



Montezuma-Cortez School District RE-1
EVERY STUDENT. EVERY DAY.

Position: Summer School Site Coordinator

Our Vision

The district is committed to creating an environment of collaboration and accountability that ensures our students:

- Achieve personal goals and academic growth.
- Are invested in success for their future.
- Attain high levels of literacy and 21st century skills.
- Are engaged in active citizenship.
- Learn in a safe and healthy school environment.

We are looking for a passionate coordinator who is interested in leading a dynamic team of summer educators dedicated to closing the achievement gap in a high-need, diverse community of learners. We are privileged to serve students from the Ute Mountain Ute Tribe and the Navajo Tribe, which contribute greatly to the cultural richness of our community and schools.

Position Summary: The site coordinator is responsible for leading a results-oriented, collaborative learning community that delivers engaging, rigorous instruction to all students. The site coordinator accomplishes this by developing a dynamic team of summer educators and leading implementation of a comprehensive standards-aligned curriculum and culturally relevant educational program designed to drive growth and achievement for all students. Also responsible for ensuring the effective operation of the school.

1. Instructional Leadership

- 1.1. Lead a result-oriented, collaborative learning community.
- 1.2. Provide instructional coaching and support for summer teachers to assist teachers in evaluating methods and materials and developing effective learning plans, classroom management techniques, data driven processes, and in providing rigorous, relevant instruction.
- 1.3. Direct the implementation of summer education standards-aligned curriculum and culturally relevant educational program designed to drive growth and achievement for all students.

2. Operational Leadership

- 2.1. Lead the summer team including hiring and retaining quality teachers and staff.
- 2.2. Supervise operations staff to monitor and resolve issues that may arise regarding summer school operations including school facilities upkeep, substitute processes, lunchroom operations, and bus schedules and student issues related to bussing.
- 2.3. Monitor the school's budget and the expenditure of funds.
- 2.4. Support the planning and organizing of the summer school to maximize instructional time and to provide for efficient operations of the school.
- 2.5. Oversee school system for attendance including tracking attendance and tardies and outreach to families of students with attendance needs.
- 2.6. Keep the superintendent/assistant superintendent informed of the summer school progress in reaching its goals, any challenges or barriers that arise, and any immediate concerns impacting the students, school, or district.

- 2.7. Assume primary responsibility for the safety of the building and students.
- 2.8. Ensure the school is compliant with applicable federal and state laws, district policies, and applicable regulations.

3. Positive Learning Environment Leadership

- 3.1. Lead a positive, value-driven culture of consistent high expectations.
- 3.2. Lead an inclusive, culturally responsive school culture that successfully engages a diverse population.
- 3.3. Lead the implementation of Tier I culture systems including a system to positively reinforce school-wide expectations for behavior and engagement.
- 3.4. Oversee the MTSS process including the system for referring and tracking students needing Tier II and Tier III support in behavior and academics.

Supervisory Duties: Supervise professional, paraprofessional, administrative and support summer staff attached to the school.

Reports to: Superintendent of Schools

Candidate Profile:

- Education and Certification:**
- Bachelor’s Degree (Preferred)
 - Master’s Degree (Preferred)
 - Principal License for Colorado (Preferred)
 - CDE License Required

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- Experience and Skills:**
- Excellent communication skills
 - Experience in the use of data and assessments to drive instructional decisions.
 - Leadership experience in schools
 - Experience developing and leading teacher teams.
 - High level of personal organization and planning
 - Technology proficiency in Excel, Word, PowerPoint
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- Culture and Fit:**
- Commitment to the mission and values of Montezuma Cortez Re-1
 - Ambition and desire to grow as a leader.
 - Openness to feedback
 - Maintains and models’ high standards of personal and professional integrity.
 - Collaborative practitioner

Requirements and Working Conditions: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Activities:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Reach with hands and arms			X	
Use hands to finger, handle, or feed			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Listen				X

Weight and Force Demands:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Work Environment:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme Cold (non-weather)	X			
Extreme Heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Noise Level:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

Mental Functions:	Amount Of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

Vision Demands:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

The signatures below indicate that this job description has been reviewed by the employee with the supervisor.

_____	_____	_____
Employee Name (Print)	Employee Signature	Date
_____	_____	_____
Supervisor Name (Print)	Supervisor Signature	Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.

NONDISCRIMINATION CLAUSE



Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

Title IX Coordinator and Compliance Officer *(Title II/ADA, Title VI)*

Cynthia Eldredge, Executive Director of Human Resources
 400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135
titleIXcoordinator@cortez.k12.co.us

504 Compliance Officer *(Section 504)*

Lisa Megel, Executive Director of Exceptional Student Services
 400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118
504complianceofficer@cortez.k12.co.us

M-CSD RE-1 School Governance Policies can be found on our website at:
www.cortez.k12.co.us/our-district/board-of-education/policies

CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o la admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

Coordinador del Título IX Oficial de Cumplimiento (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135
titleIXcoordinator@cortez.k12.co.us

504 Oficial de Cumplimiento (Sección 504)

Lisa Megel, Director Ejecutivo de Servicios para Estudiantes Excepcionales
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118
504complianceofficer@cortez.k12.co.us

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:

www.cortez.k12.co.us/our-district/board-of-education/policies

11.28.23 DKR

Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2*, JB, JBA, JBA-E, JBB*, JII-R

NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. § 106.8.