
ANNOUNCEMENT OF VACANCY

East Lansing Public Schools, home of Michigan State University (MSU) and a neighbor to the state capital, seeks a dynamic individual to work in our highly diverse school district. This individual must love kids, have a passion for their success, be a collaborative team player, deeply understand best practices for teaching and learning, and engage all students in the learning process. Work in a district that has built six new elementary schools with state-of-the-art instructional and sustainable enhancements, has multiple partnerships with MSU, encourages continuous professional growth and learning, and is highly supported by its families and community!

POSITION:	Summer School Administrator (shared position)
LOCATION:	Donley and Red Cedar Elementary Schools
SALARY:	Stipend: \$3,500
WORK YEAR:	Weeks of June 24, July 8, July 15, Plus July 22 and July 25 - Work Days: M, T, W, TH 8:30 AM to 1:30 PM
START DATE:	June 24, 2024
REPORTS TO:	Assistant Superintendent
APPLICATION DEADLINE:	March 15, 2024

GENERAL SUMMARY: Under the direct supervision of the Assistant Superintendent, and in accordance with the established policies and procedures of the East Lansing Public School District, the Summer School Administrator is responsible for the administration and oversight of the elementary summer school program. This person will be sharing the administration with an elementary principal and working the weeks/days the elementary principal is not working. The elementary summer school program will likely be run at two sites: Donley and Red Cedar, so travel between sites will be necessary.

DUTIES AND RESPONSIBILITIES:

1. Provides general oversight of the elementary summer school program.
2. Ensures implementation of the academic program: Bookworms DI Block, Math fact fluency, Math groups, and SEL.
3. Supports students, teachers, paras and care givers from drop off to pick up.
4. Ensures a safe, productive, fun summer school experience for all participants.
5. Oversees material pack up and final data reporting at the end of the assignment.

EDUCATION, KNOWLEDGE, AND SKILLS REQUIRED:

1. Teachers with elementary certification and elementary teaching experience are encouraged to apply. Aspiring administrators who are working on or have completed their administration certification preferred.



Human Resources Department

Rulesha Glover-Payne, M.Ed.,
Chief Human Resources Officer & Title IX Coordinator

Aileen Hecht,
Administrative Assistant

TO APPLY:

Please submit a letter of interest to: Glenn Mitcham (glenn.mitcham@elps.us) by 5:00 PM, March 14, 2024.

Equal Opportunity Employer

NONDISCRIMINATION In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the East Lansing Public Schools that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, East Lansing Public Schools has appointed a Title IX Coordinator. Any questions, suggestions or complaints should be directed to:

Rulesha Glover-Payne
Chief Human Resources Officer and Title IX Coordinator
East Lansing Public Schools
509 Burcham Drive
East Lansing, Michigan 48823