



Job Description

Position: Assistant Director of Summer School

Compensation: \$8,500

Reports to: Director of Summer School

Schedule: 7:45 – 3:00 Monday - Thursday (6/2/25 – 7/17/25; Holidays – 6/19/24, 7/3/25) - 25 Work Days

Description:

The Assistant Director of Summer School is tasked with the general administration of all operations related to the district's summer program of instruction. In collaboration with the Summer School Director, the Assistant Director of Summer School will ensure the efficient and appropriate administration of the program. This Assistant Director of Summer School shall perform duties as assigned by the director in the areas of staffing, registration, curriculum and assessment coordination and operations.

Required Qualifications:

- Current and valid Illinois professional educator's license.
- (Preferred) Endorsement in general administration (Type 75)
5 years of teaching, administrative or relevant experience

Preferred Qualifications:

Demonstrated capacities in the following areas:

- **Instructional leadership** (*leading instructional change through innovation and advocacy while serving as an exceptional model of practice for colleagues*)
- **Curriculum development** (*embodying innovation, reflection and proficiency in the drafting and implementation of curriculum reflective of new standards for learning*)
- **Assessment Data and Analysis** (*implementing multiple data sources to inform instructional decision making to meet the needs of all students through a model of educational equity*)
- **Professional development** (*Providing and sharing in formal and informal opportunities for professional learning with colleagues and administration*).
- **Unique Student Populations** (*Employing best practices in meeting the needs of special student populations including students with disabilities, English learners, gifted and talented with particular emphasis on inclusion strategies, dual language education and differentiated learning supports for all students*)
- **Scheduling** (*Demonstrating ability to develop and formulate functional scheduling driven by student instructional needs*)
- **Budget Administration** (*Maximizing program effectiveness and student achievement given budgetary parameters as well as transparent, efficient and compliant processes and procedures*)
- **Transportation** (*Managing systems of student transportation ensuring timely articulation of educational programming as well as student safety*)
- **Communication Skills** (*Utilizing multiple means of communication to convey critical information to all stakeholders in a timely and meaningful manner*)

Special instructions:

- Position is contingent on student participation & if there are not enough participants, the summer position can be suspended with no compensation.
- Student Hours: 8:00 A.M- 11:00 A.M
- Student Attendance Days 6/10/2025 - 7/17/2025