HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Summer School Coordinator

Supervisor: **Building Principal**

FLSA Status: **Exempt** **Employee Group:** **Certified**

Qualifications:

1. Valid Illinois Professional Educator License with Administrative Endorsement
2. Familiar with Harlem Elementary Reading and Math Curriculum

Terms of Employment:

- $3000 Stipend

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Will act as supervisor during summer school session.
2. Conduct daily walkthroughs to insure Balance Literacy methods are being implemented.
3. Conduct daily walkthroughs to insure Math Curriculum is being implemented.
4. Organize assessment data.
5. Organize daily attendance data.
6. Organize supervision before and after school.
7. Keep current with best practices and requirements as they relate to your job assignment.
8. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.