

**RIPON AREA SCHOOL DISTRICT
Job Description**

Department: Administration

Job Title: Summer School Director

Qualifications: Licensure: Must be licensed as a principal as required by the Department of Public Instruction or able to obtain one within a time frame specified by the school board.

Education Level: Master's degree in an approved program that qualifies for principal certification with the state of Wisconsin. Director of Instruction preferred.

Experience: A minimum of four years' teaching experience and previous administrative experience. Demonstrated ability to effectively deliver administrative services.

Other Requirements: Ability to effectively present information, communicate positively and respond to questions from administration, Board of Education, staff, students, parents, and the general public in a pleasant manner. Ability to motivate, guide, and supervise staff. Ability to handle stressful situations, organize and maintain numerous details, work independently. Ability to maintain confidentiality in all phases of position. Ability to effectively use a computer for word processing, spreadsheets, and data entry. Ability to work unsupervised and make risk decisions.

Reports to: Superintendent of Schools

Supervises: Directly or indirectly every summer school employee.

Job Goals: To facilitate development, implementation, and evolution of curricular, instructional and personnel functions of summer school in order to continually improve student performance. To plan, develop, implement, lead, and evaluate the program's progress towards achieving the system's vision and strategic direction.

Essential Job Functions/Responsibilities:

1. Demonstrates commitment to the education of children by supporting the organizational vision, mission, guiding principles, and strategic direction.
2. Promotes and supervises an effective summer school instructional program that is consistent with the District curriculum.
3. Works cooperatively with leadership teams and other groups within each school to increase staff and student participation, student achievement, and both remedial and enrichment course offerings at all levels within the summer school program.
4. Manages resources including expenditure of funds; maintenance of summer school budget; and establishment and implementation of emergency procedures;

5. Assumes responsibility for the recruitment, hiring, supervision, and evaluation of all summer school staff as well as recruiting and hiring non-district staff after a specified internal application date has passed.
6. Assumes responsibility for organizing and assigning staff from initial orientation to final check out to ensure security, safety, and supervision of students and appearance of the physical plant.
7. Establishes a positive and effective learning climate in summer school by creating, implementing, and communicating expectations, procedures, and practices.
8. Collaborates to promote clear expectations, well-defined channels of communication and relationships between students, parents/guardians, administrators, and staff.
9. Coordinates overall summer school registration schedule through local and school media including preparation of the summer school class booklet and necessary forms.
10. Establishes partnerships with outside agencies to advance student learning.
11. Works with the summer school administrative support position to collect, organize and disseminate final master schedules and lists for staffing, substitutes, classes, attendance, and busing to ensure on-line summer school database is accurate.
12. Schedules appropriate health training in-service time for summer school staff with school nurse for summer school health related concerns.
13. Interprets and enforces district policies.
14. Prepares summer school reports required by state and federal regulations and Board of Education policies.
15. Serves as summer school principal in the absence of the assigned building principal.
16. Gathers input and data from staff on his/her own performance.
17. Assists in establishing and maintaining good relations with civic, professional, service, parent organizations, legislators, and the community in general; and by having an active interest and involvement in community activities.
18. Engages in professional growth activities to enhance job performance and/or meet changing job requirements.
19. Performs other duties as assigned by the Superintendent.

Terms of Employment: The term of employment for the principals shall be July 1 to June 30 of each year, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin Law.

Evaluation: Performance shall be evaluated annually, in accordance with provisions of Board of Education policy on administrative personnel.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name