

William S. Hart Union High School District
21515 Centre Pointe Parkway
Santa Clarita, CA 91350

District Summer School Coordinator

Qualifications: District employees who hold an administrative services credential are encouraged to apply. The candidate must currently or recently be engaged in significant leadership activities at the school or district level and have at least two years experience as a site administrator or as an administrative intern. The District is looking for an individual who is willing to assume the position for multiple years.

Responsibilities: The coordinator will work with District administration to plan, organize, and manage the District's summer school program and will be expected to be on site daily during summer school operating hours.

Duties: Assignment will include pre- and post-summer school time commitment. Planning the summer program begins in the fall and is especially intense during the spring semester. The actual summer school program runs from mid-June through the beginning of August. Duties include, but are not limited to:

- Serving as primary liaison with sponsoring organization (Opportunities for Learning)
- Preparing and printing summer school forms
- Selecting locations, dates and times
- Coordinating the selection of administrative interns and certificated and classified staff
- Supervising administrative interns and certificated and classified staff
- Coordinating transportation of special education students
- Answering questions, from teachers, parents, and students
- Conducting observations of summer school classes
- Conducting post-summer school debriefing

Stipend: \$8000 (non-District funds)

Application Procedure: Send a letter of interest and resume including the following information, which will be used to screen potential candidates:

- Prior experience as a summer school intern or administrator
- Prior experience working on administrative projects at the school or district level

Submit the above to:
Vicki Engbrecht
Assistant Superintendent, Educational Services
21515 Centre Pointe Parkway, Santa Clarita CA 91350
Deadline: February 22, 2012

Bilingual Candidates are encouraged to apply.