

High School Summer Learning Program - Site Coordinator II (Internal Candidates Only)

Applications are now being accepted for the Secondary Summer School Site Coordinator II positions. Interested candidates should submit an online application by 4:00 pm on February 9, 2024. To access an application, please visit www.hcps.org and click on Current Vacancies, which can be found under the About Us banner. Click Apply Online Now. In the search box, type "Site Coordinator." Click on the position(s) in which you are interested and apply as instructed.

The High School Summer Learning Program Site Coordinator II will serve as the school contact for Central Office between **March 1, 2024 and June 11, 2024**. Only **one Site Coordinator II** will be hired for each school listed.

Secondary Summer School Site Coordinator II's are expected to complete the following duties beyond the regular duty day:

- Attend all meetings associated with the identified program;
- Identify students for the identified program with assistance from the school counseling department;
- Distribute program information to parents and students;
- Complete registration with students during the identified onsite registration dates in June;
- Communicate with Site Coordinator I

Secondary Summer School - Site Coordinator II locations:

- Patterson Mill High School
- C. Milton Wright High School
- Edgewood High School
- Havre de Grace High School
- North Harford High School
- Joppatowne High School
- Fallston High School
- Harford Technical School
- Swan Creek School

Contact Becky Pensero, Coordinator of Supplemental Instruction at Rebecca.Pensero@hcps.org for additional information.