

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. 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 Elementary Summer Learning Program Site Coordinator will serve as the school contact for Central Office between **April 12, 2021 and August 5, 2021**. 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:

- 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;
- Arrive at school ½ an hour prior to student arrival and remain at school for 1 hour after student dismissal;
- Supervise Pre-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.

Elementary Summer Learning Program - Site Coordinator I site locations:

Elementary School Sites:

- **Abingdon Elementary, Bel Air Elementary, Deerfield Elementary, Meadowvale Elementary, and North Harford Elementary**

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