



## Site Coordinator Expectations

I have agreed to serve as a site coordinator for the Mt. SAC summer school program. I understand that all of the following are the responsibilities and expectations of the position:

- Attend initial coordination meeting and all other program meetings
- Determine course offerings with district and school sites
- Coordinate with school site or district representatives to select faculty and determine class assignments
- Provide prospective faculty with Mt. San Antonio College hire documentation
- Coordinate faculty certification and hiring with Mt. San Antonio College administration
- Establish and Coordinate curriculum with faculty
- Set timeline for school site program(s) with Mt. San Antonio College staff
- Coordinate with school site or district representatives to select classified staff. This may include, but is not limited to:
  - Picking up Mt. San Antonio College classified hire documents
  - Advertising to district staff
  - Providing classified staff with necessary hire documents
  - Returning hire documents to Mt. San Antonio College for processing
- Coordinate all printing needs of the program
- Coordinate on-site registration
- Coordinate with Mt. San Antonio College staff to conduct orientations for staff (certificated and classified)
- Collect timesheets and other necessary documentation from certificated and classified staff
- Check accuracy of class rosters, timesheets, and other necessary documentation
- Coordinate drop off and pick up of registration materials relating to the program, while adhering to Mt. San Antonio College deadlines
- Coordinate the SLO process with faculty, i.e., collection of data, results; submit documentation to Mt. SAC administration
- Collect final exams and follow-up with Mt. SAC –ABE faculty for final exam revisions when needed
- Deliver all necessary paperwork and printing to classified and certificated staff
- Supervise classified staff and serve as a liaison between the faculty and Mt. San Antonio College administration
- Provide on-site supervision for the entire summer session
- Provide over site of student discipline
- Follow-up with Mt. San Antonio College staff to ensure that end-of-the-year documents are submitted
- Respond to correspondences in a timely manner, i.e., emails, phone calls, memos, etc. (within 24 hours)
- Other duties relevant to the program, as needed

I have read and understand the expectations of the summer school coordinator position. I agree to perform all of the duties of this position.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
School

\_\_\_\_\_  
Date