

North County Joint Union School District  
500 Spring Grove Road  
Hollister, CA 95023

**JOB TITLE: MIGRANT & REGULAR ED SUMMER SCHOOL COORDINATOR**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the direction of the District/Site administrator, supervises the summer school program for Spring Grove School, providing appropriate planning, coordination and supervision.

**EXAMPLES OF DUTIES:**

1. Responsible for planning, coordinating and administering the summer school program, preparing appropriate reports and providing support for the program and staff
2. Develops and implements effective publicity and information regarding the summer school program
3. Assists in the hiring of the summer school staff
4. Provides effective support to summer school staff
5. Identifies students eligible for participation in the summer school program
6. Implements and monitors the effectiveness of summer school curriculum
7. Implements an effective and appropriate record keeping summer school attendance program
8. Prepares appropriate reports concerning students' progress and the summer school program
9. Counsels students regarding behavior and, if necessary, holds conferences with parents and staff
10. Maintains accurate records of disciplinary referrals and actions taken relating to pupils
11. Provides classroom equipment , supplies and textbooks for all appropriate staff
12. Coordinates food program with Food Service Manager

13. Coordinates with Transportation Supervisor in a timely and efficient manner to ensure appropriate student transportation services
14. Monitors expenses as they relate to the summer school program
15. May be assigned other duties and responsibilities as required.

### **QUALIFICATIONS**

#### Education and Experience

- Valid California teaching credential authorizing service at the elementary level
- Administrative Services Credential preferred but not required
- Excellent Communication Skills
- Excellent Organizational Skills
- Ability to work cooperatively with staff and community
- Classroom teaching experience

#### Physical Effort/Work Environment

- Must be able to walk, stand, sit for extended periods of time
- Duties may be performed outdoors and indoors
- Work at a computer terminal
- Periodically may be required to lift from 10 to 20 pounds