



Chisago Lakes School District
Learning For All
Engage. Educate. Empower.

POSITION: ELEMENTARY GENERAL ED SUMMER SCHOOL COORDINATOR

Posting date: February 22, 2021

Closing date: February 26, 2021

Location: Lakeside Elementary

Chisago Lakes School District is currently seeking candidates for **Summer School Coordinator** for our General Education Summer School program during the summer of 2021.

Qualifications: Must have a current MN Teaching License K-6 and strong communication, organizational skills, problem solving and decision making skills. Staff pursuing an administrative license are encouraged to apply.

Duties include: The coordinator will oversee the program both before, during and after summer school. Additional information:

- Assist the principals with hiring certified and non-certified staff
- Review resource organization and staffing needs with principals
- Develop student schedules; develop and communicate schedules for teachers and paraprofessionals
- Develop curriculum with principals and curriculum director
- Oversee testing at beginning and end of program
- Organize and disseminate student-specific information to families
- Coordinate transportation with bus garage and families
- Problem-solve discipline issues, including parent contact
- Assist with student arrival and dismissal
- Response to parent questions or concerns
- Check-in with teachers and support staff on a regular basis
- Other duties as assigned/needed

Summer school programming for students will run Monday through Thursday, June 28th to July 22nd, 2021 (no school July 5) from 8:30 a.m. to 11:20 a.m. Staff workday will be 8:00 a.m. to Noon each day with a total of 8 additional hours for planning and evaluation after. There is also a stipend for additional duties for program set up and coordination.

If interested, please go to the district website: www.isd2144.org under Our District/Employment and apply under "AppliTrack".