

## **Maple Heights City Schools**

### **Elementary Summer School Coordinator – Job Description**

**Position Title:** Elementary Summer School Coordinator

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

**Position Summary:** The Elementary Summer School Coordinator is responsible for the planning, implementation, and evaluation of the district's K–5 summer learning programs focused on literacy and mathematics remediation and/or acceleration. This role ensures high-quality instruction, alignment to district priorities, and effective operations that support student academic growth and enrichment opportunities.

#### **Essential Duties and Responsibilities:**

##### **Program Planning & Design**

- Develop and oversee summer school programming (intervention, enrichment, and extended learning).
- Align curriculum and instruction with district standards, pacing, and priority learning targets.
- Collaborate with teachers, principals, and district leaders to identify student needs using academic data.
- Establish program goals, schedules, and staffing plans.

##### **Instructional Leadership**

- Provide guidance to summer school teachers on instructional expectations and best practices.
- Ensure Tier 1 instruction is standards-aligned, engaging, and focused on accelerating student learning.
- Monitor lesson plans, instructional delivery, and student engagement.
- Support implementation of district initiatives and instructional frameworks.

##### **Staffing & Supervision**

- Conduct orientation and provide ongoing support to teachers and paraprofessionals.
- 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.

### **Family & Community Engagement**

- Communicate regularly with families regarding attendance, progress, and expectations.
- Address parent/guardian questions and concerns in a timely and professional manner.
- Promote consistent student attendance and engagement.

### **Assessment & Program Evaluation**

- Monitor student progress and program effectiveness using formative and summative data.
- Analyze outcomes to determine impact on student achievement and growth.
- Prepare a summary 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.
- Familiarity with intervention strategies and enrichment programming.