

Irvine Unified School District

COORDINATOR

SUMMER SCHOOL - SECONDARY

DEFINITION

Under general supervision of the Director of Secondary Education, provides leadership, coordination, and management for the secondary summer school program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee planning and implementation of secondary summer school programs
- Work in conjunction with other summer school, extended learning, and extended school year coordinators
- Develop class schedules and course offerings
- Recruit and select teachers and support s rpp fer fesasa

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Return to top

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