



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	Summer School Coordinator	Location:	Student Achievement
Reports To:	Director Student Achievement	Supervises:	Summer School Teachers
Classification:	Certified	Status:	Part-time
FLSA Status:	Exempt	Benefit Eligible:	No
Work Year:	1 month	Salary:	see lhusd.org website

Qualifications

- Valid appropriate Arizona Teacher Certificate: principal or supervisor certificate preferred.
- Master's Degree or working toward a Masters in Educational Leadership, Elementary Education, Reading Education, or Early Childhood Education Preferred
- Five years successful experience as a classroom teacher
- Knowledge of current reading intervention strategies and methodologies
- Usage of data in informing instruction
- Proven classroom management skills
- IVP fingerprint clearance card through AZ Department of Public Safety

Function

- Responsible for organizing summer school programs, registration, and student placement.
- Assist in summer school staff selections.
- Provide remedial instructional strategies to summer school teachers in reading and mathematics
- Assist teachers in the interpretation of DIBLES and other diagnostic assessments as they relate to interventions needed.
- Assist teachers in scheduling individuals or groups of students for intervention.
- Assume reasonable and equitable job-related duties as assigned by the Director of Educational Services
- Serve in an assistive role to teachers, with no teacher evaluation responsibilities.

Responsibilities and Requirements

- Ability to apply research on effective practices for reading intervention.
- Ability to apply research on effective practices for mathematics intervention.
- Knowledge of how to target student-specific interventions.
- Ability to use assessment data to monitor learning and guide instruction.
- Effective written and oral communication skills
- Ability to use educational technology.
- effective public relations skills necessary to implement new programs.
- Work with discipline problems which may arise in the summer school classroom.
- Work with host principal and Education Services Director to develop summer school schedule.
- Prepare and submit annual summer school report after summer school completion.
- Coordinate with host principal and LHC Parks and Recreation

STAFF PERSONNEL

- **MEETINGS:** Attend summer school organizational meetings and summer school trainings
- **COMMITTEES:** Serve on committees as requested
- **TEAM MEMBER:** Be responsible for own involvement as contributing member involving group decision making and the development of a positive, cooperative building environment.



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

STUDENT PERSONNEL

- **HEALTH AND WELFARE:** Identify and refer unusual student behavior to appropriate specialists; report to the nurse any injury or illness to a student or self.

OPERATIONS

- **POLICIES/REGULATIONS:** Know and observe Board policies and regulations.
- **TEACHER ABSENCE:** Advise Administration in accordance with district policy.
- **BOOKS/SUPPLIES:** Account for school and district property, as required.
- **EMERGENCY PROCEDURES:** Follow school regulations regarding emergency procedures.
- **ATTENDANCE:** Report to work daily at times assigned and remain on thru time prescribed in district policy

OTHER

- **HEALTH:** Responsible for performing other job-related duties as assigned by direct supervisor

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.