

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Elementary Pre-K Summer School Coordinator      **DEPARTMENT:** Elementary Education

**REPORTS TO:** Director of Elementary Education - Early Learning

**Position Summary:** Under the direction of the Director of Elementary Education - Early Learning, manage the summer school learning program to support student achievement and ease the transition into kindergarten. This position and contract is reviewed annually. This position requires knowledge of District procedures and policies, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

### **ESSENTIAL FUNCTIONS:**

- Kindle excitement about learning, encouraging flexible and critical thinking and development of communication skills.
- Assess the needs of the students and provide a suitable learning environment to meet their needs.
- Follow the adopted curricula, attending staff meetings and other professional meetings as may be assigned by the principal.
- Maintain order in the classroom and ensure a caring, safe learning environment, with clear routines and procedures designed to minimize disruption and maximize student on task time.
- Maintain safe and healthful conditions in the classroom and report promptly to the principal any serious accident or illness affecting students in the classroom.
- Evaluate each pupil's educational growth and development and make periodic reports to parents or guardians as well as to the designated school administrator.
- Plan, prepare and provide an instructional program, including the preparation of lesson plans as necessary so that the instructional program is uninterrupted in the event of the teacher's absence.
- Continue to improve classroom methods and techniques by attending workshops, summer school, professional meetings or conferences, and keep abreast of current educational innovations through professional literature.
- Work cooperatively with a building team in planning, supporting and providing instruction, and share with other staff the responsibility for supervision of activities and student behavior outside the regular classroom.
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Encourage and provide the structure for ongoing, meaningful involvement of parents and community members in the classroom and school.
- Use technology to provide challenging instruction to students of all learning levels.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

### **QUALIFICATIONS:**

**EDUCATION:** Bachelor's degree from an accredited college or university with appropriate endorsement. Master's degree preferred. Teacher entering administrative internship in the fall preferred.

**EXPERIENCE:** Five (5) years of successful teaching experience in public schools and effective work with school age students. At least three (3) years' experience at the elementary level highly preferred. Preference given to administrative experience.

**CERTIFICATES & LICENSES:** Valid Washington State teaching, ESA, and/or administrative certificate. Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CLEARANCES:** Criminal Justice Fingerprint/Background Clearance

**CONTINUING EDUC. /TRAINING:** Maintaining current knowledge of curricular requirements, evaluation frameworks, and state and federal mandates.

**REQUIRED TESTING:** None Specified

**FLSA STATUS:** Exempt

**ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION**

**BARGAINING**

**UNIT:**

Issaquah

Education

Association

(IEA)

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date