



**Centralia School District
Job Description
Freshman Summer School Coordinator**

Reports to: Principal

Location: Centralia High School

Bargaining Unit: Centralia Education Association

FLSA Status: Exempt

Job Summary:

The Freshman Summer Academy is for students who will be freshman during the 2023-24 school year. It is a program designed to support transition to the high school setting with academic and social emotional success. The program will utilize a theme-based approach to provide a balance of introductory activities, enrichment, and targeted support for students. We expect to serve up to 100 students. The coordinator will work with the High School Summer School Director and Summer School Administrator to support logistics, teacher teams, data, communication, reporting, as well as teaching responsibilities during the program.

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 plan details for enrichment activities such as field trips, guest speakers, or other enrichment activities developed by the summer school team
- 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:

- Secondary school level experience
- Leadership experience
- Ability to speak Spanish

Essential Functions:

- Organizes, develops, and manages an Incoming Freshman Summer School program utilizing a themed approach
- Provides support and leadership for the program and summer academy staff
- Budgets, hires, schedules, collects data, supports teachers and other program staff, and evaluates program
- Plans professional development coordinated in conjunction with the principal in order to insure a successful program.

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. Additionally, up to twelve additional hours will be provided in alignment with summer school teachers.

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 time 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 director's daily schedule will begin 30 minutes prior to student arrival and end 1 hour after dismissal. Additional hours necessary for field trips or planned enrichment activities would be added to the timesheet.

Application Procedures:

Interested candidates should submit a letter of interest outlining why they are interested as well as the qualification they have that align with the position to Scot Embrey, Principal at Centralia High School at sembrey@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				