

**English Learner (EL) Summer Camp - Site Coordinator  
(Internal Candidates Only)**

The EL Summer Camp Site Coordinator will serve as the school contact for Central Office between **April 1, 2023, and July 21, 2023**. Only **one Site Coordinator** will be hired. The **Site Coordinator** should not schedule vacation time on the professional development days or during the EL Summer Camp dates of 6/26-7/21/23.

The EL Summer Camp Site Coordinator is expected to complete the following duties beyond the regular duty day:

- Attend all meetings or professional development associated with the identified program;
- Identify students for the identified program with assistance from Central Office;
- Complete the registration of all students prior to the start of camp;
- Manage the enrollment file;
- Coordinate food services and adhere to timelines;
- Determine classrooms for summer camp teachers;
- Manage and monitor summer camp payroll and student daily attendance;
- Inventory and store all program materials, curriculum, student work/assessments;
- Direct the daily operations of the EL Summer Camp;
- Make any necessary phone calls to absent student's/discipline issues;
- Supervise 6-10 staff as well as student participants throughout the program;
- Arrange for any necessary substitutes during the EL summer camp;
- Coordinate summer camp teacher check in and check out;
- Serve as the contact person for questions regarding the EL summer camp;
- Create and coordinate orientation materials for summer camp staff;
- Support communication between the building administration, summer camp central office administrators, business partners, and summer camp staff members;
- Arrive at school ½ an hour prior to student arrival and remain at school for 1 hour after student dismissal.

Requirements

- Must be a tenured teacher within Harford County Public Schools.
- Must be available to be onsite throughout the duration of EL summer camp (6/26/23-7/21/23).
- Past experience with EL summer camp is preferred, not required.
- Hold or be eligible for a Maryland Advanced Professional Certificate (APC).
- Possess characteristics of an effective teacher.
- Demonstrated leadership skills.
- Excellent written and oral communication skills.

**EL Summer Camp 2023 - Site Coordinator site location:**

**Bel Air High School \* Location subject to change.**

Contact Chandra Krantz, Central Office Coordinator of EL Summer Camp at [Chandra.krantz@hcps.org](mailto:Chandra.krantz@hcps.org) for additional information.