



**Centralia School District
Job Description
Elementary Summer School Coordinator (up to 2 positions)**

Reports to: Principal

Location: TBD

Bargaining Unit: Centralia Education Association **FLSA Status:** Exempt

Job Summary:

The district elementary summer school program supports students for academic and social emotional success. The program will utilize a theme-based approach to provide a balance of enrichment and targeted support for students. We expect to serve up to 250-300 students for each of the two sites. Each elementary school will have a coordinator that supports logistics, teacher teams, data, communication, and reporting.

Required Qualifications:

- Central School District certificated teacher
- The ability to support the District's vision, mission, and goals, including the belief that all students can succeed
- Demonstrated ability to communicate effectively, possess awareness (for self and others), listen actively, be patient, incorporate humor/lightheartedness into work, be empathic, and be customer-service oriented
- Ability to work collaboratively with staff, students, and families
- Demonstrated ability to maintain a positive attitude
- Ability to provide and follow oral and written communications
- Ability to maintain confidentiality, work independently and in a team setting, and effectively problem-solve
- Ability to perform the essential functions of the job with or without reasonable accommodations

Preferred Qualifications:

- Elementary level experience
- Leadership experience
- Ability to speak Spanish

Essential Functions:

- Organizes, develops, and manages a summer school program for elementary students utilizing a themed approach
- Provides support and leadership for the program and summer academy staff
- Budgets, hires, schedules, collects data, support other staff, and evaluates program
- Manages operations includes food services and transportation
- Plans professional development coordinated in conjunction with the school principal and district

Salary:

The coordinator will be paid at their per diem hourly rate for 5 hours for scheduled days, 6/20 - 22, 2023 and 06/26 – 7/21, 2023, and 16 hours for planning, coordination, and follow up. An additional twelve hours for planning will also be available in alignment with other summer academy staff.

Work schedule:

Coordination and planning work will begin in March/April. Summer school professional development and planning days are 6/20 - 6/22, 2023, and dates with students will be 6/26 – 7/21, 2023 (no school 7/3 - 7/5, 2023). Students will attend up to 3.5 hours per day with the exact start and end time TBD. The coordinator will work prior to the start, during, and after the summer program to finalize records and reports. While students are in attendance the coordinator's daily schedule will begin 30 minutes prior to student arrival and end 1 hour after dismissal.

Application Procedures:

Interested candidates should submit a letter of interest outlining why they are interested as well as the qualification they have in alignment with the position to Shannon Richards, srichards@centralia.wednet.edu

Working Condition and Physical Effort Requirements

	Seldom or Never	Monthly	Weekly	Daily	Hourly
Lift/push/pull/carry objects up to 10 lbs.				x	
Lift/push/pull/carry objects 11-20 lbs.		x			
Lift/push/pull/carry objects 21+ lbs.		x			
Standing up to one hour at a time				x	
Standing up to two hours at a time				x	
Standing for more than two hours at a time				x	
Stooping and bending				x	
Ability to reach and grasp objects				x	
Manual dexterity or fine motor skills				x	
Ability to communicate orally					x
Ability to hear					x
Proofreading and checking documents for accuracy				x	
Using a computer and computer software				x	
Using various technology tools				x	
Working in a normal office environment with few physical discomforts				x	
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations, or other conditions				x	
Working in an area that is very uncomfortable due to extreme temperatures, noise levels, or other conditions	x				
Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises, or muscle pulls	x				
Operating school buses, light and heavy-duty trucks & automobile and/or vans	x				