

## **SUMMER SCHOOL ADMINISTRATOR**

**Reports to:** Director of Assessment and Curriculum

### **Minimum Qualifications:**

1. Valid WV principal certification
2. Knowledge and experience in online learning (i.e. online management systems, monitoring online assessments, etc.)
3. Experience in simple desktop and /or network troubleshooting (i.e. accessing programs, resetting passwords, computer hardware issues, etc.)
4. Knowledge of effective classroom management strategies
5. Must be certified in First Aid/CPR/Administering Medication prior to start of summer school. The district will cover the cost of this as provided by the Cabell County EMS. Successful applicants, if not certified, are responsible for contacting EMS and enrolling in the course. The school nurse can provide assistance with this. In addition, overseeing aspects of medication.
6. Be trained to implement the summer food program.

### **Responsibilities:**

1. Provide direct administrative supervision for the Credit Recovery Summer Schools
2. Supervise and monitor students in a school computer lab setting
3. Willing to be trained on an on-line credit recovery curriculum
4. Be able to troubleshoot basic computer issues on student computers as needed
5. Creating and maintaining a positive learning environment
6. Must be able and willing to administer medication to students as required.
7. Liaison between the summer school facilitators/teachers and Central Office staff
8. Maintain and monitor student grades, and progress of individual students in the completion of the curriculum
9. Monitor the attendance of students and staff, taking the necessary action to encourage regular attendance.
10. Assist with orientation and registration of students
11. Communicate with parents and teachers on student issues
12. Submit evaluations of all staff at the end of the summer term
13. Oversee the provision of documentation for principals and Central Office regarding student participation, performance, and attendance.
14. Ensure that the classrooms in use are kept secured and well-maintained.
15. Complete other duties and responsibilities as assigned by the Director of Assessment and Curriculum in order to administer the summer program appropriately.