

Maple Heights City Schools

Secondary Summer School Coordinator – Job Description

Position Title: Secondary Summer School Coordinator

Reports To: Building Principal and Curriculum Director (or Designee)

Position Summary: The Secondary Summer School Coordinator leads the planning and execution of secondary summer programming focused on credit recovery, grade improvement, and graduation readiness. This role ensures students have clear pathways to earn credits while maintaining academic rigor and accountability.

Essential Duties and Responsibilities:

Program Design & Credit Recovery

- Develop and manage summer school programs for credit recovery, original credit, and graduation support.
- Identify eligible students using transcripts, credit audits, and graduation plans.
- Establish clear policies for attendance, pacing, grading, and credit attainment.
- Oversee implementation of online/blended learning platforms (i.e.Apex).

Instructional Leadership

- Ensure instruction aligns with course standards and graduation requirements.
- Monitor student progress toward credit completion and intervene when needed.
- Support teachers in facilitating rigorous, standards-based instruction (not just packet completion).
- Ensure grading practices are consistent and equitable.

Staffing & Supervision

- Assist with recruiting qualified secondary teachers by content area.
- Provide orientation on grading expectations, credit requirements, and student monitoring.
- Supervise staff and address performance concerns as needed.
- Maintain clear communication and expectations for all personnel.

Operations & Compliance

- Develop and manage daily schedules, student enrollment, attendance, and discipline procedures.
- Ensure compliance with district policies, state requirements, and funding guidelines.
- Coordinate transportation, meals, and facilities in collaboration with appropriate departments.
- Maintain accurate records and documentation.
- Ensure accurate transcript updates and credit reporting.
- Coordinate scheduling, facilities, and technology needs.

Family & Community Engagement

- Communicate credit status, progress, and risks of non-completion to students and families.
- Support students in understanding graduation requirements and timelines.
- Address parent/guardian questions and concerns in a timely and professional manner.
- Promote summer school opportunities to increase student participation.

Assessment & Program Evaluation

- Analyze credit recovery rates, course completion, and graduation impact.
- Provide a final report with recommendations for future programming and improving student outcomes.

Qualifications:

- Valid state administrative or teaching license (as required by district).
- Minimum of 3–5 years of successful teaching experience; leadership experience preferred.
- Strong knowledge of curriculum, instruction, and assessment practices.
- Experience with data analysis, instructional planning, and family engagement.
- Demonstrated leadership, organizational, and communication skills.

Preferred Qualifications:

- Experience leading summer school or extended learning programs.
- Experience with secondary instruction and graduation requirements.
- Familiarity with credit recovery systems, transcripts, and scheduling.

- Experience with online/blended learning platforms.