

**CUMBERLAND REGIONAL SCHOOL DISTRICT**

**JOB DESCRIPTION**

**SUMMER PROGRAM COORDINATOR**

**JOB GOAL**

To plan, organize, and communicate the details of the CRHS summer programs to include, at a minimum: ECHS Summer Bridge, Academy Camps, Credit Recovery, ESY, and the SAT Prep/College Application Bootcamp. To provide classroom instruction for the ECHS students as assigned and student coverage when needed.

**QUALIFICATIONS**

- 1. Valid N.J. Instructional Certificate.
- 2. Experience working with the ECHS program.
- 3. Valid driver's license.
- 4. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.
- 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**DUTIES/RESPONSIBILITIES**

- 1. Assist in the student recruitment/selection process.
- 2. Schedule room locations for each program in coordination with administration.
- 3. Communicate with Summer Transportation Liaison regarding transportation needs/issues.
- 4. Coordinate coverage for employee absences.
- 5. Coordinate, plan and lead summer training for ECHS Advisors.
- 6. Responsible for identified cohort of students.
- 7. Maintain effective communications with advisors, students/parents, and administration at all times.
- 8. Offer input toward framing program improvement and/or enhancement. Assist with program revisions as needed.
- 9. Adheres to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations,
- 10. Perform such other tasks within the scope of certification as may be required by administration.

**ESSENTIAL SKILLS/ABILITIES**

- 1. Leadership, organization, instructional and management skills.
- 2. Strong communication and interpersonal skills with the ability to interact and work with individuals at all levels.
- 3. Excellent leadership and organizational skills and the ability to motivate.
- 4. Knowledge and understanding of program planning and evaluation, effective instructional strategies, and classroom management.
- 5. Positive people and communication skills.
- 6. Ability to analyze, anticipate and schedule course offerings.
- 7. Attention to detail with a focus on thoroughness and quality.
- 8. High integrity and ethical standards.
- 9. Knowledge of computer and software programs.
- 10. Regular attendance.
- 11. Prolonged periods sitting at a desk and working on a computer.

- 12. Ability to attend and preside over lectures and meetings.
- 13. Ability to traverse school facility and grounds.

**REPORTS TO**

Principal/Chief Academic Officer or their designee.

**TERMS OF EMPLOYMENT**

Not to exceed 140 hours over July and August.

**EVALUATION**

Performance of the job will be evaluated by the Principal/Chief Academic Officer or their designee.

\*This job description is subject to change at any time.

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APPROVED BY: **Cumberland Regional Board of Education**  
DATED: **May 24, 2023**