

Tri-County Area School District  
Plainfield WI 54966

JOB DESCRIPTION

JD AM 107  
Updated: September 2009

**Position Title:** Summer School Coordinator

**Qualifications:** Ability to work well with others in a team environment.  
Ability to accept direction from supervisors.  
Ability to follow work rules and procedures.  
Ability to accept constructive criticism.  
Ability to lead and manage others effectively.  
Ability to organize and monitor programs successfully.

**Immediate Supervisor:** District Administrator of his/her designee

**Position Function:**

To provide every student in the district with an opportunity to use summer school time in a productive and meaningful way.

**Specific Responsibilities:**

1. Organizes and designs the summer school curriculum for students entering grades 1 through 7 in the fall in consultation with appropriate members of the staff and faculty.
2. Acquires the services of teachers for courses to be taught.
3. Establishes a substitute teacher list for summer school.
4. Assumes responsibility for attendance accounting and submits enrollment and attendance reports to Central Office at completion of summer school program.
5. Makes classroom visits for administrative and supervisory purposes.
6. Prepares the summer school schedule and assumes responsibility for registration and assignment of students.
7. Prepares bus route enrollment list(s) and contacts bus contractors to set up bus routes.
8. Works with summer school teachers on classroom management of students and excuses
9. Dismisses students as may be required for disciplinary reasons or for absence(s).
10. Requisitions classroom equipment, supplies, and textbooks, as needed.
11. Works with the Food Service Department to order milk for the elementary summer school students.
12. Reports and certifies to proper authorities the grades achieved by summer school students.

13. Prepares and maintains required records and works with the district bookkeeper on all financial matters.
14. Prepares and oversees dissemination of publicity and information concerning summer school course offerings and notifies parents.
15. Prepares and administers the summer school operating budget.

**Term of Employment:** The Summer School Coordinator is expected to be present every day summer school is in session. Salary to be established by the Board.

**Evaluation:** Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the District Administrator.