



**Centralia School District  
Job Description  
District High School Summer School Director**

**Reports to:** Principal

**Location:** Centralia High School

**Bargaining Unit:** Centralia Education Association

**FLSA Status:** Exempt

**Program:** The high school summer school program supports students for academic and social emotional success. Professional development and planning will be June 20 – June 22, 2023. The student program will begin on Monday, June 26, 2023, and end on Friday, July 21, 2023 (no summer school July 3 – July 5, 2023). Approximately 200 students will be served. The program will include credit recovery options as well as some incoming freshmen opportunities. The high school director will support planning, 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:**

- Secondary level experience
- Administration or leadership experience
- Ability to speak Spanish

**Essential Functions:**

- Develops and manages a summer school program for high school students utilizing a credit retrieval model, APEX program, and an incoming freshman experience
- Budgets, hires, schedules, collects data, supports teachers and other summer school staff, and evaluates the program
- Supports the Freshmen Program Coordinator
- Serves as a liaison for management of operations including food service and transportation
- Plans professional development coordinated in conjunction with the school principal and the district

**Salary:** Current per diem rate of selected candidate for 5 hours per day from 6/20-6/22 and 06/26-7/21 (no school 7/3-7/5) and an additional 24 hours for planning, coordination, and follow-up. Directors will also receive up to twelve additional hours of planning in alignment with summer school teachers.

**Work schedule:** Coordination and planning work will begin in March. Summer school professional development and planning days will begin 6/20-6/22 and dates with students will be 6/26-7/21 (no school 7/3-7/5). Students will attend up to 3.5 hours per day with the exact start and end times TBD. The director will be expected to 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.

**Application Procedures:** Interested candidates should submit a letter of interest outlining why they are interested in the position and the qualification they possess that align with the position to Scot Embrey, Principal of Centralia High School at [sembrey@centralia.wednet.edu](mailto: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				