

Supervisor – Summer School

School District Job Description

Position Title: Supervisor, Summer School

Department: Community Education

Reports To: Assistant Superintendent

SUMMARY:

Performs administrative duties as related to the operation of the elementary, middle or high school summer school program such as supervising staff monitoring students and managing site. Responsible for the creation and implementation of the program. This is a part-time position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned.

- Assumes responsibilities for creating and implementing programs, hiring and supervising personnel and developing the elementary, middle school or high school summer program
- Conducts staff meetings as needed.
- Registers students into the summer school program.
- Promotes the concept of summer programming within the school district and community.

SUPERVISORY RESPONSIBILITIES:

Supervises part time summer school teachers and office aide.

EDUCATION and/or EXPERIENCE:

Bachelor Degree - Education.

CERTIFICATES. LICENSES. REGISTRATIONS:

Valid Teaching Certification.

Acknowledged _____

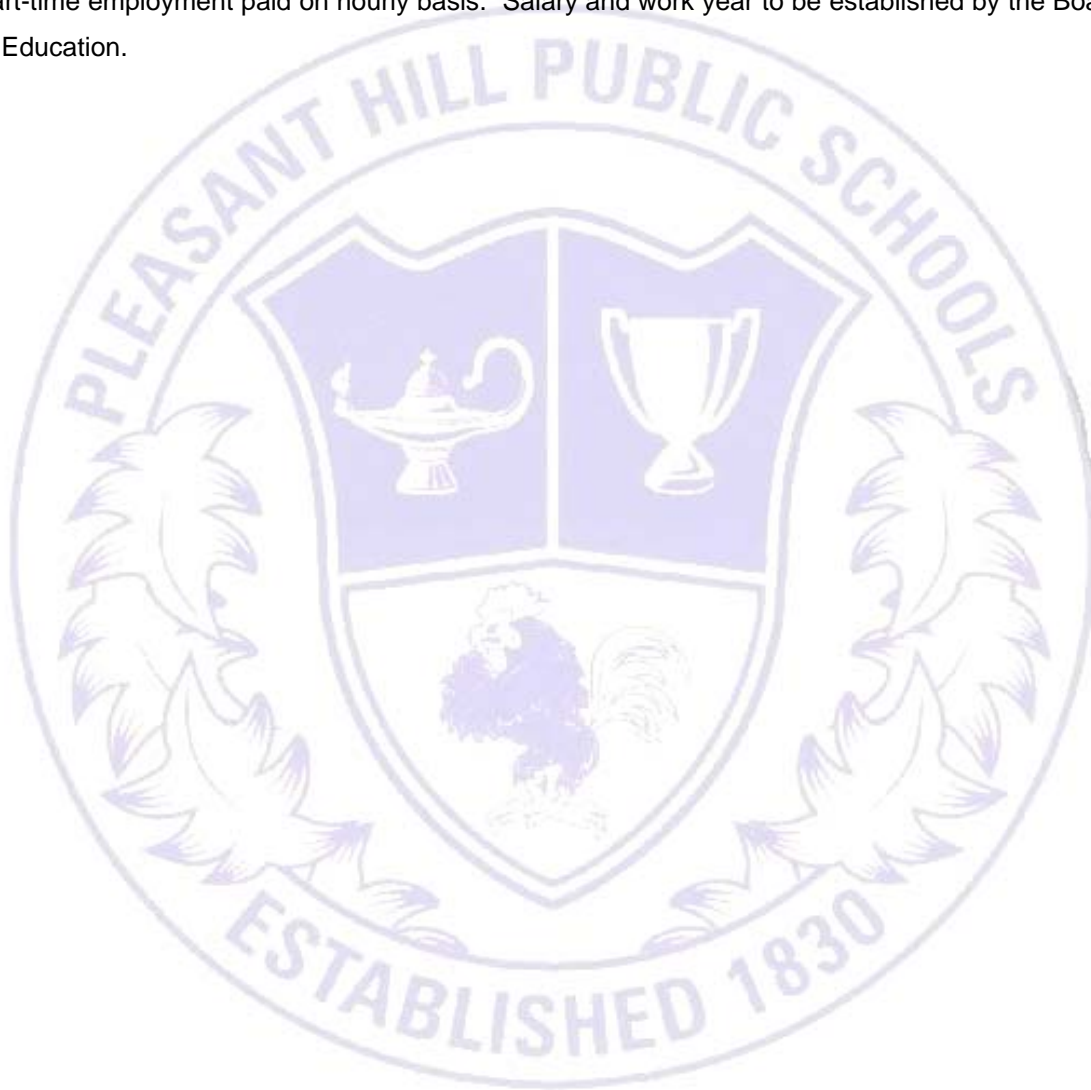
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EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

TERMS OF EMPLOYMENT:

Part-time employment paid on hourly basis. Salary and work year to be established by the Board of Education.



Acknowledged _____

Date _____