

2023 Secondary Summer School Coordinators

Guidance and Counseling Department

Position Details

Reference Code: A000

Division/Unit: College, Career, Equity, and School Choice

Classification: Licensed Administrator

Terms of Employment: One (1) month, see salary and benefits for additional information

FLSA STATUS: EXEMPT

Position Summary

The persons selected for these licensed administrative assignments will serve as the administrators responsible for overseeing the secondary summer school sites. The persons selected for these assignments are directly responsible for the day-to-day operation of all summer school sites listed below and will report directly to the Director of Guidance of Counseling, College, Career, Equity, and School Choice Unit (CCESCU).

Region	Summer School Site
3	Green Valley High School
3	Las Vegas High School
1	Mojave High School
3	Rancho High School
1	Shadow Ridge High School
2	Sierra Vista High School
3	Foothill High School
2	Spring Valley High School

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

Secondary Summer School Site Planning: Wednesday, March 29, 2023 - Wednesday, May 24, 2023

1. Works collaboratively with the Guidance and Counseling Department of the CCESCU in all areas of the summer school project.
2. Develops and leads a minimum of eight (8) after-school training sessions detailing all areas of responsibility including curriculum, data processing, budget management, payroll, staffing, master schedule, and student accounting.
3. Develops and implements an efficient registration training process with Infinite Campus.
4. Assists schools to follow Clark County School District procedures when hiring counselors, faculty, and support professional personnel.
5. Responds in a timely manner to the established timeline.

Secondary Summer School Site Registration: Monday, April 24, 2023 - Wednesday, May 24, 2023

1. Assists site administrators to monitor student enrollment based on the summer school student-to-teacher ratio.
2. Visits schools to ensure students new to the District are correctly enrolled.
3. Has a thorough knowledge of the General Accepted Accounting Principles (GAAP) practices and procedures of the District in collecting and banking student fees by providing a sound fiscal management system for site administrators.

Secondary Summer School Site Operation: Tuesday, May 30, 2023 - Monday, July 10, 2023

1. Provides support to summer school site administrators in the effective management of safe and secure campuses.
2. Investigates and resolves parent/guardian concerns regarding grading issues and/or student rules' violations, responding in writing, when necessary.
3. Maintains and authorizes accurate payroll information for all staff members.
4. Efficiently manages an Infinite Campus database of site information supplying audited reports free of errors for enrolled students and staff.

5. Supervises support professional personnel, observes classroom teachers, and generates employment verification documents for all faculty and support professional personnel hired.
 6. Conducts staff meetings giving verbal and written directions, as needed.
 7. Identifies students eligible for Student Services or 504 accommodations and provides documentation for appropriate staff.
 8. Reviews, revises, publishes, and distributes the staff handbook and the student-parent/guardian handbook.
 9. Develops procedures to ensure student grades are accurately posted at the end of each session.
 10. Organizes the distribution of progress/grade reports to students at four (4) reporting intervals.
 11. Conducts surveys to capture the opinions of students and staff.
 12. Opens, operates, and closes sites according to District protocol.
 13. Performs other duties related to the position, as assigned.
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Position Requirements

1. Previously served as a summer school site administrator for two (2) years.
 2. Currently employed as a ten (10)-month or eleven (11)-month administrator in the District.
 3. Familiar with the use of technology and Infinite Campus.
 4. Successful performance in the position held at the time of application.
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Salary and Benefits

Salary for this position is determined by the assigned administrator's current step placement on the Unified Administrative Salary Schedule. Supplemental contracts will be calculated and issued for these assignments in accordance with Article 16 (Work Year) of the Agreement negotiated between the Clark County School District and the Clark County Association of School Administrators and Professional-Technical Employees.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 01/09/23
- Created: 01/19/16