

**POSITION NOTICE**  
**Title I Summer School Intervention Coordinator**  
**April 19, 2019**

Yellow Springs Schools is accepting applications for a Title I Summer Intervention Coordinator for Mills Lawn Elementary for the following dates:

July 29, 2019 through August 9, 2019  
Up to a maximum of 12 hours at \$25.00 per hour

Application Requirements:

- A letter of interest
- A complete resume or curriculum vita that includes contact information, desired position, Ohio administrative licensure, relevant work experience, and education.
- Current State of Ohio Licensure
- Successful teaching experience in the areas of Mathematics and Reading at the grade level(s) of the students enrolled in the program

Posting information online at [www.ysschools.org](http://www.ysschools.org)

Applicants should apply to Matt Housh, Principal of Mills Lawn Elementary

Contact number for questions is 937-767-7381.

Application Deadline: April 30, 2019

The Board reserves all legal rights to vacancies, including the right to fill by voluntary/involuntary transfer or newly-hired personnel, in accordance with negotiated procedures, and the right not to fill a posted vacancy.

Employment opportunities are offered without regard to age, race, color, religion, ancestry, national origin, citizenship status, gender, handicap, or status as a Vietnam era or special disabled veteran. Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact the Yellow Springs Board of Education at the above address.

## YELLOW SPRINGS SCHOOLS

### TITLE I SUMMER SCHOOL INTERVENTION COORDINATOR

#### Qualifications:

1. Certified teacher with classroom teaching experience.
2. Ability to work well with other teachers in planning and implementing program.
3. Familiarity with reading and mathematics materials, and computers.

#### Responsibilities:

The coordinator fulfills the responsibilities below and is responsible to the principal.

1. Develop and provide a description of the program to the principal.
2. Develop all needed forms for the program.
3. Obtain recommendations from teachers, for qualifying students.
4. Send explanatory letter with registration form to parents/guardians of students recommended.
5. Receive and tally all registration forms and related information.
6. Receive and account for all monies, and issue receipts. Give monies to treasurer for deposit.
7. Arrange appropriate session assignments with teachers for students enrolled.
8. Monitor student attendance, contact parent/guardian if attendance problems arise.
9. Supervise fire and/or tornado safety procedures in case of emergency.
10. Arrange procedures for making up session(s) should teacher be absent.
11. Respond to questions from parents and guardians, if any.
12. Refer any personnel problems to the principal.
13. Check out teachers at the end of the summer term. (Copy of progress report to be placed in each student's cumulative folder.)

Applicants should apply to Matt Housh, Principal of Mills Lawn Elementary

Deadline: April 30, 2019

The Board reserves all legal rights to vacancies, including the right to fill by voluntary/involuntary transfer or newly-hired personnel, in accordance with negotiated procedures, and the right not to fill a posted vacancy.

Employment opportunities are offered without regard to age, race, color, religion, ancestry, national origin, citizenship status, gender, handicap, or status as a Vietnam era or special disabled veteran. Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact the Yellow Springs Board of Education at the above address.