



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

Reports to: Executive Director of Teaching & Learning

Location: TBD

Bargaining Unit: Centralia Education Association

FLSA Status: Exempt

Job Summary: The District Elementary Summer School Program Director will oversee two elementary sites. The summer school program will support student academic and social emotional success. The program will utilize a theme-based approach to provide a balance of enrichment and targeted support for up to 500 students.

Required Qualifications:

- Centralia 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
- Administration/Leadership experience
- Ability to speak Spanish

Essential Functions:

- Develops a consistent District summer school program at two elementary school locations
- Collaborates with principals and summer school coordinators to communicate and develop a themed approach experience for students that is a balance of enrichment and targeted support in areas of need
- Budgets, schedules, collects data, communicates, and plans professional development for all elementary summer school staff
- Serves as a liaison for management of the operation including food service and transportation
- Provides coverage as needed for staffing at either of the two elementary sites
- Other duties as assigned

Salary: Current per diem rate of selected candidate for 5 hours per day from 6/20-6/22, 2023 and 6/26-7/21, 2023 (no school 7/3-7/5), 2023 and an additional 24 hours for planning, coordination, and follow-up. Up to twelve additional hours for planning will also be provided in alignment with other summer school staff.

Work schedule: Coordination and planning work will begin in March/April. Summer school professional development and planning days will be 6/20-6/22 and dates with students will be 6/26-7/21. Students will attend up to 3.5 hours per day with the exact start and end times TBD. The director 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.

Application Procedures: Interested candidates should submit a letter of interest outlining why they are interested in the position as well as the qualification they possess that are aligned with the position to Kristy Vetter, Executive Director of Teaching & Learning at kvetter@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				