

Naperville Community Unit School District 203
Job Description

POSITION: Summer Learning LSC

POSITION SUMMARY: Assists the directors and teachers in the implementation of Elementary and Junior High Summer Programs in District 203.

FUNCTION: To coordinate instructional resources to provide a highly effective and efficient summer learning experience.

REPORTS TO: Director of Summer Learning

QUALIFICATIONS: Professional Educator License
Prior LSC experience in District 203 preferred
Successful public school teaching experience
Evidence of ability to manage teams and work independently through past job experience and achievement
Strong communication and interpersonal skills
Such other qualifications as may be determined by the Director of Summer Learning

RESPONSIBILITIES:

1. Assist in efforts to establish and implement a shared mission and vision for summer learning that leads to academic growth for all learners;
2. Assist in partnering with school leaders to coordinate the successful operation of the Elementary Summer Learning sites;
3. Provide instructional leadership through curriculum alignment; professional development; materials inventory, collection, and distribution; support for teachers during instructional times;
4. Assist in establishing and maintaining a safe, positive, and effective learning environment;
5. Assist in establishing and monitoring a culture of high aspirations and achievement for every student;
6. Utilize current technologies to support leadership and management functions;
7. Meet with the Director of Summer Learning regularly to provide updates and assess Elementary Summer Learning programs
8. Treat all people fairly, equitably, and with dignity and respect;

9. Protect the rights and confidentiality of the students and staff;
10. Performs other duties as assigned.