



**1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> 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.**

Check the school where you are interested in working this summer. If you are willing to be considered for more than one site, please rank your preference for each site using the numbers 1-4, with 1 being your first choice.

Ramseur \_\_\_\_\_ Randleman Elem \_\_\_\_\_ Southmont \_\_\_\_\_ Trinity Elem \_\_\_\_\_

**Summer Reading Camp Information**

June 19 – 22, 2017 (Monday – Thursday)

June 26 – 29, 2017 (Monday – Thursday)

July 3, 2017 (Monday) and July 5-7, 2017 (Wednesday – 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 16, 2017 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 16, 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 13, 2017.** 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 13.

**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 16.
- 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 16.
- 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 Dr. Lynette Graves by April 4, 2017.***