

SUMMER SCHOOL PRINCIPAL**GENERAL RESPONSIBILITIES**

Serve as the educational leader and executive of the District's summer/extended year school. Organize, provide general direction, and coordinate all phases of the educational program of the summer session within the guidelines established by the Board of Trustees and District administration.

RESPONSIBILITIES AND DUTIES

1. Coordinate the summer/extended year curricula of the school.
2. Supervise preparation of class assignment list for all summer session contract recipients.
3. Supervise classroom instruction.
4. Coordinate the operation, utilization, and maintenance of the school buildings and grounds.
5. Prepare summer/extended year prerequisite report data as may be required for District and State reporting.
6. Determine that class enrollments conform to the established average class size and that classes deemed to be of insufficient enrollments are closed.
7. Supervise the work of all campus staff members involved in summer school.
8. Supervise the selection and use of materials during summer/extended year sessions.
9. Develop, in cooperation with the Deputy Superintendent, a program of community relations and information.
10. Coordinate the development of the summer school employment priority list.
11. Perform other tasks related to the regular school program which must be performed during the period of summer/extended year program, as may be required.
12. Performs other duties, as may be required.