



**1st, 2nd, and 3rd GRADE READ TO ACHIEVE SUMMER READING CAMP
SITE ADMINISTRATOR APPLICATION**

Name _____ Home/Cell Phone Number _____

Current School _____ Current Position _____ Work Email _____

Years of experience in current role/position _____

Have you completed a degree in school administration? _____ Yes _____ No

Are you certified as a North Carolina principal? _____ Yes _____ No

Attach a current resume to this completed form.

Please rank your preference for working at each Summer Reading Camp site using the numbers 1-4, with 1 being your first choice.

Level Cross _____ **Ramseur** _____ **Southmont** _____ **Trinity Elem** _____

Summer Reading Camp Information

June 18 – 21, 2018 (Monday – Thursday)

June 25 – 28, 2018 (Monday – Thursday)

July 2 & 3, 2018 (Monday and Tuesday) and July 5 & 6, 2018 (Thursday and Friday)

Site administrators will not work on July 4 and will not be paid for this day.

Teacher hours will be 7:30 a.m. – 3:15 p.m.

Student hours will be 8:00 a.m. – 2:45 p.m.

Site administrator salary will be **100%** of the individual's daily rate of pay per day if the site administrator is a 10-month employee.

The Summer Reading Camp workday for teachers and administrators at their assigned Summer Reading Camp site will be Friday, June 15, 2018 from 7:30 a.m. – 3:15 p.m.

Site administrators will be paid for a total of 13 days.

Summer Reading Camp site administrators will work a full day each day of summer camp (beginning at 7:30 a.m.), and must remain on campus until all buses have returned each afternoon.

Summer Reading Camp site administrators must be present for the entire Summer Reading Camp workday on June 15, and must effectively share Summer Reading Camp resources with the Summer Reading Camp teachers on the workday.

Summer Reading Camp site administrators will be required to attend a meeting for test training and to pick up instructional materials at the central office at 8:30 a.m. on Tuesday, June 12, 2018. This is currently a workday for 10 month employees, so Summer Reading Camp site administrators will not receive additional financial compensation for attending the required meeting on June 12.

In addition, the Summer Reading Camp site administrator will be the Test Coordinator for the Summer Reading Camp site and will be responsible for any necessary teacher or proctor training, securing proctors, test security, communication with the RCSS Testing Department, etc.

Summer Reading Camp Site Administrators will be responsible for:

- Collaborating with Summer Reading Camp teachers to schedule students into classes on the teacher workday on June 15.
- All issues and communication related to transportation (bus and car riders)
- Supporting the needs of the school nutrition program
- Discipline during the school day and on the school bus
- Distribution and training of Summer Reading Camp materials to teachers on the required Summer Reading Camp workday on June 15.
- Substitutes should not be needed, but if an emergency arises, the Summer Reading Camp site administrator will be responsible for securing a substitute for teachers and bus drivers.
- Working with teachers to prepare and distribute letters to parents to share individual student results at the end of the Summer Reading Camp
- Ensuring that all students leave the school campus at the end of the day (no car riders left on campus without rides and no students returned to school on a bus at the end of the day)
- Management and/or check out of Summer Reading Camp guided reading books from the host school site for Summer Reading Camp teachers (develop a paper/pencil process for check out)
- Preparing reports for distribution to individual students' school principals at the conclusion of the Summer Reading Camp
- Addressing any parent questions or concerns
- Assuming any other Summer Reading Camp responsibilities that may arise at any time during the Summer Reading Camp.

PLEASE ALSO NOTE: Site administrators and teachers will not be able to purchase breakfast or lunch during the Summer Reading Camp due to the Seamless Summer Option through the National School Lunch Program. Employees must remain on campus for the entire Summer Reading Camp day, so employees will be responsible for making provisions for their own meals or for bringing food from home.

Applicant's Signature _____ Date _____

Completed application is due to Lynette Graves by March 29, 2018.