

### **SUMMER SCHOOL PRINCIPAL**

- QUALIFICATIONS:**
1. Ability to meet certification requirements from the State DPI
  2. Masters Degree or equivalent
  3. Demonstrated ability to exercise the responsibility allocated to the elementary school
  4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Under the direct supervision of the District Administrator and the Director of Instruction in the area of curriculum.

**SUPERVISES:** All professional and non-certificated staff assigned to his/her building.

**JOB GOAL:** To provide every student in the district with an opportunity to use some of his/her vacation time in a productive and meaningful program of remedial or enrichment education.

**PERFORMANCE RESPONSIBILITIES:**

1. Organize the summer school curriculum for all grade levels in consultation with appropriate members of the staff and faculty;
2. Acquires the services of teachers for courses taught;
3. Assumes responsibility for attendance accounting and submits enrollment and attendance reports;
4. Makes classroom visits for administrative and supervisory purposes;
5. Prepares summer school schedule and assumes responsibility for registration and assignment of students;
6. Requisitions classroom equipment, supplies, and textbooks, as needed;
7. Prepares and oversees dissemination of publicity and information concerning summer school course offerings;
8. Prepares and administers the summer school operating budget;
9. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.