

## SUMMER ACADEMY

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**TITLE:** SUMMER ACADEMY PROGRAM COORDINATOR

**REPORTS TO:** Director of Curriculum & Instruction

**QUALIFICATIONS:**

1. Master's degree desired but not required
2. Minimum 5 years teaching experience desired but not required
3. Administrative Certification desired but not required
4. Teaching Certification required

**JOB GOAL:** Provides instructional area leadership in the delivery and implementation of the district's summer academy.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists the Director of Curriculum & Instruction in the organization, coordination and plans for all the district's summer academy programs.
2. Assists the Director of Curriculum & Instruction in the selection of instructional supplies and equipment.
3. Conducts classroom walkthroughs and provides leadership with teachers concerning instructional programs.
4. Provides leadership in the development of instructional programs for summer academy.
5. Assists the Director of Curriculum & Instruction in the preparation of any reports about the academy.
6. Assists the Director of Curriculum & Instruction with preparing and overseeing the summer school budgets.
7. Assists the Director of Curriculum & Instruction in selection of staff.
8. Assists the Director of Curriculum & Instruction in maintaining a positive school climate and a culture of character within the schools.
9. Coordinates any ordering of materials for the instructional program.
10. Establishes, coordinates and maintains relationship with community agencies that work cooperatively with the programs.
11. Identifies causes of classroom misbehavior and works to correct them utilizing all available resources.
12. Demonstrates behaviors that assist pupils/staff in developing positive self-concepts, values and attitudes.
13. Assists the Director of Curriculum & Instruction in the development and redesign of existing or new programs.
14. Secures substitute teachers as needed.
15. Ensures the curriculum is being delivered with fidelity to ensure units of study are taught.
16. Visits all the programs when in session.
17. Performs other duties as assigned by the Director of Curriculum & Instruction.

**TERMS OF EMPLOYMENT:** This job description shall be subject to and consistent with the terms and conditions of the bylaws, the policies and the regulations of the Wall Township Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel and New Jersey Administrative Code.

**APPROVED:** June 16, 2015