

Summer School Coordinator - Vacancy ID: 220522

Open Vacancy

Vacancy Details

Title
Summer School Coordinator

School/Building
Luxemburg-Casco School District

Number of Openings
1

URL
<http://www.luxcasco.k12.wi.us/>

Close Date (11:59 p.m. Central)
Open until filled

Contact

Name
Dr. Jo-Ellen Fairbanks

Title
Superintendent

Email
jfairbanks@luxcasco.k12.wi.us

Phone
920-845-2391 x 103

Website
<http://www.luxcasco.k12.wi.us/>

Position Details

Position Start Date
1/2/2025

Salary/Wage
\$5,000.00

Appointment Type
Seasonal

Description

Summary:

Supervises the summer school program for Luxemburg-Casco School District, providing appropriate planning, coordination and supervision.

Essential Duties and Responsibilities:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Reports To: Superintendent

Overall Responsibilities:

- Responsible for planning, coordinating and administering the summer school program in Proclass to support summer learning.
- Develops and implements effective publicity and information regarding the summer school program.

Services:

- Develops schedules and proposes class offerings.
- Manages the summer school registration process.
- Hires teachers and support staff for the summer school program.
- Collaborates with student services to provide appropriate support for students with special needs.

- Collaborates with principals and maintenance department in the utilization and coordination of summer school room placements.

Financing and Reporting:

- Monitors summer school supplies and tracks associated fees.
- Assist in the review and monitoring of summer school payroll documents.
- Implements an effective and appropriate record keeping summer school attendance program.
- Reports summer school attendance to the Department of Public Instruction.

Professional Responsibilities

- Maintain a high level of ethical behavior and confidentiality of information about students.
- Actively participate in in-service and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to all local, state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by Supervisor.

Typical Physical Requirements

- Exertion of 30-60 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
 - Frequent standing, walking, reaching, grasping, holding.
 - Occasional stooping, crouching, kneeling, and crawling.

Qualifications for Employment:

Required

- High School Diploma or GED
- Experience with supervising personnel is preferred
- Organized with attention to detail
- Effective oral and written communications
- Positive interpersonal skills and public relations skills to work effectively with students, parents, staff and Board Members
- Ability to successfully work independently, with little direction
- Ability to work well under pressure/deadlines, prioritize, and multitask
- Ability to make decisions and solve problems

Terms of Employment:

Employment is project-based, encompassing the full coordination of the summer school program and requiring presence during its operational hours. Salary, benefits, and other compensation options to be recommended by the Superintendent and approved by the School Board.

NOTICE OF NONDISCRIMINATION POLICY

The Luxemburg-Casco School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, marital status, parental status, sexual orientation, sex (including gender status, change of sex, or gender identity), pregnancy, or physical, mental, emotional, or learning disability or any basis protected by state or federal laws in any of its programs, activities, or employment. The following staff are designated to receive inquiries regarding the on-discrimination policies: Jane Mathes, Director of Special Education and Student Services, titleix@luxcasco.k12.wi.us 920-845-5549 x 504 or Jo-Ellen Fairbanks, Superintendent, jfairbanks@luxcasco.k12.wi.us 920-845-2391 x 103.

Candidate Requirements

Additional Requirements

- Cover Letter
- Resume