

OLYMPIA SCHOOL DISTRICT NO. 111

Job Category: Certificated

Posting Dates: April 23, 2021 – Open Until Filled

The Olympia School District Human Resources Office is now accepting applications for the following positions. Interested employees may submit a transfer request by calling the District Human Resources Office at 596-6185 prior to the deadline date.

Position	Hours/FTE	Location
Summer School Coordinator	2021 Summer School	Secondary Education
<i>Position hours vary depending on Summer School planning and scheduling. Summer School Registration typically begins the first week of June. Classes are held from the end of June through the beginning of August, Monday – Thursday from 9:00 am – 12:00 pm.</i>		
<i>Prior administrative and coordination of a summer school program experience at the middle and high school level preferred.</i>		
<i>Questions regarding the Summer School Coordinator position can be directed to: Mick Hart – 360-596-6109 or Angela Nadeau – 360-596-8545</i>		
Salary: To Be Determined		

Job Purpose Statement: The job of “Summer School Coordinator” is done for the purpose of planning, facilitating and supervising the middle and high school level tuition-based and/or special program summer school programs.

Essential Job Functions (including but not limited to):

- Responsibility for all aspects of the summer school program, including program design, planning, scheduling, registration, budget, training, staff hiring and supervision, student management and discipline, and communications.
- Recruits, hires, trains and evaluates certificated and classified staff (including teachers, paraeducators, clerical staff and/or AmeriCorps members).
- Facilitates planning of program schedule and course content.
- Identifies program locations, as well as times, dates, and cost of tuition and classes to be offered.
- Determines student eligibility, registration and scholarship procedures.
- Coordinates development and distribution of advertising brochures.
- Works with the OSD Director of Communications to advertise program through local media.
- Facilitates student registration process.
- Works with OSD Finance Supervisor and Executive Director of Secondary Education to develop and monitor program budget (staffing, materials, transportation, field trips, etc.)
- Facilitates program start-up (e.g. teacher meetings, room assignments, transportation, supply orders).
- Supervises staff and students on-site during summer school program hours.
- Facilitates program closing (e.g. building clean-up, progress reports).
- Develops detailed written report of program design, operations, enrollment, and finances.

- Works with counselors to promote summer program.

Other Job Functions:

- Coordinates partnerships with community agencies as appropriate.
- Presents final program report to OSD Board of Directors (including written report).
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements – Qualifications

- **Experience Required:** Prior teaching experience, prior administrative experience and familiarity with online and digital learning platforms preferred.
- **Skills, Knowledge and/or Abilities Required:**

Skills to complete coordination functions, operate standard office equipment, create and use computer databases, complete reporting and record keeping to maintain compliance with basic education and categorical program requirements.

Knowledge of middle and high school curriculum, effective instructional practices, student management and discipline procedures, school office operations, and support services.

Abilities to plan and organize effectively, maintain flexibility in working with school staff members, students, and their families, and communicate clearly in oral and written form with teachers, administrators, parents, students, and members of the community.

- **Education Required:** M.A. in Education or related field preferred.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Valid Washington State Teaching Certificate; Valid Washington State Principal Certificate preferred.

Responsible to: Executive Director of Secondary Education

If you share our commitment to provide challenging opportunities for all students to be successful, we'd like to hear from you!

Olympia School District 111 Bethel St. NE Olympia, WA 98506
(360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

Equal Employment Opportunity:

Olympia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – Michael Hart, (360) 596-8545, mhart@osd.wednet.edu; Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, alara@osd.wednet.edu; Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, klturcotte@osd.wednet.edu; ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, shoff@osd.wednet.edu; Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, sniemann@osd.wednet.edu. Address: Knox Administrative

Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.