Columbia Public Schools
Excellence in Education for *All* Students
Job Description

POSITION PROPERTIES

Position Title: Coordinator of Summer School Programs
Schedule / Grade: Salaried Support / 6
Job Code: 01COORD660
FLSA: Exempt
Calendar: ADSUP-S
Benefits: Eligible (Retirees not Eligible)
Contract Type: Notification
Bargaining Unit: None
Revised Date: 09/05/2025

PURPOSE

The director is responsible for supervising the Summer School program by making recommendations for program improvements, providing in-service opportunities for teachers, facilitating communication between administrators, classroom teachers and staff and planning activities to involve families in the program.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Develop long-term program goals and formulate and implement plans to meet the goals.
- Coordinate the Columbia Public School Summer Program and supervise its staff and teachers.
- Develop the annual Summer School schedule and complete necessary amendments, forms and financial reports.
- Monitor Summer School budget expenditures and arrange for the collection of monies related to the operation of programs.
- Work cooperatively with district and school administrators to ensure understanding of and compliance with policies and procedures of the Summer School program.
- Communicate regularly with district coordinators, directors, and school administrators to ensure Summer School services support district and school goals, objectives and priorities.
- Interview and recommend Summer School personnel in collaboration with district and school administrators and offer training and support as their staff buildings and programs.
- Provide administrative support associated with the implementation of Summer School.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on polices, regulations and values, visit http://www.cpsk12.org

REPORTING RELATIONSHIPS

Reports To: Chief Schools Officer
Supervises: Summer School Instructional and Office Staff

QUALIFICATIONS

Minimum: Minimum of four years' successful classroom teaching experience as well as experience in administration.

Preferred: Assistant principal or principal supervisory experience preferred.

To perform this job successfully, an individual must be able to accomplish each essential duty satisfactorily.
The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Present information to teachers, staff, other administrators, and boards. Respond to common questions and concerns. Interview students, staff, and teachers. Read, analyze, and interpret professional journals, memoranda, policies, administrative procedures, and statutes. Write business correspondence, including staff memoranda and newsletter articles. Keep information confidential when required by law, policy, or the nature of a particular situation. These are essential functions of the job.

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data for instruction. Apply concepts such as fractions, percentages, ratios and proportions to practical situations. Perform computer word processing (including spreadsheets) and internet research. Access and create reports using the Districts student information software and databases. These are essential functions of the job.

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions. Solve a variety of problems in many different situations. Interpret instructions presented in written,

oral, diagram or schedule form. Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement. These are essential functions of the job.

Technology: Present information using a variety of media/technology sources. Access and create reports using the District's student information software and databases. Readily utilize smart boards, projectors and other instructional technology provided by the district. Adhere to all District policies and procedures regarding technology use. These are essential functions of the job.

Physical demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and considerable dexterity in operating office equipment. Consistent and regular attendance is an essential function of this position including attend Board meetings, student activities and events. Weekends or evening hours are common. These are essential functions of the job.

Environmental conditions: The work environment is consistent with a typical office environment; however, they will occasionally be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours. These are essential functions of the job.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer