



Board of Education
61 ECHO LAKE ROAD
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TO: All District Staff

FROM: Alison Villanueva, Ph.D.
Superintendent of Schools

RE: ANNOUNCEMENT OF VACANCY (REPOST)

DATE: April 23, 2025

Tuition Summer School Program Director (For Students Entering Grades 9-12)

The Grades 9-12 Tuition Summer School is a self sustaining program for students entering grades 9-12 in need of additional instruction to fulfill course requirements.

Position Title: Tuition Summer School Director
Position Reports To: Director of Operations, Curriculum & Instruction
Job ID: #2255
Internal Close Date: April 30, 2025

Required Certifications & Qualifications

State of Connecticut 092 Certification

Essential Skills, Knowledge Performance Abilities

- Demonstrated ability to work collaboratively with teachers and central office administration.
- Strong organization and communication skills.
- Knowledge of the Watertown High School Program of Studies, including grades 9-12 course sequencing as well as credit acquisition.

Essential Performance Responsibilities

Watertown Public Schools is seeking one teacher to provide primary leadership for the Grades 9-12 Summer School Program. The candidate must demonstrate the ability to:

- Develop and implement student program entrance criteria, promotional and outreach materials and program activities.
- Procure & orient teaching staff.
- Acquire supplies and materials.
- Supervise day-to-day operations of the program, including serving as the primary touchpoint for parents
- Gather and aggregate student progress for data.
- Prepare a program report.

Terms of Employment

- Based on the working agreement between the Watertown Board of Education and the Watertown Education Association

- \$3,800.00 Stipend to be paid upon completion of program.

Additional Duties

Perform all other duties that may be assigned by the Director of Operations, Curriculum & Instruction

All application materials must be submitted online, through Applitrack; should you have any difficulty in submitting your online application please contact (860)945-4813.

*District reserves the right to close the posting if a suitable candidate is found prior to the external closing date.