

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

Applications are now being accepted for the Secondary Summer School Site Coordinator I positions. Interested candidates should submit an online application by 4:00 pm on February 1, 2019. To access an application please refer to the Human Resources, Recruitment and Staffing SharePoint site or the HCPS website under Career Opportunities/Current Job Openings /Substitutes/Other Summer.

The Secondary Summer School Site Coordinator I will serve as the school contact for Central Office between **March 15, 2019 and August 2, 2019**. Only **one Site Coordinator I** will be hired for each school listed. **Site Coordinator I** should not schedule vacation time on the professional development days or during the month of July.

Secondary Summer School Site Coordinator I 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 classrooms for 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;
- Arrange for a minimum of one guest speaker/extra-curricular activity to occur during the program;
- Arrive at school ½ an hour prior to student arrival and remain at school for 1 hour after student dismissal.

Secondary Summer School - Site Coordinator I site locations:

High School Sites:

- Aberdeen High School
- Patterson Mill High School

Contact Becky Pensero, Assistant Coordinator of Intervention at 410.588.5325 for additional information.

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

Applications are now being accepted for the Secondary Summer School Site Coordinator II positions. Interested candidates should submit an online application by 4:00 pm on February 1, 2018. To access an application please refer to the Human Resources, Recruitment and Staffing SharePoint site or the HCPS website under Career Opportunities/Current Job Openings /Substitutes/Other Summer.

The Secondary Summer School Site Coordinator II will serve as the school contact for Central Office between **March 15, 2019 and June 15, 2019**. Only **one Site Coordinator II** will be hired for each school listed.

Secondary Summer School Site Coordinator II are expected to complete the following duties beyond the regular duty day:

- Attend all meetings associated with the identified program;
- Identify students for the identified program with assistance from the school counseling department;
- Distribute program information to parents and students;
- Complete registration with students during the identified onsite registration dates in June ;
- Communicate with Site Coordinator I

Secondary Summer School - Site Coordinator II site locations:

- Alternative Education
- Bel Air High School
- C. Milton Wright High School
- Edgewood High School
- Havre de Grace High School
- North Harford High School
- Joppatowne High School
- Fallston High School
- Harford Technical School

Contact Becky Pensero, Assistant Coordinator of Intervention at 410.588.5325 for additional information.