



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

GLVP K-8 Summer School Coordinator
Internal Posting Only

March 3, 2025

Job Summary:

The coordinator is responsible for the planning and delivering of Gull Lake Virtual Partnership summer educational programming. Coordinator responsibilities will include the oversight of GLVP Brain Busters program, including enrollment processes, working with the teacher to ensure delivery of the program, and facilitating summary results to families.

Qualifications:

Required:

- A. A valid Michigan teaching, counseling license, or administrative certification.
- B. Training in and experience with the pedagogy of online instruction
- C. Training in and experience with delivering district interventions through the Multi-tiered System of Support (MTSS)
- D. Demonstrate the ability to use student data to inform instructional practices
- E. A demonstrated ability to communicate effectively—orally and in writing

Desirable Characteristics:

- A. Previous experience teaching or leading in a virtual learning environment
- B. Knowledge of reading and math interventions
- C. Previous summer school work experience and/or experience with GLVP Brain Busters program
- D. Demonstrated success as a collaborator and proven team player
- E. Experience using technology as an instructional tool
- F. Experience with grant funded projects including budget summaries.
- G. Demonstrated successful communication skills with students, staff, parents, and community

Duties:

- A. Organize marketing and enrollment materials.
- B. Work closely with GLVP Summer School Teacher to provide weekly skill challenges tailored to student needs.
- C. Measure individual student growth throughout summer school, in collaboration with the teacher.
- D. Available to attend a staff meeting the week prior to the start of summer school.
- E. Available to work the entire five weeks.
- F. Communicate with families and stakeholders on student progress and overall summer school program results.
- G. Ability to initiate and implement activities with a high level of autonomy.
- H. Perform other duties as assigned by administration

STATEMENT OF NON-DISCRIMINATION

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Application Deadline: March 21, 2025

Employment Dates: Meeting - June 11, 2025, and Summer School dates – June 16, 2025 – July 10, 2025 (No summer school July 4, 2025)

Salary: \$2,000.00 for the five weeks

Apply To: To be considered as a candidate, you must submit by the deadline a letter of interest stating rationale for applying and qualifications for the position to:

Sherri Simmons, Human Resources 10100 East D Avenue, Richland, Michigan 49083
ssimmons@gulllakecs.org 269/548-3415