



Marquardt School District 15 Job Description

Job Title: Summer School Coordinator

Position Type: Seasonal

Supports: Certified and Non-certified staff

Reports To: Assistant Superintendent of Teaching and Learning

Role Purpose: *The Summer School Coordinator is responsible for coordination and management of the summer school program. This role ensures a positive, safe, and effective learning environment for students while supporting staff, coordinating curriculum delivery, and maintaining strong communication with district leadership.*

Education and Experience

Illinois Professional Educators License

Experience in supervisory or coaching roles

Knowledge and Skills

- Strong communication, organizational, and interpersonal skills
- Experience in supervisory or coaching roles
- Detail oriented

Essential Responsibilities

- Support summer school registration through school communications, family communications and organization of scheduling
- Organize student and staff placement
- Coordinate the day-to day operations of the summer school program
- Provide support to summer school staff
- Manage student attendance and behavior expectations
- Ensure appropriate student supports are in place according to individual needs
- Ensure appropriate resources, materials, training and technology are available for staff and students
- Ensure compliance with district policies, state regulations and safety protocols
- Oversee daily teacher attendance and substitute needs
- Organize space, assign classrooms and oversee any special events
- Collaborate with food services to provide daily breakfast, snack and lunch
- Ensure bussing services are arranged, routes and times communicated with families and any issues are resolved in collaboration with the building administrator or district office
- Ensure Summer School curricular resources are used with fidelity and integrity for SAIL, ELA, Math and STEM/LEGO
- Develop and implement schedules in collaboration with the Teaching and Learning Department to ensure instructional time and course offerings are optimized
- Develop and ensure communication with families regarding summer school schedules, summer school newsletter, and any necessary updates
- Summer School work hours June 1 - June 26, not including June 19th; 8:00am - 1:45pm; extra duty pay rate of \$38.00 per hour
- Summer School Prep begins April 1st through May 29th; not to exceed 30 hours at the extra duty pay rate of \$38.00 per hour

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, talk, hear, taste, and smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. Frequent repetitive activities including hands, arms, and legs for clerical related work. The employee must occasionally lift and/or move up to 30 pounds and occasional lifting up to 50 pounds in the physical assistance of students with special needs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

While performing the duties of this job, the employee regularly works inside but could occasionally be outside and is subject to noises associated with an educational environment both indoors and outdoors that is deemed moderate. The employee works in an educational setting with children of varying ages and abilities and is directly responsible for the safety, well-being, and work output of students. Duties may occasionally be performed in libraries, cafeterias, parking lots, gymnasiums, auditoriums, hallways, and on field trips away from the school.

Salary: Based on the extra duty pay rate of \$38.00 per hour per the Collective Bargaining Agreement

Created: December 1, 2025