

SUMMER SCHOOL ELEMENTARY PROGRAM

EXTRACURRICULAR

Program dependent upon student enrollment; must have enrollment to support continuation of program. Professionals will report to their principal and/or central office staff responsible for the program.

Professionals hired for this program will be available for the entire program. Any vacations should be scheduled so as not to interfere with summer school.

*At the principal's discretion, two or more individuals may share this position, with time being adjusted between staff, to meet the needs of the students; Criteria for placement in the school setting may be established by the principal with appropriate input from staff.

Qualifications:

1. Must be certified in elementary education.
2. Must have successful experience with elementary age students.
3. Preference may be given to individual(s) assigned to the targeted school.
4. Preference may be given for individual(s) with experience working in school/community/before & after-school programs.
5. Knowledge of state testing and Content in grades K-5.

Responsibilities:

1. Ability to help plan and implement a developmentally appropriate summer school program for students (K-5).
2. Provide tutorial instruction or appropriate activities for students K-5.
3. Provide documentation of instructional time/activities and submit to administrator for payroll.
4. Maintain accurate bookkeeping, receipts, schedules, and other pertinent paperwork.
5. Interacting and demonstrating a deep concern for the well-being and success of each student.
6. Assisting in the summer lunch program.
7. Maintaining the professionalism expected within an educational setting.

Rev 4/13