

OAK GROVE SCHOOL DISTRICT

JOB TITLE: SUMMER SCHOOL COORDINATOR

POSITION DESCRIPTION:

The Summer School Coordinator is responsible to the Summer School Administrator for the direction of the program in his/her school, operation of the school plant, participation in staff and student activities and community involvement.

Duties and Responsibilities:

- Surveys staff and community of individual school needs. Relates individual school needs to the overall Summer School philosophy.
- Develops skills and knowledge of Summer School operation by participation in and attendance of Coordinator in-service program.
- Develops skills and knowledge of Summer School operation by participation in and attendance of Summer School Teacher/Coordinator in-service program.
- Conducts registration.
- Recommends teachers to be selected for the instructional programs.
- Develops budget and orders appropriate Summer School instructional supplies. Submits a written budget report to the Summer School Administrator at the conclusion of Summer School.
- Communicates effectively with building principal regarding all aspects of the Summer School Program.
- Conducts all administrative tasks warranted for the operation of the Summer School program.
- Completes all District surveys, forms, registers, etc. on appropriate due dates.
- Completes all closing tasks such as building check, audio visual equipment return, return of keys, and teacher check out.
- Performs other tasks as assigned by the Summer School Administrator.

ORGANIZATIONAL RELATIONSHIPS:

- Supervised by the Summer School Administrator
- Evaluated by the Summer School Administrator

