

Posting

Delavan-Darien School District Coordinator Position

Posting Date: **December 20, 2018**

Position: **Summer School Coordinator Position**

School: **District**

Starting Date: **February 18th thru August 16th approximately 20 hours per week.**

Completed application materials **MUST** include the following:

1. Letter of application/interest
2. District Application (if not already on file)

and are due by: **January 14, 2019**

Send to: **Please submit your application materials using the WECAN system at the following web address: <http://services.education.wisc.edu/wecan>. Or Send application materials to: Mrs. Sheryl Anderson at 324 Beloit St., Delavan, WI 53115 (Review of materials and/or interviews may begin upon receipt of COMPLETE application packets.)**

The summer school coordinator will:

- Collaborate with administration to build out eight 1 week summer programs
- Work with business office on fiscal management of summer programs
- Prepare summer programs catalog
- Properly market summer programs
- Collaborate with interested internal teachers to create sessions
- Recruit and hire non-district staff after a specified/established internal application date has passed
- Serve as contact resource person for questions regarding summer school program
- Establish class list (i.e. calendar for registration cut-offs – enrollment deadlines, etc.)
- Create and coordinate orientation materials and activities for summer school staff
- Organize/establish registration schedule – Publish in Delavan Enterprise
- Set final schedules – class, busing, and lunch duty
- Collect/organize/disseminate final staffing lists
- Develop/oversee building budgets with building principals
- Provide oversight for summer school program – Coordinate development in cooperation with Director of Instruction
- Coordinate overall summer school registration including preparation of necessary forms etc.
- Work with registrar and administrative support position to ensure online summer school database is complete & accurate
- Schedule appropriate health training in-service time for summer school health related concerns/duties (School Nurse)

WI Teaching License Required, Administrative License Preferred.

The Delavan-Darien School District does not discriminate in employment on the basis of race, color, age, national origin, religion, sex or handicap.