

Site Coordinator (in person)

Summer Day Camps, PreK – Grade 6

Site Coordinators manage staff and resources to ensure high-quality instruction in the classroom and safety at their location. They oversee all on-site daily aspects of the program, including logistical and communication tasks before and after courses are in session. They function as the liaison between CTD administrators, host school staff, instructional staff and families.

Pay

- \$6,250 for Evanston and Chicago
- \$5,200 for Elgin

Locations and Dates

- Site Coordinators are expected to attend move in and training, and may be needed for move out
- June 24 – August 2 (no programming the week of July 1 – July 5)
 - Evanston and Chicago contracts pending and subject to change
 - Evanston (St. Athanasius)
 - Chicago (Hawthorne Scholastic Academy)
- June 10 – July 3 (no classes on 6/19)
 - Elgin (Location TBD)

Qualifications

- Bachelor's degree in education or related field and at least 3 years teaching experience; master's degree in education or Type 75 certification preferred; experience with twice-exceptional students, a plus.
- First aid training required.
- Instructional experience with acceleration, compacted curricula and high-ability students preferred.
- Team leadership or supervisory and instructional coaching experience preferred.
- Strength and mobility to supervise active children in classroom and on the playground, including the ability to run a short distance and lift a child weighing approximately 40 pounds.

General Responsibilities

- Supervise instructors, including managing substitute staff as necessary
- Supervise teaching assistants and an office assistant, including assigning duties.
- Assist with site staff training before the program begins.
- Complete duties before and after the program, including but not limited to collecting and reviewing student evaluations the following week for each course and communicating with instructors.
- Conduct classroom observations and provide feedback on instructional practice, rigor and classroom management according to program standards and expectations.
- Oversee all logistical aspects of the program including the indoor/outdoor building space, parking, technology and supplies.
- Plan and oversee student drop-off and pick-up procedures.
- Conduct staff meetings as needed and provide staff with updates and other communication to ensure smooth operation at the site.
- Manage student enrollment lists, health notes and attendance data using online tools in accordance with program confidentiality policies.
- Learn and implement CTD policies and procedures.
- Uphold and promote the CTD Honor Code among staff and students.
- Follow all CTD rules and regulations concerning staff conduct and appropriate dress.

Center for Talent Development is accredited through Cognia® by the North Central Association Commission on Accreditation and School Improvement (NCA CASI)

As per Northwestern University policy, this position requires a criminal background check. Successful applicants will need to submit to a criminal background check prior to employment.

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