

Oak Grove School District

JOB TITLE: Summer School Administrator

SALARY RANGE: Stipend

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Summer School Administrator is responsible to the Director of Instruction for the direction, supervision, and coordination of the District's Summer School Program. As a member of the Management Team, the Summer School Administrator works cooperatively with other members of the Team in the formulation and implementation of District Policies

TYPICAL DUTIES

- Provides administrative leadership in the organizational design, curriculum development, and implementation of the district summer school program
- Implements procedures that provide for effective communication and coordination of activities among district office personnel, local school personnel, and the community at large
- Plans for the efficient use of budgetary allocations, district and local school resources
- Monitors, on an on-going basis, the actual operation of all summer school programs and provides systematic means of evaluation
- Maintains complete records necessary for planning and administering existing and subsequent summer school programs
- Participates in the selection of summer school staff
- Performs other duties as assigned by the Director of Instruction

ORGANIZATIONAL RELATIONSHIP

- Supervised by the Director of Instruction
- Evaluated by the Director of Instruction