## Summer School 2017 Position Description
### Subject Coordinator

<table>
<thead>
<tr>
<th>Title</th>
<th>Subject Coordinator</th>
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<tbody>
<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 2017, and signed the indemnity form indicating agreement with all terms and conditions stated.

### Time Commitment

Subject coordinators are required to be on campus to teach all six of their one hour classes, and to make themselves available to answer any content-related questions the tutors of that subject may have. We also encourage all tutors to make themselves available for one-on-one tutoring with their students outside of their classes.

Subject coordinators are expected to produce a subject booklet by the due date in November, which, depending on the subject and number of coordinators allocated, will be between 5-15 hours of work.
You will be required to attend either tutor camp from 2nd – 4th December, 2016, or tutor training day on the 22nd of November 2016.