

Job Description

Position Title	Elementary Summer School Coordinator		
Building	Lincoln Elementary	Department	GSL Elementary
Hours	Hourly	Supervisor	Building Principal
Band and Grade		Tools and Equipment	Classroom technology devices, i.e., iPad, Smart Board, laptop, applicable software, AV equipment, phone, and copier

Primary Function	Plan, schedule, and implement the K-6 summer program
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Essential Duties	
1	Responsible for planning, coordinating, and implementing the elementary summer school program
2	Develops and distributes printed/electronic information about the summer school program
3	Assist Principal in hiring summer school staff
4	Provides support to summer school staff
5	Helps identify students eligible for participation in the summer school program
6	Monitors the effectiveness of the summer school program
7	Implements accurate attendance taking
8	Counsels students regarding behavior as necessary
9	Maintains records of disciplinary referrals and actions taken
10	Distributes teaching materials to staff
11	Coordinate breakfast, lunch, and field trip schedule with Director of Dining
12	Coordinates transportation with Transportation Manager
13	Other duties as and responsibilities as assigned

Minimum Qualifications	Bachelor's Degree in Education with appropriate licensure from the Minnesota Department of Education.
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Knowledge Required	<ul style="list-style-type: none"> • Knowledge of teaching principles, practices, techniques and approaches. • Knowledge of child development theories and development stages and needs. • Knowledge of learning theory and approaches. • Knowledge of assessment procedures and techniques, test construction and evaluation methods. • Knowledge of subject material, concepts and issues related to grade/subject of instruction. • Considerable knowledge of the principals and practices of a special education teacher. • General knowledge of special education practices and procedures. • Ability to establish and maintain effective working relationships with students, parents, school staff, and administrators. • Ability to handle a variety of assignments or problems independently. • Ability to apply a variety of procedures, policies, and/or precedents. • Ability to read, summarize, and/or compare data. • Ability to communicate effectively, both verbally and in writing, with students, parents, school staff, and administrators. • Ability to write clearly and concisely.
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Skills Required	<ul style="list-style-type: none"> • Skill in planning and developing lesson plans consistent with approved curriculum. • Skill in presenting complex materials and concepts in an understandable and level appropriate manner. • Skill in assessing and evaluating student performance and needs. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.
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Physical Activities/ Requirements	<p>Balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.</p>
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