

**WEST LONG BRANCH PUBLIC SCHOOLS  
MONMOUTH COUNTY, NEW JERSEY**

**JOB DESCRIPTION  
Posting May 8, 2019**

---

**TITLE: SUMMER SCHOOL COORDINATOR (PreK – 8)**

**QUALIFICATIONS:**

1. Elementary teaching and/or Special Education Certification required
2. Certification as a Principal or Supervisor
3. Knowledge and experience working with elementary classified students required

**REPORTS TO: Director of Special Services**

**PERFORMANCE RESPONSIBILITIES:**

- To oversee the District's two summer programs:
  - Summer Pre-school Program 8:15 – 12:30; 5 days per week
  - Summer School Program 9:00 – 12:00; 5 days per week
  - Occupational Therapy, Physical Therapy, and Speech/Language Therapy as per IEP
  - Transportation for students as per IEP
  - Supervise approximately six teachers, nurse, ten instructional/ personal aides, and fifty-five students
  - Keep attendance, check lesson plans, prepare payroll and observe program on a daily basis
  - Follow District Student Discipline Policies as needed
  - Interact with parents as needed

**TERMS OF EMPLOMENT: Monday, July 1, 2019 – Friday, July 26, 2019  
Approximate Hours 8:00 – 12:45; Stipend - \$4,800**

**CONTACT: Send or e-mail ([lyacona@wlbschools.com](mailto:lyacona@wlbschools.com)) a letter of interest and a copy of your certification to Ms. Lolly Yacona, Director of Special Services by Friday, May 17, 2019 by 4:00 PM**

**Equal Opportunity Employer M/F**