



## JOB DESCRIPTION

### Summer School Site Coordinator – Middle School

#### Purpose

The Summer School Site Coordinator- Middle School is responsible for the daily operations of the summer school program for 6<sup>th</sup> through 9<sup>th</sup> grade students. With the guidance of the CLC Programs Supervisor, the Summer School Site Coordinator- Middle School will implement and maintain operational structures and oversee daily operations of the summer school program for middle school students.

**Reports to:** CLC Summer School Coordinator

#### 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's degree
- Must have an understanding of middle school 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- Middle 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 Summer School Coordinator
- 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