

Summer Discovery Site Supervisor Job Description

Position Title:	Targeted Services Instructor	Date: Summer 2026
Department:	Community Education	Location: Varied
FTE:	6 hours per day	
Accountable To:	Community Education Supervisor, Targeted Services	

Primary Objective of Position:

Roseville Area Schools is seeking an internal teacher or support staff member to serve as Summer Discovery Site Supervisor. Summer Discovery is a purposefully designed summer program that helps build academic skills in fun and interesting ways for 1st-8th grade students. Its purpose is to keep students engaged and learning over the summer so they are ready for a successful school year in the fall. Students have smaller class sizes, work in groups, and dive into thematic learning while practicing English Language Arts and Mathematics.

Summer Discovery runs from June 22-July 24, 2026, Monday-Thursday. Site Supervisors are paid for up to 6 hours per day on days when summer school is in session, and up to 30 hours prior to summer for planning, preparation, recruitment, and meetings. Rate of pay is \$38/hr.

Major Areas of Responsibility

Oversee day to day operations and student movement:

- Primary contact for transportation issues
- Primary contact for family questions/concerns
- First point of contact for pre-planned subs
- Supervise office staff
- Ensure accurate attendance records
- Manage student waitlist and changes in class lists (when applicable)
- Timecards
- Serves as substitute coverage when teaching staff are absent and a sub is unavailable

Pre-Summer: assist in teacher recruitment, student registration collection, creating class lists and schedules.

Primary contact for facilitating collaborative problem solving related to behaviors with students, teachers, families, and district admin (including appropriate documentation and follow up conversations).

Supervise teaching staff- provide direction and support when needed.

Supervise Raider Support Staff (paraprofessionals), provide coaching, schedule assignments and work direction.

Lead staff training and staff meetings.

First point of contact for emergencies.

Follow district policies and Minnesota Department of Education Targeted Services guidelines.

Reports suspected child abuse as mandated by law.

Maintains confidentiality and data privacy

Knowledge, Skills and Abilities

Valid Minnesota Elementary Teaching License is preferred.

Strong organizational and operational skills - ability to manage daily site operations, schedules, attendance, staffing, and logistics.

Effective communication skills - ability to communicate clearly and professionally with families, staff, transportation, and district partners.

Leadership and supervision - ability to supervise, support, and coach teaching, paraprofessional, and office staff.

Student-centered problem solving skills - ability to support diverse student needs and facilitate collaborative responses to behavior, safety, and learning.

Performance Expectations

Ensure smooth daily operations (attendance, schedules, staffing, student movement).

Communicate promptly and professionally with families, staff, and district partners.

Lead and support staff effectively through meetings, training, and coaching.

Maintain a safe, positive site climate and address student needs and behaviors appropriately.

Demonstrate reliability and professionalism with documentation, timecards, and procedures.