

OXNARD UNION HIGH SCHOOL DISTRICT

ADMINISTRATOR - SUMMER SCHOOL

BRIEF DESCRIPTION OF POSITION:

The Administrator serves as the educational leader on assigned sites. The Administrator has the responsibility of organizing and managing the summer program.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Develops an appropriate class schedule.
- b. Assigns, supervises and evaluates the summer school staff.
- c. Directs, guides and coordinates the educational program of the site.
- d. Supervises student discipline.
- e. Provides for an evaluation of summer school by faculty and students.
- f. Supervise recording of grades and test results.
- g. Maintains accurate student attendance records.
- h. Organizes and implements Minimum Proficiency Testing for remediation classes.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

REQUIREMENTS:

CREDENTIAL:	Current valid Secondary Teaching Credential; current valid Administrative Credential.
EDUCATION:	Master's degree or equivalent.
EXPERIENCE:	Five years of successful secondary teaching.
STIPEND:	\$2682

Approved: 05/09/84
Revised: 05/87
Updated: 07/97