Poudre School District

HUMAN RESOURCES DEPARTMENT

# JOB DESCRIPTION

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|---|---|---|---|
| Job Title: | **Coordinator Camp SOL** | FLSA Status: | **Exempt** |
| Job Family: | **Certified Administrative Summer School** | Pay Range: | **S Schedule, SU35** |
| Prepared/Revised Date: | **February 4, 2026** | Job Code: | **90028** |

**SUMMARY:** Responsible for the organization and administration of one Camp SOL (Summer of Learning) site within Poudre School District, providing rigorous and engaging educational programming and support for students with additional academic needs to who meet priority criteria. Oversee all site operations, services, and staff. Provide direct instructional support and coaching to teachers to address student academic growth and learning loss. Assist the Program Coordinator with training, preparation, implementation, and evaluation of the summer program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Provide instructional leadership for summer program by overseeing curriculum implementation, instructional practices, and learning experiences to ensure academic growth and address summer learning loss.
2. Lead data-informed decision-making by establishing systems for progress monitoring, intervention planning, and analysis of student outcomes to improve instructional effectiveness.
3. Foster a positive, inclusive, and supportive school culture that honors individual differences and ensures fair access to learning opportunities, and supports students' academic, social, and emotional development.
4. Direct site operations and organizational systems, including budgeting, staffing, scheduling, facilities use, student supervision, safety procedures, and emergency response planning to ensure a safe and efficient learning environment.
5. Supervise, support and develop staff through observation, coaching feedback, and professional guidance to strengthen instructional quality and overall program effectiveness.
6. Engage families, district personnel, and community partners as collaborative partners, serving as the primary site contact to coordinate services, communicate expectations, and support student success.
7. Ensure clear, consistent, and effective communication among staff, students, and families regarding program goals, policies, schedules, and expectations.
8. Implement and ensure compliance with district policies, procedures, and mandated requirements, providing leadership and direction to staff to maintain accountability and consistency.
9. Oversee program accountability and continuous improvement, including data collection, documentation, and evaluation of program outcomes.

10. Model professionalism, reliability, and ethical leadership, including consistent attendance, punctuality, and responsiveness to program needs.
11. Perform other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master's Degree in education or related field with successful completion of an administrator license program required
- Five years of teaching and/or education-related experience required
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Colorado principal or administrator license required

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- Interpersonal relations skills
- Personal computer and keyboarding skills
- Bilingual oral and written communication skills may be required or preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including g regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

| | POSITION TITLE | # of EMPLOYEES |
|---|---|---|
| **Reports to:** | Extended Learning Opportunities Coordinator | |
| **Direct reports:** | Site Facilitator Camp SOL | 1 |
| | Teacher Elementary Camp SOL | Max 15 |
| | Tutor Camp SOL | Max 15 |

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems
- Responsible for supervising the behavior and well-being of students in the program

**STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS:** *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | | X | |
| Walk | | | X | |
| Sit | | | X | |
| Use hands to finger, handle or feed | | | X | |
| Reach with hands and arms | | | X | |
| Climb or balance | | X | | |
| Stoop, kneel, crouch, or crawl | | X | | |
| Talk | | | | X |
| Hear | | | | X |
| Taste | X | | | |
| Smell | X | | | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | | | X |
| Up to 25 pounds | X | | | |
| Up to 50 pounds | X | | | |
| Up to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | | X |
| Analyze | | | | X |
| Communicate | | | | X |
| Copy | | | | X |
| Coordinate | | | | X |
| Instruct | | | | X |
| Compute | | | | X |
| Synthesize | | | X | |
| Evaluate | | | | X |
| Interpersonal Skills | | | | X |
| Compile | | | X | |
| Negotiate | | | X | |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X | | | |
| Work near moving mechanical parts | X | | | |
| Work in high, precarious places | X | | | |
| Fumes or airborne particles | X | | | |
| Toxic or caustic chemicals | X | | | |
| Outdoor weather conditions | X | | | |
| Extreme cold (non-weather) | X | | | |
| Extreme heat (non-weather) | X | | | |
| Risk of electrical shock | X | | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | X | | | |

| VISION DEMANDS: | Required |
|---|---|
| No special vision requirements. | |
| Close vision (clear vision at 20 inches or less) | X |
| Distance vision (clear vision at 20 feet or more) | |
| Color vision (ability to identify and distinguish colors) | |
| Peripheral vision | |
| Depth perception | |
| Ability to adjust focus | X |

| NOISE LEVEL: | Exposure Level |
|---|---|
| Very quiet | |
| Quiet | |
| Moderate | X |
| Loud | |
| Very Loud | |