

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Summer Explorers Coordinator	Department: Teaching & Learning Extended School Year
Reports to: Comm Ed Manager/Building Principal	FLSA Status: Non-Exempt
Band/Grade/Subgrade: C-2-2	Bargaining/Work Unit: CEA
Tier/Lane:	Position Last Updated: February 2018

SECTION II: JOB SUMMARY

To support or all aspects of Elementary Summer School programming including: hiring, scheduling, curriculum content, bussing, food service, communication and reporting. To provide day to day operations support to the program.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: <i>Curriculum content for Summer Explorers Program</i>
Percent of Time:	30%	

Tasks involved in fulfilling above duty/responsibility:

- Works closely with Teaching and Learning on program curriculum
- Sets instructional goals and outcomes
- Works with Extended Time Manager to provide enrichment activities
- Supports/coordinates use of curriculum and enrichment activities during the program

Duty/Responsibility No:	2	Statement of duty/responsibility: <i>Communication with schools, parents</i>
Percent of Time:	30%	

Tasks involved in fulfilling above duty/responsibility:

- Supports or assists ALC Specialist in coordination of student referral process with each elementary school
- Supports or assists ALC Specialist in communication with each elementary building regarding student selection, dates and procedures
- Communicates with parents regarding student need/success during the program

Duty/Responsibility No:	3	Statement of duty/responsibility: <i>Work with program budget</i>
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Works within budget set up for the program when requesting supplies, outside vendors, etc.

Duty/Responsibility No:	4	Statement of duty/responsibility: <i>Working with Transportation and Food Service</i>
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Communicates with transportation and food services regarding individual transportation or food service needs
- Works with transportation as concerns arise during the program
- Works with food services to provide meals for students or to accommodate diet restrictions

Duty/Responsibility No:	5	Statement of duty/responsibility: <i>Securing staff for program</i>
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Works collaboratively with Extended Time Manager in the posting and hiring of teaching and support staff for the program
- Secures subs as needed throughout the program

Duty/Responsibility No:	6	Statement of duty/responsibility: <i>Recordkeeping and Reporting</i>
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Coordinates and maintain record-keeping processes and documents including attendance and CLP's
- Develops, conducts and provides reports on program evaluation
- Coordinates procedures for the completion of necessary paperwork

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Has extensive content knowledge for programming
- Has extensive knowledge of research on summer programming benefits for elementary students
- Seeks materials and activities to enhance instruction
- Designs activities which are highly relevant to students and instructional goals
- Articulates goals and procedures effectively to different audiences.
- Sets clear expectations for all staff, parents, and students
- Works effectively with systems
- Can demonstrate history of outstanding organizational and task-completion skills
- Is knowledgeable about past Eastern Carver County Schools elementary summer programming
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission and belief statements of Eastern Carver County Schools

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- State of Minnesota Teaching License in Elementary Education

SECTION VI: EXPERIENCE REQUIREMENTS

- Preferred experience in elementary summer programming

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	C	Up to 10 pounds	O	Possible exposure to blood-borne pathogens through blood and/or body fluids	
Walking	C	Up to 25 pounds	O		
Sitting	O	Up to 50 pounds	O		O
Talking in person/on the phone	C	Up to 75 pounds	N	Toxic chemicals	O
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	O
Hearing	C	More than 100 pounds	N	Electrical shock risk	O
Feeling, grasping, finger dexterity	O	Noise Levels		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	O	Fumes	O
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)		Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	O		Loud noise (i.e. many children laughing & playing, large earth moving	F	Extreme heat (non-weather)
Stretching/reaching with hands &	O		C	Varying weather conditions	O
				Sight	

Arms				Vision for close work/ability to adjust focus	O
Distinguishing smell	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Looking at computer monitor	F
Distinguishing temperature	O			Color vision (identify & distinguish colors)	O
Traveling by automobile	O			Peripheral, depth perception	O

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.