

## **Stars of Summer Program Coordinator**

Stars of Summer is an online learning program which provides HCPS students the opportunity to experience camp-like workshops in a variety of content areas. Workshops are facilitated by HCPS teachers and run Monday through Thursday, between July 17 and August 3 (dates subject to change).

The Stars of Summer Program Coordinator will provide leadership supporting pre-program planning, program implementation during designated summer weeks, and program evaluation.

Duties and responsibilities include:

- Assist with the recruitment and selection of teaching staff,
- Support the development of the master schedule,
- Manage the student enrollment database,
- Assist with the creation and publication of public relations materials,
- Coordinate informational meetings with teaching staff,
- Provide program oversight during summer implementation,
- Communicate with teaching staff and related Central Office departments,
- Support the tracking of teacher salary and student attendance,
- Serve as a point of contact for teachers, school administration, and families,
- Provide technical guidance to teachers related to virtual learning, and
- Other duties as assigned.

\*Program is dependent on available funding