



# Irvine Unified School District

## COORDINATOR

### SUMMER SCHOOL - SECONDARY

#### DEFINITION

Under general supervision of the Director of Secondary Education, provides leadership, coordination, and management for the secondary summer school program.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee planning and implementation of secondary summer school programs
- Work in conjunction with other summer school, extended learning, and extended school year coordinators
- Develop class schedules and course offerings
- Recruit and select teachers and support staff
- Provide support for formative and summative assessments, and monitoring of student progress
- Facilitate regularly scheduled meetings with staff
- Conduct classroom visitations and supervise instruction
- Prepare and maintain required budgets
- Maintain attendance records
- Prepare and submit payroll (certificated and classified) records
- Publish registration materials and coordinate registration process
- Purchase supplies
- Coordinate use of facilities
- Respond to parent concerns
- Document systems and procedures

#### QUALIFICATION GUIDE

##### Credential:

- Valid California Administrative Credential preferred.

##### TRAINING AND EXPERIENCE

- Successful teaching and/or supervisory experience totaling at least five years.

##### EDUCATION

- Bachelor's Degree, or higher, from an accredited college or university.

##### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

##### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

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