

**Elementary Summer Learning Program - Site Coordinator I
(Internal Candidates Only)**

Applications are now being accepted for the Elementary Summer Learning Program Site Coordinator positions. Interested candidates should apply online by 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 Elementary Summer Learning Program Site Coordinator will serve as the school contact for Central Office between **March 1, 2024 and July 25, 2024**. Only **one Site Coordinator** will be hired for each school listed. **Site Coordinator's** should not schedule vacation time on the professional development days or during the summer school session.

Elementary Summer Learning Program Site Coordinators are expected to complete the following duties beyond the regular duty day:

- Arrive at school ½ an hour prior to student arrival and remain at school for 1 hour after student dismissal;
- Supervise K-5 staff and students throughout the program;
- Coordinate food services and schedules for breakfast, lunch and snack;
- Oversee and monitor extra-curricular activities;
- Monitor teacher payroll and student attendance;
- Inventory and store all program materials;
- Make any necessary phone calls regarding student absences/discipline issues;
- Arrange for any necessary substitutes during the summer program;
- Coordinate summer school teacher check out at the end of the session;
- Attend all meetings or professional development associated with the identified program;
- Support communication between the building administration, summer school administrators in charge, and summer school staff members;
- Monitor the overall enrollment and registration process including the waitlist through the summer school application;
- Serve as the contact person for questions regarding the summer school program;
- Create and coordinate orientation materials for summer school staff;
- Determine classrooms and class lists for summer school teachers;
- Develop daily grade level schedules.

Elementary Summer Learning Program - Site Coordinator I site locations:

Elementary School Sites:

- **Meadowvale Elementary School**
- **Forest Hill Elementary School**
- **Old Post Road Elementary School**

Site locations are subject to change

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