



2024 MPS Summer Literacy, Math, & STEAM

Program Coordinator

(SLAMS Elementary Grades 3-5)

Revision Date: March 12, 2024

Implementation Date: April 15, 2024 - June 30, 2024

Approval Date: March 19, 2024

Location: Wesley School

Reports to: Assistant Superintendent of Teaching & Learning

Theory of Action for Middletown Public Schools:

If Middletown believes that every student has the right quality, student-centered education, THEN adults will cultivate creative, accessible, and innovative structures and opportunities with students, AND every student will demonstrate personalized growth and achieve at high levels to thrive in life.

Broad Function:

SLAMS Elementary Program Coordinator, reporting to the Assistant Superintendent of Teaching & Learning, will plan and implement all aspects of the MPS Summer Literacy, Math, & STEAM Program

Responsibilities and Duties:

- Engage targeted students & collaborate with staff & families
 - Host family informational session
- Secure and oversee summer program staffing
 - Interview/recommendations for hire
- Arrange transportation to and from summer program and field trips by June 1st
- Coordinate with Food Services department
- Create Daily Instructional Schedule

- Oversight of weekly payroll timesheets
- Monitor enrollment of students in SLAMS (daily phone calls)
- Observe & monitor daily implementation of MPS SLAMS curriculum
- Administer assessment tools; Collect and analyze data (including attendance) with teachers and Central Office staff
- Manage behavior issues/concerns in accordance with established behavior policies
- Other duties as assigned by the Assistant Superintendent of Teaching & Learning

Qualifications and Experience:

- CT Teaching Certification; 092 Certification Preferred.
- Foundations trained through district.
- Demonstrated strong interpersonal skills with individuals, teams and groups (teachers, parents, administrators and support staff);
- First Aid/CPR Certification Preferred

Salary & Compensation:

- Pre-Academy Planning Phase (Program Planning, General Coordination, Program Recruitment, Interviewing, Selection of Potential Summer Staff, Training). Hourly Rate of \$43.00 per hour;
- Program Implementation and Oversight Phase-Summer 2024; Anticipated Dates of Program July 8, 2024 to August 2, 2024. Anticipated Hours for Site Coordinator 8AM to 4PM; Stipend of \$5,000

Physical and Mental Demands / Work Environment:

The physical demands and environmental characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be mobile with the ability to get from one location in the office or work site(s) to other locations in the office or work site(s)
- Ability to sit or stand for long periods of time
- Ability to lift or carry objects less than thirty (30) pounds
- Ability to perform manipulative skills such as writing and typing
- Ability to see and read objects closely, as wiring, labels on equipment, reading/proofreading a report, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information

- Ability to hear normal sounds with background noise, as in using a telephone or radio, distinguish verbal communication and communicate through speech, including using a radio
- Ability to learn and acquire an understanding of new information, methodologies and techniques and how they apply to school goals and operations
- Memory adequate to perform tasks/assignments given over long periods of time
- Ability to concentrate on a task for more than 60 minutes

Disclaimers:

The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification. This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

Connecticut requires that any person (teachers, administrators, special service staff members, teachers' aides, custodians, cafeteria employees, etc.) who is hired by a local or regional board of education submit to a state and national criminal history record check within the first 30 days of the date of employment. The process includes the checking of fingerprints by the State Police Bureau of Identification and the F.B.I. The results of the criminal history record checks (both state and federal) are reported to the employing school district. If the district receives notice of a conviction of a crime by a person holding a certificate, authorization or permit issued by the State Board of Education, the district shall notify the Bureau of Certification and Professional Development.

STATEMENT OF NON-DISCRIMINATION

The Middletown Board of Education is an affirmative action/equal opportunity employer, and it does not discriminate on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, ancestry, alienage, sex, gender identity or expression, sexual orientation, disability or pregnancy in any of its education programs, activities, or employment policies. All educational programs and offerings, including vocational education and extracurricular activities, subscribe to this policy. Dr. Jada Waters, Director of Diversity, Equity, and Inclusion, has been designated to handle inquiries regarding the district non-discrimination policies and may be reached at 372 Hunting Hill Avenue, Middletown, CT 06457; phone (860) 638-1469; email watersj@mpsct.org.