



NON-IBN ADDENDA JOB DESCRIPTION

Position Title: DV Pathways Summer Principal

Position Summary: (Provide a brief overview of the purpose and scope of the position)

Lead and oversee daily summer program operations, including schedules, staffing coverage, student supervision, and transitions. Support on-track graduation for our high school students.

Essential Duties and Responsibilities: (List 4–6 specific responsibilities)

Hire teachers for the summer program. Work with counselors to place students in classes. Communicate with teachers regarding schedules, technology requirements and curriculum materials. Communicate with parents/students regarding learning and behavior expectations. Ensure students are enrolled in proper courses and monitor course loads. Work with Payroll Department to ensure timely payment of teachers. Hold teacher meeting prior to the start date. Work with campus for classrooms and campus facilities for cleaning. Meet with Transportation and Food Services if necessary to schedule. Be visible on campus and in classrooms for staff and student needs

Minimum Qualifications: (Check or fill in applicable criteria)

- Certified/licensed staff in good standing
- Classified staff member with demonstrated relevant experience
- Minimum years of district experience (_____ number of years preferred)
- Other/Additional Qualifications:

Addenda/Rate of Pay: Amount: \$ 450.00

Flat Rate

Formula

If formula, explain:

26 Days x \$450 (daily rate) = \$11,700 total

Evaluator: Site Administrator

REQUIRED: [Click here to Complete the Addenda Job Request form](#)

Term of Addenda: Addenda/Extra Duty employment is term specific with no right of continuation. Remuneration is per the Board approved schedule. The administrator has the right to recommend a pro-rated addenda/extra duty stipend based on completion of responsibilities. Should you be unable to fulfill your contractual obligation, the amount will be pro-rated upon actual days completed.

Your employment is "at will" and may be terminated by the District, or by you, with or without cause. Termination shall become effective upon Board action. No legitimate expectation of continued employment is created by this notice of appointment, understandings with the District or its agents, interpretations of Board policies, salary/compensation schedules, job descriptions or documents generated by the District.

Deer Valley Unified School District is an equal-opportunity employer. Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons.