

The Summer School Coordinator is responsible for planning, supervising and implementing summer school programs to support both enrichment and remedial learning for students.

QUALIFICATIONS & EDUCATIONAL REQUIREMENTS:

- Teaching license required (Teaching and Learning Site Coordinator)
- Minimum 5 years education experience required
- Experience in organizing and leading youth education programs in a school setting

PERSONAL ATTRIBUTE REQUIREMENTS:

- Must demonstrate the ability to establish and maintain positive working relationships with students, families, staff and administration
- Must be able to interact with others to accomplish tasks in a positive and productive manner
- Must understand the need for teamwork, timeliness and safety
- Must be flexible and able to respond to changing priorities, new job assignments and interruptions
- Must be able to assume responsibility for routine decisions in the absence of an immediate supervisor
- Must be able to maintain confidentiality of records, discussions and other correspondence regarding all school related matters

Teaching and Learning Site Coordinators Duties and Responsibilities

Scheduling and placement of students (including duty)

Ensure teachers maintain appropriate records of students' academic performance

Maintain weekly timesheets for full time teachers and substitutes

Maintain appropriate daily sign-in sheets for staff

Ensure teachers are planning effectively

Ensure that teachers maintain appropriate attendance records

Process Summer School Staff Compensation

Student Support Site Coordinator

Work with district to develop Behavior Policy for Summer RISE Program

Communicate Behavior Policy with staff and parents

Organize summer academic/behavior celebrations

Provide and or organize Social and Emotional Support

Communicate with parents and maintain records of communication between parents and students regarding negative behavior

Establish a cool down area for non-violent behavior