

Secondary Virtual Summer Learning Program - Site Coordinator I (Internal Candidates Only)

Applications are now being accepted for the Secondary Summer Learning Program Site Coordinator I positions. Interested candidates should submit an online application by 4:00 pm on February 3, 2021. To access an application, please visit www.hcps.org and click on Current Vacancies, which can be found under the About Us banner. Click Apply Online Now. In the search box, type "Site Coordinator." Click on the position(s) in which you are interested and apply as instructed.

The Secondary Summer School Site Coordinator I will serve as the school contact for Central Office between **March 1, 2021 and August 5, 2021**. Only **one Site Coordinator I position** will be hired for each of the two areas listed below. **Site Coordinator I** should not schedule vacation time on the professional development days or during summer school dates.

Secondary Summer School Site Coordinator I's are 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 registration with students during the identified onsite registration dates in June;
- Manage the enrollment file;
- Coordinate food services and adhere to timelines;
- Determine class schedules with summer school teachers;
- Track teacher salary and student attendance;
- Inventory and store all program materials;
- Make any necessary phone calls to absent student's/discipline issues;
- Arrange for any necessary substitutes during the summer program;
- Be available ½ an hour prior to the start of the school day and remain available for ½ an hour after the school day.

Secondary Summer School - Site Coordinator I:

High School Sites:

- Virtual

Content Areas:

- Math and Science
- Social Studies and English

Contact Becky Pensero, Coordinator of eLearning at Rebecca.Pensero@hcps.org for additional information.