

ELEMENTARY SUMMER SCHOOL PRINCIPAL

REPORTS TO: Superintendent and Federal Programs Coordinator

SUPERVISES: School Personnel (teaching staff - certificated and classified), and Students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Oversee planning and implementation of the Elementary Summer School program.
- Develop class schedules.
- Recruit and select teaching staff in the Spring.
- Coordinate the scheduling of certificated and classified staff.
- Supervise staff as needed.
- Coordinate the use of all district facilities.
- Assist the Director of Transportation in obtaining sufficient and efficient means of transportation for summer school students.
- Assist the Director of Food Services in establishing breakfast and lunch schedules.
- Work in conjunction with Cassia District's Elementary Curriculum Coordinator in establishing intervention curricular needs.
- Work in conjunction with the Cassia District Technology Director to prepare data analysis, using Spring IRI/ISAT testing data to establish the baseline, and Fall IRI/ISAT testing data and present findings to the district Board and Administrators.
- Work in conjunction with the Cassia District Federal Programs Coordinator to budget for and determine allowable summer school allocations.
- Maintain attendance records and analyze and report attendance data. Notify parents of absences.
- Prepare and submit scheduled payroll (certificated and classified) to the Central Office.
- Coordinate registration process with building administrators and provide registration materials.
- Purchase K – 5 supplies, materials, and needed curricula.
- Account for records of expenditures.
- Provide ending inventory.
- Provide progress monitoring data and completed summer school records of all summer school students to receiving Principals before August 15, 2006; which includes pretest/posttest data as well as beginning levels and ending levels that are tied to current regular school curricula.
- Complete and file all required state reports.
- Respond to parent concerns and issues.
- Report weekly to the Federal Programs Coordinator.

