



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

**Reports to:** Principal

**Location:** Centralia Middle School

**Bargaining Unit:** Centralia Education Association

**FLSA Status:** Exempt

**Program:**

The middle school summer school program supports incoming 7th and 8th grade students for academic and social emotional success. Professional development and planning will be 6/20-6/22, 2023. The student program will be 6/26/23 through 7/21/23. Approximately 200 students will be served. The program will utilize a theme-based approach to provide a balance of enrichment and targeted support. The middle school director will support planning, logistics, teacher teams, data, communication, and reporting.

**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:**

- Secondary level experience
- Program/Leadership or principal administration experience
- Ability to speak Spanish

**Essential Functions:**

- Develops and manages a summer school program for middle school students
- Budgets, hires, schedules, collects data, supports teachers and other summer school staff, and evaluates program
- Onsite management of the operations including food services 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, 2023 and 6/26-7/21, 2023 and up to an additional 24 hours for planning, coordination, and follow-up. Up to twelve additional planning hours are also available in alignment with summer school teachers.

**Work schedule:**

Coordination and planning work will begin in March/April. Summer school professional development and planning days will begin 6/20/23 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 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 and their qualification that align with the position to Lara Gregorich-Bennett, Principal of Centralia Middle School at [lgregorich-bennett@centralia.wednet.edu](mailto:lgregorich-bennett@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				