

**PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY, OHIO 44875**

**JOB DESCRIPTION
FOR
SUMMER SCHOOL ONLINE LEARNING COORDINATOR**

QUALIFICATIONS: Bachelor's degree and hold a valid teaching certificate/license

RESPONSIBLE TO: Supervisor responsible for the Summer School Pioneer Online Academy

GENERAL DUTIES: The Summer School Online Coordinator will be responsible for the coordination and operation of the summer program that is held at Pioneer.

SPECIFIC DUTIES:

- A. Assist with the hiring of certified teachers for the Virtual Learning courses.
- B. Supply information and registration forms to Pioneer Student Services Department and the student services departments of area schools.
- C. Process enrollment forms, assign teachers, complete individual student packets.
- D. Monitor the lab during the regular hours of summer school, including scheduling the teachers for weekly visits to the lab. Hold a student orientation for parents and students first day of summer school.
- E. Handle minor discipline issues, refer major discipline issues to the Supervisor responsible for the Online Learning Academy.
- F. Provide information and forms to the teachers
- G. Complete the follow-up forms for the Student Services departments of all schools with students enrolled in the Summer School Online Learning Academy.
- H. Call parents daily for attendance purposes and follow up with student progress as needed.
- I. Other duties as assigned by the Supervisor responsible for the Online Learning Academy and/or Director of Operations and/or Superintendent.

NOTE: This position will require no more than 250 hour, including preparation, actual lab times, and follow-up, to be reported on a time sheet. The coordinator may, with the approval of the Supervisor and/or Director of Operations, hire an assistant to help with the monitoring of the lab. The coordinators and assistant's hours combined shall not exceed the 250 hours.