



## Job Description

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**POSITION TITLE:** Summer Session Administrator (CERTIFICATED) #4061  
(TEMPORARY)

**SALARY PLACEMENT:** Short Term Hourly Salary Schedule  
\$55.00 per hour/not to exceed 225 hours

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**SUMMARY OF POSITION:**

Under the general direction of administrative personnel, provides organization, preparation, implementation, and supervision of Venture Academy Family of Schools summer programs.

**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree. Possess a valid California Teaching/Services Credential or PPS credential and possess or be eligible for an Administrative Services Credential.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures

Possess:

- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Communicate effectively both orally and in writing.
2. Organize the summer session, including student enrollment and identification of staff.
3. Identify and organize instructional materials.
4. Supervise and support summer session staff.
5. Oversee student discipline and attendance, including all SIS, LMS, and online learning platforms.
6. Oversee student Benchmarks, GBE's, Independent Study documentation, and communication with parents.
7. Oversee IEP's as needed.
8. Planning and oversight of student activities.
9. Conduct classroom observations.
10. Attend Venture management meetings as requested.
11. Review and analyze student transcripts.
12. Oversee assignment of grades and credits earned during summer programs.
13. Analyze situations accurately and adopt an effective course of action.
14. Establish and maintain cooperative and effective working relationships with others.
15. Work independently with little direction.
16. Meet schedules and timelines.
17. Prepare reports as needed for program.

18. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
7. Walk for extended periods of time and navigate outdoor terrain.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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