



# WAUNAKEE

## COMMUNITY SCHOOL DISTRICT

### Job Description

**Position Title:** Summer School Coordinator

**Employee Group:** Administrative Support

**Contract Length:** 261 days

**FLSA:** Exempt

**Supervisory Responsibilities:** Summer School Staff

Summer School Administrative Assistant

**Reports to:** Directors of Curriculum & Instruction and the District Administrator

#### **Qualifications:**

1. Master's Degree
2. Valid Wisconsin DPI administrative license

Preferred Qualifications

Prior administrative experience

Prior Waunakee Community School District experience

#### **Position Summary:**

The Summer School Coordinator is responsible for administration of the summer school program, including planning and coordination, program implementation, staff hiring and supervision, student attendance and discipline and district / state reporting.

**Essential Functions:** *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

#### A. Leadership

The Summer School Coordinator will:

- Develop and articulate the vision for the summer school program that is aligned with the vision for the district.
- Collaboratively create and cultivate a safe and positive school culture and climate for students and staff.
- Develop and disseminate systems that describe and define staff responsibilities and provide opportunities for staff to develop and use their leadership skills.
- Gather input and data from staff on their own performance.

- Partner with the administrative team to provide positive leadership for students and staff.

## B. Human Relations

The Summer School Coordinator will:

- Involve staff in fostering a safe and positive school climate.
- Collaborate to promote clear expectations, well-defined channels of communication and relationships between administrators, students, parents/guardians, and staff.
- Respond to inquiries from a variety of stakeholders to identify relevant issues and recommend or implement action plans.
- Develop and employ constructive problem-solving strategies with students, families, staff, supervisors and colleagues in the district.
- Contribute to the administrative team in a collaborative, cooperative and constructive manner to support the overall vision and goals of the district.
- Promote positive relationships with students, parents/guardians and staff.

## C. Summer School

The Summer School Coordinator will:

### 1. Planning and Coordination

- Collaborate with administrative team members to support all activities related to summer school.
- Serve as the contact resource person for questions regarding the summer school program.
- Administer and coordinate the summer school course catalog and registration process.
- Recruit and hire district and non-district staff after a specified/established internal application date has passed.
- Conduct student assistant interviews, hiring and orientation.
- Collaborate with the Human Resources office to finalize employment details of summer school staff.
- Create / delegate, implement and communicate the master schedule of courses, enrollments and transportation.
- Plan and deliver orientation and activities for staff.
- Revamp/revise course offerings for enrichment at elementary level.
- Collaborate with Curriculum & Instruction to provide leadership for the maintenance, assessment, and improvement of curriculum.
- Create and coordinate orientation materials and activities for all summer school staff.
- Coordinate appropriate health training for summer school staff for student health related concerns/care needs.
- Annually review and update the summer school employee handbooks to create, implement and communicate expectations, procedures, and practices.

## 2. Program Implementation

- Maintain ongoing communication with involved administrators.
- Develop, monitor, and administer the summer school budget.
- Monitor the processes for staff and student attendance.
- Organize/conduct summer school staff orientation, ensuring participation by all EE's
- Supervise staff and students in individual, small group, grade level and whole school settings.
- Create and maintain a positive learning environment for students which includes attendance and behavior management.
- Coordinate summer school staff check out at the end of each session and collect necessary information for District and DPI reports.
- In conjunction with building administration, provide final administrative oversight related to summer school programs/staff/student attendance-discipline.
- Develop relationships with community agencies and activities to support the school program.

## 3. Reporting

- Review and approve summer school staff timecards following district policies and procedures.
- Oversee the production required student reports for families and student records.
- Compile information and prepare required local, state or national reports or forms.
- Present to and/or represent the school in a variety of settings for maintaining ongoing community support for education goals and the district.

## D. Personnel

The Summer School Coordinator will:

- Supervise and evaluate staff by implementing established district policies, procedures and protocols.
- Lead the interviewing and recommendation process for summer school staff by identifying needs and selection criteria.
- Assign staff within certification / licensure requirements.
- Provide leadership and direction for effective instructional practices and staff development.

## E. Other Functions

The Summer School Coordinator will:

- Perform all other duties as assigned by the Directors of Curriculum & Instruction or District Administrator.
- Follow district policies and promote a positive image of the District at all times.

- Properly handle confidential matters relating to students, student records, parents/guardians, and staff.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Knowledge, Skills, Abilities**

Excellent written and verbal communication in English; write reports and business correspondence.

Read and interpret documents such as IEP's, 504's, reporting forms, procedure manuals, curriculum guides, and governmental regulations.

Ability to effectively and persuasively present information and respond to questions from diverse groups of administrators, staff, students and families.

Knowledge of instruction and assessment practices, child development, brain development and best practices in education.

Ability to independently and cooperatively define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

Ability to maintain good and effective relationships with others. Good human relations skills.

Ability to integrate information and exercise considerable judgment to create solutions.

Ability to prioritize complex tasks and establish project timelines.

Knowledge of conflict resolution and crisis de-escalation techniques.

Ability to use job-related equipment using pertinent software applications.

Adapt to changing work priorities with interruptions.

### **Physical Demands**

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, turning, lifting, carrying, and reaching. Ability to sit and stand for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close and far vision.

### **Work Environment**

This job is performed indoors and outdoors in public spaces and in a group office setting. The noise level in the work environment is low to moderate, but can be disrupting at times. Position usually demands meeting deadlines with time constraints and multiple, constant interruptions.

Adopted: 1/13/86

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March 1994  
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