herein shall be adapted to apply to bargaining unit members who do not have a classroom assignment. However, adaptations shall follow the same timelines and major components of the procedures described in this Article. (Section8.11)
Recently Resolved Grievances
by Karen Kobey, Contract Management Chairperson

RECENTLY RESOLVED GRIEVANCES

160621—Violation of Article XIV, Salary and Salary Schedule Rules and Regulations. District has not paid unit members extra duty pay assignment within 60 days of the completion of the assignment. Affected bargaining unit members were paid the stipend for supervising one or more student teachers from Cal State LA. Based upon the actions of the District, the Association considers this grievance to be resolved. (Formal Level Three)

161215—Violation of Article VI, Hours: Resolution of Grievance (dated 5/19/10); and Resolution of Grievance (dated 2/18/15). District is scheduling trainings on 8 Mondays. On February 1, 2017, Chief Technology Officer Tendaji Jamal directed the Educational Technology Coaches to send out a message to TechLeaders, asking the TechLeaders to choose the dates on which they will hold trainings and instructing them to not hold those trainings on “B” Mondays. Based upon the actions of the District, the Association considers this grievance to be resolved. (Formal Level Two)

170221—Violation of MOU. District is not paying psychologist the stipend for national board certification. The District shall pay unit member a stipend of $2,500 for holding a national board certification as a Nationally Certified School Psychologist during the 2015-16 school year. The District shall further pay unit member a stipend of $250.00 per month for ten (10) months, retroactive to the beginning of the 2016-17 school year for holding a national board certification as a Nationally Certified School Psychologist during the 2016-17 school year. (Formal Level Three)

171025—Violation of MOU. District is not paying psychologist the stipend for national board certification. The District shall pay unit member a stipend of $250.00 per month for ten (10) months, retroactive to the beginning of the 2016-17 school year for holding a national board certification as a Nationally Certified School Psychologist during the 2016-17 school year. (FL2)

170220—Violation of Article VIII, Evaluation Procedures. District did not follow evaluation timeline. District did not give unit member a copy of evaluation before placing it in her personnel file. The 2015-2016 summative evaluation report shall be immediately removed from unit member’s personnel file and destroyed. Unit member’s next formal evaluation is scheduled for the 2017-2018 school year. (Formal Level Two)

170223B—Violation of Article V, Grievance Procedure, Article VIII, Evaluation Procedures; and Article XXIV, Discipline. District wrote Conference Summary, which was partly based on parent input and which indicates there will be discipline as well as a negative impact on the summative evaluation. UTP believes District is retaliating for participation in grievance process. The Immediate Supervisor provided an updated conference summary which addressed most of the concerns of UTP, including the need to separate the evaluation and discipline processes. The original version of the conference summary shall immediately be removed from all files and destroyed. UTP notes, for the record, that it is still the belief of UTP that the informal observation was in retaliation for unit member’s participation in the grievance process and that, furthermore, UTP believes that that informal observation should not be used to inform the subsequent summative evaluation. (Formal Level One)

WHEREAS, the school library program is to ensure that students and staff are effective users of ideas and information; and

WHEREAS, the school librarian’s role is to provide the leadership and expertise necessary to ensure that the library program is an integral part or the instructional program of the school; and

WHEREAS, the Board of Education has entrusted the school librarian in each secondary school to teach the skills of locating and using information through traditional resources and new technologies, to provide literature appreciation activities, and to guide and encourage content and recreational reading to every student; and

WHEREAS, lifelong learning begins and is systematically developed through the school library curriculum of the secondary schools; and

WHEREAS, the school library program contributes to the individual growth and development of all students, while fostering both excellence and equity in education; and

WHEREAS, the school librarians of Pasadena Unified School District have dedicated themselves to work for quality library programs for all students;

NOW, THEREFORE, BE IT RESOLVED that the Executive Board of United Teachers of Pasadena does hereby proclaim April 2017 as School Library Month in all of the public schools of Pasadena Unified School District and calls upon teachers, education support professionals, students, school administrators, and citizens of Altadena, Pasadena, and Sierra Madre to recognize and support this action and to participate throughout the month of April in the celebration of School Library Month.
April is National Poetry Month

Edna St. Vincent Millay asked, "To what purpose, April, do you return again?" Inspired by the successful celebrations of Black History Month (February) and Women's History Month (March), and on the advice of educators across the country, the Academy of American Poets selected April as the best time of year to turn attention toward the art of poetry.

For the following information, please go online at:


30 Ways to Celebrate

A Poem a Day for American High Schools

National Poetry Month Posters

Tips for Teachers

Flash: Tickets available for LA-based teen poetry slam! The Classic Slam is an LA-wide teen poetry competition where high school students face off to "slam" classic poems. Reserve your tickets now for the classic slam final on April 23 at the Orpheum Theater.

Activities

National Poetry Month Quiz (w/ answer key)

Poetry Read-a-thon for Students

Listen to Poems

National Poetry Month Podcast

The Poetry Archive (with resources for teachers and students)

UTP Volunteers Make the Difference!

Thank you to all the UTP volunteers that participated in phone banking and precinct walking during the March 2017 School Board Campaign in support of Kim Kenne and Michelle Bailey.

- Tia Acosta (Altadena)
- Rosette Aghoian (Webster)
- Zara Agvanian (Marshall)
- Kathy Anderson (Blair)
- Randyl Barrozo (PHS)
- Elizabeth Beaumont (Willard ES)
- Bernadine Burgess (Burbank EEC)
- Manuel Carcido (PHS)
- Stephanie Cosey (Education Center)
- Joni Enriquez (Burbank EEC)
- Jonathan Gardner (PHS)
- Susan Go (Roosevelt)
- Edward Guinto (Blair)
- Debra Holland (Roosevelt)
- Cloda Jones (Hamilton/Sierra Madre ES)
- Karen Kobey (Wilson)
- Denine Kohl (Norma Coombs)
- Carla Landaverde (San Rafael)
- Jeffrey Leming (Don Benito)
- Diana Morrison (Don Benito)
- Maggie Munsell (Sierra Madre MS)
- Tina Renzullo (Education Center)
- Donna Shepard (Focus Point)
- Shannon Smith (Jackson)
- Allison Stepes (PHS)
- Jocelyn Strickland (Jackson)
- Keith Stubbs (Webster)
- Jeanna Tang (Muir)
- Martha Tovar (McKinley)
- Fil Vargas (Jefferson ES)
- Lorna Washington (Willard CC)
- Marcus Williams (McKinley)
- Suzanne York (Sierra Madre ES)
YOU WILL MAKE POSITIVE CHANGES FOR YOUR STUDENTS AND YOUR PROFESSION.

All members have the right to participate in the decision-making process of our local, state and national associations. Together, we decide the issues we will champion, such as improving the quality of education for our students and working conditions for educators in schools and colleges.

With CTA, you are guaranteed a strong and credible voice with your local school district and in public policy discussions to advance legislation and policies that benefit our students, public education and the middle class.

YOU WILL BECOME A BETTER TEACHER AND BE AWARDED FOR INNOVATION.

Whether it’s attending one of CTA’s annual conferences, participating in some of the many trainings or workshops offered throughout the year, or learning from the true experts in the field – your colleagues, you will have access to a wealth of practical information and resources to improve your professional skills and be the best educator you can be.

And what if you have an innovative idea for your students, but need a little financial help to get it off the ground? CTA can help you bring your idea to life through a grant from CTA’s Institute For Teaching.

YOU WILL MAKE YOUR COMMUNITY AND THE WORLD A BETTER PLACE.

CTA members have a long history of social justice advocacy, such as fighting for universal free public schools for all California students, standing up for civil and human rights, and securing protections against arbitrary or unfair treatment of educators. Your membership in the union supports a more just, equitable community, state and world...and helps build a brighter future for all of us.

YOU CAN SAVE TIME AND MONEY WITH CTA AND NEA MEMBER BENEFITS

CTA and NEA Member Benefits offer almost 50 different voluntary programs and services for you to enjoy—many with advantages designed for members. Take advantage of special life, disability, auto and home insurances available to you. You’ll also find discounts for travel, shopping, wellness, entertainment, magazines, car and home purchases, and more. CTAInvest.org also provides financial and investment education for members, including preparing for retirement.

YOU WILL HAVE THE CONFIDENCE AND PEACE OF MIND TO SPEAK YOUR MIND.

You are the expert, and you know what’s best for your students. Work in confidence knowing that CTA Legal Protection and Liability Coverage safeguards you as you make a difference. We’re here to make sure you can advocate for your students without being scared your job is at risk.
What are the benefits of being a union member?

Beyond the perks your Association offers, there is a basic case to be made that union membership improves people’s lives:

**Unions see results.**
- Unions have a concrete way to improve their jobs and the lives of their members.
- Members can solve problems at work more effectively as a group.

**Union members have a voice.**
- Through negotiations members can secure the things they like about their job and can make changes in areas that need improvement.
- Faced with unfair treatment by the employers, unions negotiate policies to ensure fairness.
- Unions fight to ensure better wages, better benefits.
- Unions have a voice when making changes in staffing levels, overtime, safety, and other conditions of work.

**Unionists earn a better wage.**
- Union membership helps raise workers’ pay and narrow the income gap experienced by minorities and women.
- Union workers earn 28% more than nonunion workers, according to the U.S. Department of Labor’s Bureau of Labor Statistics. (The 15 states with the highest teachers’ salaries are the states with the strongest collective bargaining laws and the highest percentage of union membership. The states with the lowest salaries and lowest membership tend to have no collective bargaining rights.)

**Unions obtain better benefits**
- According to the Bureau of Labor Statistics, union workers are more likely than their nonunion counterparts to receive health care and pension benefits.
- Union workers are more likely to have a retirement and short-term disability benefits.

**Unions have raised wages, shortened hours, and provided supplemental benefits. Through collective bargaining and grievance procedures, they have brought justice and democracy.**

John F. Kennedy

 unions4workers
Campaign 2017 - And the Winners Are...
by Manuel Carcico, Political Action Chairperson

On Election Day, March 7, 2017, the United Teachers of Pasadena recommended candidates were elected:

- District 1—Kimberly Kenne
- District 3—Michelle Richardson Bailey

Pasadena City Council
- District 5—Victor Gordo

United Teachers of Pasadena recommends Phil Hosp for Pasadena City Council, District 7

April 18, 2017, is Election Day in Pasadena.

United Teachers of Pasadena recommends Phil Hosp for Pasadena City Council District 7. Pasadena teachers know that a partnership between the City and the Schools will help our students in the difficult times ahead.

ELECTION AHEAD

Schools in District 7, Pasadena City Council
- Blair
- Hamilton
- McKinley
- Rose City

GET OUT THE VOTE!

Election Day is Tuesday, April 18.
Union Code of Conduct

- I will not criticize any union member except to the individual directly.
- If any member is being criticized in my presence, I will confront the criticism and ask that it stop.
- I will not participate in any conversations with management that criticizes or negatively speculates about any union member.
- I will settle my differences with members within my union.
- I will engage in debate, offer others every opportunity for debate, and respect minority viewpoints. I will, however, observe and support the majority mandate of my union.

Welcome New Members!

Hamilton
Christopher Ramirez

Jefferson ES
Rene Oshita
Servando Ruiz-Espinosa
Muir
Donna Tucker

Sierra Madre MS
Gilbert Adame
Willard CC
Joyce Hart
Wilson
Jennifer Trapp

facebook

Even if Facebook is not your thing, here are a few compelling reasons to sign up and join our closed Facebook group:

United Teachers Of Pasadena Community Group (Members Only)

- Staying Up-To-Date on Important UTP Information
- Sharing Photos and Celebrations of Events at Your School
- Trash-To-Treasure — Giving and Receiving Classroom Items
- Building a Stronger, More Connected Union!

YOU are the UNION!

Update Your Membership Information!

WHO IS

United Teachers of Pasadena?

YOU

ARE!
We focus on you,  
so you can focus on them.  

It's California Casualty's policy to do more for the people who give more. That's why we are the only auto and home insurance provider to earn the trust and endorsement of Education Associations across America. Take advantage of the combined buying power of your fellow members and get your quote today.

877-526-7243
CalCas.com/NEricksen

Not having a paycheck during the summer had been cataclysmic. Having a Summer Saver helps me save throughout the year so I don't have to borrow for the summer.

ARRONDA H.
INTERMEDIATE SCHOOL TEACHER
MEMBER SINCE 2011

MORE THAN SAVINGS ACCOUNTS.
(a support system)

SUMMER SAVER
Bills don’t take the summer off. We can help you automatically set aside funds monthly so you have the money you need when you’re not receiving a paycheck.

PAYCHECK PLANNER
If you’re a public school employee on a 10- or 11-month pay schedule, Paycheck Planner can distribute your paycheck over 12 months.

SHARE CERTIFICATE
Share certificates are a great way to save. With higher dividend rates than our regular savings account, and terms that fit your needs.

schoolsfirstfcu.org  800.462.8328

FEDERAL CREDIT UNION

The UTP Voice is subsidized by these paid advertisements; however, this should not be considered an endorsement or recommendation by UTP.
We are now accepting
DentiCal
And payment plans are also available
626-797-4121
2301 E. Washington Blvd., Pasadena, CA 91104
(next door to the United Teachers of Pasadena office)
www.PasadenaDentistOffice.com

Same Day Emergency Appointments
Adult & Children’s Cleanings, Implants & Root Canals, Bridges & Crowns,
Teeth Whitening, ClearCorrect Invisible Braces.
Most Insurance Plans Accepted, Financing Available

NOTE: Your dental insurance offers a dental insurance coverage incentive program. Be sure to see your dentist at least once a year to maintain your 100% coverage! Get the most from your insurance! We are happy to help you achieve the maximum usage of your benefits.
NOW HIRING PART-TIME TEACHERS!

Must be caring, qualified and committed to the success of students!

Huntington Learning Center has been the nation’s recognized leader in the educational services industry since 1977. One of the chief reasons for our success is our team of devoted tutors. Every tutor at Huntington Learning Center is here because they love seeing children succeed. If your dream job is helping children meet their goals in school and in life, join the Huntington Learning Center team today!

At Huntington we offer children ages 5 to 17 tutoring in Reading, Writing, Mathematics, Study Skills, Phonics, Vocabulary, Science, Test Prep, High School Entrance Exam preparation, and SAT/PSAT & ACT preparation. In order to ensure that our students have a successful educational experience, our tutors are required to go through intensive initial and ongoing training in Huntington teaching methods and our highly developed curriculum.

If you are a qualified, caring and dedicated teaching professional, interested in spending your timeworking directly with students, we’ll give you the opportunity to do what you love to do TEACH!

At Huntington, there will be no lesson plans to write or homework to grade! We offer after school, weekend, and summer instructional hours.

Requirements include:
• Bachelor’s degree required
• Certification a plus
• Must be a caring and qualified professional committed to the success of students!

To Apply:
At Huntington, we want only the best of the best! If you meet the above requirements and are dedicated to the success of children, apply today! Send a resume and cover letter to millsdlhcmail.com or call 626.798.5900.