

Summer School
Director
Job Description

District-wide duties include:

- Recruit, select, and coordinate staff members to teach summer school for both DES and DMS, and to support DHS credit recovery students
- Develop clear and specific reporting of staff and students to the central office, which will include programming and attendance for state reporting requirements
 - Discuss relevant reporting needs with the finance director
 - Collect and submit time cards for all summer school staff
- Research and gather materials & curriculum, collect performance data to generate plans for individual skill development, and subsequently monitor student progress
- Facilitate communications with parents about important dates and times, student behavior, and student progress
- Finalize bussing arrangements with the transportation department