

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

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

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

**RESPONSIBLE TO:** Supervisor responsible for the Summer School Virtual Learning Academy

**GENERAL DUTIES:** The Summer School Virtual Learning 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, call parents as needed, refer major discipline issues to the Supervisor responsible for the Virtual 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 Virtual Learning Academy.
- H. Other duties as assigned by the Supervisor responsible for the Virtual 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.