



## JOB DESCRIPTION

### Summer School Site Coordinator – Elementary School

#### Purpose

The Summer School Site Coordinator- Elementary School is responsible for the daily operations of the summer school program for 4K through 5th grade students. With the guidance of the CLC Summer School Coordinator, the Summer School Site Coordinator- Elementary School will implement and maintain operational structures and oversee daily operations of the summer school program for elementary school students.

**Reports to:** CLC Programs Supervisor

#### Qualifications

- Must have 2-3 years experience working with youth
- Preferred experience in organizing and leading youth education programs in a school setting
- Must possess a bachelor degree
- Must have an understanding of elementary math and ELA curriculum and Common Core State Standards
- Must be skilled in Microsoft Office applications and comfortable learning other program-related software, such as Google and Infinite Campus
- Bilingual/Spanish speaking is a plus
- Must have certification in First Aid/CPR
- Non-Violent Crisis Intervention training is required
- Experience in planning and implementing PBIS/CHAMPS

#### Schedule

Work hours and dates for this position are determined by the Menasha Joint School District. Attendance is required during summer school program hours. The Summer School Site Coordinator-Elementary School is required to work during the week before the summer school term. These dates and times are to be determined by the CLC Programs Supervisor.

#### Primary Duties

- Develop, organize, and implement operational structures related to arrival and departure of students, record/attendance keeping, logistical decisions, and building use
- Build awareness and support for summer programs offered in the Menasha Joint School District
- Monitor program performance and recommend modifications to policies, procedures and operational structures as needed

- Observe and implement necessary precautions to ensure the safety of program participants and maintain a clean and professional environment
- Supervise and monitor the behavior of participants. Enforce rules and regulations and apply appropriate disciplinary measures as needed
- Ensure that accurate student attendance is taken and follow procedures to locate missing students as needed
- Communicate with parents concerning activities/programs, schedule changes, payments, registrations, participant behavior and needs, upcoming programs, etc.
- Communicate and take direction from the CLC Programs Supervisor
- Delegate tasks to staff as they relate to any operational structures
- Track and report staff attendance and substitute placements to the CLC Programs Supervisor
- Keep office and supplies organized and stocked
- Develop and assess program enrollment goals
- Administer first aid/medical attention to program participants as necessary
- Request any necessary meetings with site staff to review, develop, or implement new or existing operational structures
- Attend mandatory staff meetings and training sessions
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

**Status:** Exempt, non-benefits eligible

**Apply** on WECAN