

**Tonya-Dukes Bozeman,**  
**Superintendent**

**Conecuh County Schools**

### **Description of Position**

Title	Summer Program Coordinator (2022)
Qualifications	<ol style="list-style-type: none"><li>1. Education Administration Certification (<i>Preferred</i>)</li><li>2. Ability to maintain good interpersonal relationships</li><li>3. Creative problem solver who takes initiative</li><li>4. Experience with differentiating instruction.</li><li>5. Completion of multisensory structured language education (Elementary)</li><li>6. Used Specialized Program of Reading Individualized Excellence (SPIRE) materials</li><li>7. LETRS training (Elementary)</li></ol>
Reports to:	Curriculum Coordinators
Terms of Employment:	May 27, 2022 through July 1, 2022 [7:30am to 3:00pm; Monday through Thursday]
Stipend	\$35.00 per hour (Working an Additional 1.5 Hours per day)

### **Responsibilities:**

- Set the tone for learning and accountability in the Summer Program.
- Must be able to provide positive leadership, motivate employees, and serve as a role model for both teachers and students.
- Excellent communication skills. Must be able to properly communicate with colleagues, students, parents, and business partners who will contribute to the success of the Summer Programs.
- Create weekly and daily schedules.
- Collect and report daily attendance from students and teachers.
- Contact identified students and families prior to Summer Program and throughout Summer Program to ensure attendance and success.
- Protect instructional time and integrity of the Summer Program.
- Plan daily with summer school staff to ensure success of the program.
- Prepare and submit final individual student improvement/deficiency reports to the Coordinators and Summer School Administrators.
- Verify and submit all ALSDE documentation
- All other duties deemed necessary by Curriculum Coordinators.

Applicants may obtain an application from the Conecuh County Board of Education, 1455 Ted Bates Road; Evergreen, AL 36401. Current employees are required to submit a letter of interest in lieu of the application.

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