



Medford Public Schools

489 Winthrop Street, Medford, MA 02155

Posting for Director of Summer School Medford High School

Traditional summer school is designed for students grades 6-12 who have failed a major subject course(s) and need to make up the course for either credit and/or promotion consistent with the district's promotion policy. Summer school runs for 30 days during the summer and allow students to make up a maximum of 2 courses.

Responsibilities

The Director of Summer School will work with Central Administration. . Duties will include the following:

- Organize with other administrators all the logistics related to running a summer school- planning, room assignments, curriculum and staffing
- Enroll and collect summer school tuition
- Be onsite daily to manage and supervise all aspects of the program
- Prepare and distribute any reports related to the summer program.

Requirements

- Administrative Licensure
- Experience in an administrative role or evidence of organizing district programs
- Experience supervising or working in summer school preferred.

Compensation - \$6,000

Please send letters of interest and resume to Deputy Superintendent Nelson by April 28