

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

Applications are now being accepted for the Secondary Summer Learning Program Site Coordinator I positions. Interested candidates should submit an application online by 4:00 pm on February 9, 2024. To access an application, please visit www.hcps.org and click on Employment Opportunities (yellow sun icon).. 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 I will serve as the school contact for Central Office between **March 1, 2024 and July 25, 2024**. Only **one Site Coordinator I** will be hired for each school listed. **Site Coordinator I** should not schedule vacation time on the professional development days or during the month of July.

Secondary Summer Learning Program Site Coordinator I are expected to complete the following duties beyond the regular duty day:

- Attend all meetings or professional development associated with the identified program;
- Identify students for the identified program with assistance from Central Office;
- Complete registration with students during the identified onsite registration dates in June;
- Manage the enrollment file;
- Coordinate food services and adhere to timelines;
- Determine classrooms for summer school teachers;
- Monitor teacher payroll and student attendance;
- Inventory and store all program materials;
- Make any necessary phone calls to absent student's/discipline issues;
- Supervise 9-12 staff and students throughout the program;
- Arrange for any necessary substitutes during the summer program;
- Coordinate summer school teacher check out at the end of the session;
- Serve as the contact person for questions regarding the summer school program;
- Create and coordinate orientation materials for summer school staff;
- Support communication between the building administration, summer school administrators in charge, and summer school staff members;
- Arrange for a minimum of one guest speaker/extra-curricular activity to occur during the program;
- Arrive at school ½ an hour prior to student arrival and remain at school for 1 hour after student dismissal.

Secondary Summer Learning Program - Site Coordinator I site locations:

High School Sites:

- Aberdeen High School
- Bel Air High School

*Sites are subject to change

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