

Summer School Administrator

Grandview School District is accepting applications for the position of Summer School Administrator.

Application Due: Open until filled
Salary: Summer School hourly rate of pay
Working Days: 5 days a week (Monday – Friday), June 12, 2019 – July 19, 2019
Hours per Day: 8 hours a day, (up to 176 hours total)
Position Location: McClure

Application Procedure

Position is open to in district staff only. Please submit a letter of interest to the Grandview School District Office at 913 West Second Street, Grandview WA 98930 or to fledesma@gsd200.org.

For more information contact:

Faviola Ledesma
Phone: (509) 882-8500 Fax: (509) 882-2029
Email: fledesma@gsd200.org

Reference Control Number: February 8, 2019

Minimum Qualifications

- Skillful in planning and organizing individualized instructional programs.
- Must have the ability to maintain order and effective learning environment.
- Willingness & ability to cooperate motivate and work with remedial students.
- Understanding of students and ability to work with those students.
- Ability to manage and keep appropriate records.
- Ability to communicate (written/verbal) with students and peers.
- Ability to improve self-concept in teenagers who have not succeeded in the regular program.
- Willingness to accept suggestions and criticisms.
- Willingness to work in a cross-age grouping situation.
- Willingness to work in an open entry schedule situation.
- Must be able to handle administrative responsibilities.
- Willingness/ability to deal with parental and teacher concerns.
- Willingness/ability to fulfill paperwork requirements in a timely manner.
- Willingness/ability to assure testing is completed and properly recorded with both pretest and post-test.
- Willingness to be responsible for facilities and deal with disciplinary occurrences.
- Previous experience in summer school program or administrative experience required.
- Bilingual in Spanish preferred
- Administrative credentials required.