Summer School 2016 Position Description
Subject Coordinator

<table>
<thead>
<tr>
<th>Title</th>
<th>Subject Coordinator</th>
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<tr>
<td>Number of positions</td>
<td>One or two per subject</td>
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Main duties and responsibilities

- Write a subject booklet by Friday October 23 – or edit last year’s – for all students taking the subject.
- Be first point of contact for tutors having difficulty teaching their subject material.
- Teach at least one six one-hour classes in each subject you have agreed to tutor over the course of the two-week program.
- Be first point of contact for students having difficulty with their subject material.
- Be available for one on one focus tutoring with students if possible.
- Contacting all respective subject tutors before VCESS begins.

Reporting
Directors

Responsibilities Common to all Roles

- Assist in ensuring that the program runs smoothly.
- Be a mentor (both personally and academically) to the group of students assigned to you.
- Ensure that students follow the rules of the program.
- Help out in the event of an unforeseen emergency.
- Communicate concerns about students’ progress or welfare to the Resi coordinator and/or directors as appropriate.
- To have applied for and received the Working With Children Check by Summer School 2016, and signed the indemnity form indicating agreement with all terms and conditions stated.

Time Commitment

Subject tutors are required to be on campus to teach all six of their one hour classes. They are also required to attend either tutor training day on Tuesday 24th November or Tutor Camp 27th – 29th November and to attend a facilitation meeting Monday September 21st.