



SUMMER SCHOOL COORDINATOR

Rev. Mar 2024

Reports to: Assigned Supervisor
Dept./Campus: Intervention Services

FLSA Status: Exempt
Term: Summer Sessions

PRIMARY PURPOSE

To assist in the direction and management of summer instructional program. Assist in supervising operations and staff at campus level, provide leadership to ensure high standards of instructions, oversee compliance with district policies, ensure success of instructional programs, and operation of all campus activities.

MAJOR RESPONSIBILITIES AND DUTIES

- Participate in the development and evaluation of summer school educational programs.
- Ensure school rules are uniformly observed and that student discipline is appropriate and equitable.
- Conduct conferences and communication with parents, teachers, and students concerning summer school and student issues.
- Maintain relationship with parents and community.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervise summer school staff.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Master's degree.
- Texas principal or other appropriate Texas certificate.
- Preferred three years' experience as a classroom teacher.
- Prior leadership experience.

Knowledge/Skills/Abilities:

- Knowledge of school operations; curriculum; and instruction.
- Skill in organization; and public and interpersonal relations.
- Ability to communicate effectively; coordinate campus functions; evaluate instructional program and teaching effectiveness; implement policy and procedures; manage staff; manage multiple priorities; and carry out these responsibilities in addition to contract required duties.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize work schedules of others on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.

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- Ability to compose material such as detailed reports, work-related manuals, publications of limited scope or impact and to make presentations outside of the immediate work area.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours.
- Frequent districtwide, statewide, and out-of-state travel.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.