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| **[Summer Site] SITE COORDINATOR/INSTRUCTIONAL LEADER****[Partner Site Name] at [Partner Site Location]**  |
| Overview: Oversee summer planning and programming, in close collaboration with the lead from the non-profit partner. Supervise academic teachers & paraprofessionals, serve as site lead for instructional support, and oversee operational management for programming. Work closely with non-profit partner to [pursue goals of program] |
| Site Overview: Input site-specific overview. |
| Duties:*Program Planning and Training* Student Recruitment, Enrollment & Engagement * Support recruitment, enrollment and engagement efforts, in collaboration with non-profit partner, for BPS students targeted to participate in [program].
* Participate in regular check-ins with non-profit partner and school-based liaisons for recruitment updates
* Co-plan and attend site-level student engagement activities prior to summer program
* Attend any central planning meetings

Curriculum & Coaching* Co-facilitate site- level curriculum planning sessions. [PARTNER TO INSERT MORE INFORMATION ABOUT SITE-LEVEL PLANNING]
* Serve as lead for curriculum development and implementation. Connect lesson plans with theme of activities during program day.
* Work with site staff to implement curricula to target standards and deliver engaging, educational programming for students
* Observe classes/activities, provide feedback to teachers, lead staff meetings, and model practices to improve instruction
* Deliver coaching with [goals of program in mind].
* Facilitate utilization of student data for curriculum and program planning

Site Management* Co-lead pre-summer, on-site planning to be scheduled by non-profit partner [PARTNER TO INSERT MORE INFORMATION ABOUT SITE-LEVEL PLANNING]

*Staffing and Supervision** Lead teacher/paraprofessional recruitment and hiring with non-profit partner.
* Supervise academic teachers/paraprofessionals - observing lessons (at least 1x per week), providing timely feedback, and improving instruction

*Operations and Program Management*Oversee the following tasks:* Track work of teachers and paraprofessionals, complete time reporting forms for payroll
* Arrange for coverage in the event of teaching staff absence

*Joint duties, in conjunction with non-profit lead** Execute and enforce site policies and student discipline code
* Coordinate emergency response procedures in the event of emergency
* Develop program schedule in advance of summer, including special events (field trips, parent nights, etc.)
* Establish and co-facilitate regular meeting schedule between teachers, paraprofessionals, and non-profit staff during summer to share feedback, discuss progress of programming (suggested frequency: at least 1X per week)
* Meet daily during summer with non-profit lead to track quality of programming and to ensure outcome goals are on track to be met. Work with non-profit lead to implement evaluation protocols - surveys, tests, etc.
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| Schedule: ***Pre-Summer:*** Scheduled planning meetings, Regular check-in w/non-profit partner & school liaison(s), Staff Hiring, and on-site curriculum planning/planning sessions.***During Summer:*** Site coordinator/instructional lead required to be on site every day for all hours of programming for all weeks. [Partner to input schedule. Include: Dates, days of week and daily start/end times].***Post-Summer:*** Some “wrap-up” duties (such as student progress reports) occur immediately following the conclusion of summer learning programming. |

Qualifications:

* Certified teacher. Preference will be given to teachers from one of site’s BPS student-sending schools, from sending or receiving grade level of selected students
* At least 3 years of professional teaching experience
* Experience with developing & implementing curriculum, lesson plans
* Experience collaborating with non-profits, and open to exploring student learning through project-based, experiential learning
* Able and willing to supervise other BPS academic teachers and paraprofessionals in summer setting (providing constructive feedback, developing collaborative effort) and able/willing to work closely with a lead contact from partnering non-profit

For questions regarding the job description, please contact [insert contact info].