

May 16, 2024

MEMO: TO ALL SCHOOLS-PLEASE POST
FROM: Michael McLymore
Assistant Superintendent for Human Resources

This posting will end at 4 PM on
Saturday, May 25, 2024
Re-Post

RE: Extended School Year Program (ESYP) – Supervisors of Summer School-Elementary, Middle and High School

Posting Name	Position/Program	# Positions	Anticipated Locations	Program Dates
SUP-ELEM	K-5 Summer School Supervisor For all programs	1- Supervisor (May be shared)	Temple Hill Academy	Maximum of 3 weeks during July-August 2024 (As Assigned)
SUP-HS	9-12 Summer School Supervisor For all programs	1-Supervisor (May be shared)	NFA Main Campus	Maximum of 3 weeks during July-August 2024 (As Assigned)
Duties & Responsibilities	<p>PLANNING DATES:</p> <ul style="list-style-type: none"> ELEMENTARY: April 24, 2024 – July 3, 2024 SECONDARY (Middle & High School): April 24, 2024 – July 12, 2024 <ul style="list-style-type: none"> Assist the Division of Human Resources to conduct interviews for all summer school staff. Assists with staffing and programmatic evaluations. Assists in the creation of a Summer School Handbook. Assists with requisitions and inventories classroom equipment, supplies, and textbooks, as needed. Assists C&I to prepare and oversee the summer school curriculum and ensure materials have been ordered and ready for dissemination prior to the first day of the ESYP. Assists with acquiring substitute teachers. Assists with the preparation of the summer school calendar and schedules. Assists with registration and assignment of students in collaboration with the Director or Guidance & Data departments. Assists with the supervision of students and for attendance monitoring. Submits enrollment and attendance reports regularly. Proactively addresses attendance concerns. Assists with the planning and facilitation of program orientation. Assists with the daily oversight of instruction, classroom management, food service, entry and dismissal of students, parental contacts and health and medical concerns of students. Assists with teacher observations for each teacher in the programs as outlined by the District. Assists with walkthroughs, provides feedback as necessary, and completes reports to demonstrate any trend data from the walkthroughs. Assists with the administration and oversight of the implementation of final and Regents exams; testing modification coordination as appropriate. Assists with providing student information to staff as necessary and adhere to all FERPA regulations in doing so. Assists with ensuring that all District and SED data including, but not limited to, attendance, grades and State assessments are accurately recorded and maintained in collaboration with the CIO division. Assists with the oversight of ELL, Special Education, 21ST Century (K-5) and Empire (6-12) programs. 			

		*Pre-planning work will be required before the start of the summer program. This position includes responsibilities for the daily operation of the ESY including student and staff supervision, daily attendance reporting, employee timesheets, student safety, parent engagement coordination, teacher observations as outlined by the District, walkthroughs, and support staff evaluations.
Contingencies		Preference will be given to current NSAA members. All positions are contingent upon funding and enrollment.
Certification		Interested applicants must have valid NYS Administrator Certification: School Administrator Supervisor or School Building Leader (SAS/SBL)
APPLICATION PROCESS		Apply on-line through the District's website under the "DISTRICT" TAB. Click on "APPLY NOW" next to the corresponding Posting. Paper applications will not be accepted.
Interviews		ALL interested applicants must be interviewed.
Orientation		Program Orientation TBD. Attendance is mandatory
Rate of pay		<u>Supervisor of Summer School- Elementary:</u> - To be Negotiated <u>Supervisor of Summer School- Secondary:</u> To be Negotiated <u>Supervisor of Summer School -High School:-</u> To be Negotiated