

SUMMER SCHOOL SITE FACILITATOR

Reports To: Executive Director of Bilingual Education & Special Programs

Dept / Campus: Assigned Campus

Pay Grade: P-205

Board Approval: May 2011

PRIMARY PURPOSE / FUNCTION:

Provide administrative and instructional leadership for the Summer Program for La Vega ISD staff and students.

QUALIFICATIONS:

Education/Certification:

Valid Texas teaching certification

Masters degree preferred

Special Knowledge/Skills:

Excellent organization, communication, and interpersonal skills

Knowledge of state and local policies and procedures related to curriculum and instruction

Ability to supervise others in a fashion which leads to quality performance in a team atmosphere

Outstanding data management

Working knowledge of computer technology and the associated software tools

The ability to quickly establish rapport with both students and adults

Demonstrated zest for learning

Ability to analyze data for the purposes of decision making and planning

Calm and patient demeanor with students and others

Experience:

Minimum of three years experience as a classroom teacher

Summer School Site Facilitator cont.

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Management	1.	Participate in the development, implementation, and evaluation of educational programs.
	2.	Plan and implement professional development for summer school staff.
	3.	Serve as liaison between the campus and central office regarding the summer school program.
	4.	Compile, maintain, and file all reports, records, and other documents required for assigned area.
	5.	Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.
School Climate	6.	Present for students a positive role model that supports the mission of the school district.
	7.	Maintain a positive and effective relationship with supervisors, teachers, other campus personnel, students, and parents.
	8.	Comply with all district and local campus routines and regulations.
	9.	Effectively communicate with colleagues, students, and parents.
School Improvement	10.	Assess and respond to needs related to job responsibilities.
	11.	Assist in the development and coordination of a continuing evaluation of the programs within the areas of assigned supervision and implement changes based on those findings.
Student Management	12.	Develop and maintain effective individual and group relationships with students and parents.
	13.	Consult with parents, teachers, administrators and other relevant individuals to enhance their work with students.
Professional Development	14.	Develop needed professional skills appropriate to personal growth and professional job assignments.
	14.	Demonstrate behavior that is professional, ethical, and responsible.

Summer School Site Facilitator cont.

School/
Community
Relations

24. Articulate to the community the district's mission and goals in all areas of assigned responsibility and solicit its support in realizing the mission.
25. Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.
26. Demonstrate consumer sensitive techniques that will enhance customer delight.
27. Perform any other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervises students and staff in those areas deemed appropriate by the Director of Elementary Education.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbally and written)
Ability to instruct and model desirable skills and attitude
Ability to remain productive and maintain control under stress
Ability to supervise others in a non-coercive manner
Ability to maintain a clear focus on customer delight

Physical Demands:

Frequent district-wide and statewide travel
Occasional prolonged and irregular hours
Ability to lift and carry 50 lb.

The foregoing statements describe the general purpose and responsibilities to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

Supervisor

Date