



POSITION DESCRIPTION

JOB TITLE: Summer School Coordinator Job Class:		
DATE	DEPARTMENT OR SCHOOL Summer School	DIVISION Teaching & Learning
BARGAINING UNIT: ASC		FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Provides assistance to the Director, Summer School with the design, implementation and day-to-day operations of the Milwaukee Public Schools (MPS) summer school program for kindergarten through grade 12 students as delegated and instructed. Ensures the summer school program reflects the district's mission and accomplishes the outlined goals.</p>		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Updates and edits the summer school handbook of services offered and the summer school Principal Handbook. Consults and collaborates with HR-Classified Staffing in the development of a summer staff handbook for appropriate staff.
2. Coordinates and monitors the Eighth-grade Promotional Literacy Program.
3. Works with the MPS Technology Division to provide technical assistance and direction for schools using the ESIS system to report on student enrollment, create an eSIS master schedule, program students, assign security, and staff logons, admit and withdraw students, assist with grades and report cards, make and modify schedule changes, provide assistance with the program set up and provide onsite technical assistance during the summer session.
4. Assists in the review, monitoring, and follow-up of summer school payroll documents. Assists with the data summary and state reports.
5. Provides assistance with the data collection, test results, survey results and the development of the report to the MPS school board on summer school outcomes and seeking approval of plans for subsequent summer programs.
6. Serves as a liaison between District public and nonpublic schools, community service agencies, and other organizations. Assists in the training sessions on the summer school program for schools, data processing staff, school counselors, 220 districts, non-public sites, and alternative programs.

7. Collaborates with Communication Affairs to develop a parent information campaign to assist parents in registering for summer school.
8. Assists in the design and implementation of professional development for administrators, teachers, safety assistants, educational assistants, clerical, and other staff implementing the summer program.
9. Assists in the biweekly Summer School Planning Committee meetings with staff representing all departments in MPS that provide service in summer.
10. Assist the MPS Recreation in the implementation of district wide initiatives (summer meal program, CLC sites paired with summer sites, and the Dell Techno Computer Program).
11. Collaborates with the Department of Human Resources regarding staffing levels for summer programs, applications, hiring procedures, staffing adjustments during the summer session and grievances.
12. Collaborates with the Division of Labor Relations to prepare multiple memoranda of understanding (MOU) for summer employment and to negotiate with the various bargaining units.
13. Collaborates with the Division of Special Education to provide appropriate programs and training and staff for students with special education needs.
14. Collaborates with other MPS departments and community representatives to ensure the effective implementation of the summer school program such as payroll, transportation, finance, Curriculum Specialists, Assessment & Accountability.
15. Collaborates with Facilities & Maintenance Services, School Principals, and Custodians in the utilization and coordination of the summer school sites.
16. Actively supports the MPS Strategic Plan.
17. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Director, Summer School.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Supervises clerical staff and consultants as necessary.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

A master's degree in an educational field and an administrator's license or the ability to obtain within two years of appointment.

Experience Requirements

At least three years of experience teaching in an urban school district; previous administrative experience is desired.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, ESIS (databases) and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.