



Sequoia Union High School District

Job Description

JOB TITLE:	Tri-District Summer Math Institute Coordinator
PROGRAM:	Tri-District Summer Math Institute
CLASSIFICATION:	Certificated
REQUIREMENTS	Minimum Degrees/Credential/Experience Required for Position B.A./B.S., Valid math teaching credential and classroom teaching experience. Administrative Credential required. Experience coordinating other programs.
SALARY SCHEDULE:	Certificated Curriculum Salary Schedule
WORK - YEAR / HOURS:	19 Days at Sequoia UHSD curriculum rate (six hours per day)
LOCATION:	Menlo-Atherton, Sequoia and Woodside
BOARD APPROVED:	January 16, 2013

BRIEF DESCRIPTION OF POSITION

The coordinator will help with the planning and logistics for the Tri-District Summer Math Institute at three sites in the Sequoia UHSD. The coordinator will assist with hiring, training, and planning in the spring, as well as completing a grant report at the conclusion of the program.

Dates of Work: January-July 2013

Dates of the program: June 24th-July 19th

Hours: Time sheet- up to \$4,000

Summer locations: Menlo-Atherton, Sequoia, or Woodside

DUTIES AND RESPONSIBILITIES

- Oversee hiring process for all three districts
- Schedule teacher training and collaboration days for Spring
- Oversee and assist as needed with student recruitment
- Work with other summer programs to determine oversight, assistance, transportation, and security during the program
- Order curriculum and communicate with publisher
- Organize transportation and bus passes
- Coordinate food and supplies for each site
- Communicate with parents in the spring prior to summer program
- Coordinate with the three districts as needed
- Ensure that each site has adequate technology for the program
- Collect data and write reports