Applications are invited from qualified applicants for the position of Summer HEAT Administrator. This program will run from Monday, July 16, 2012 through to Friday, August 3, 2012 inclusive. The successful candidate will be required to work from 8:00 a.m. – 1:00 p.m. each day for the fifteen (15) days noted above as well as Friday, July 13, 2012 and one (1) other additional day to perform additional administrative duties and responsibilities.

Responsibilities of the Administrator include, but are not limited to:

- Greeting parents and student at the beginning and end of the day;
- Supervising Summer HEAT staff;
- Monitoring drop off and pick up procedures;
- Ensuring data collection;
- Supervising trips to Woodend and/or St. Johns Outdoors Studies Centres;
- Supervising purchases for each site once the program is running.

This position is open to applicants who hold Principal/Vice-Principal Qualifications and are currently practicing as an administrator in a DSBN School.

Total remuneration for the term of this temporary assignment is $4,500.00.

Qualified applicants interested in this position are to submit a cover letter and résumé by 4:00 p.m., Monday, May 7, 2012 directed to:

Sue Greer  
Superintendent of School Support Services  
DISTRICT SCHOOL BOARD OF NIAGARA  
191 Carlton Street  
St. Catharines, ON  
L2R 7P4  
Sue.Greer@dsbn.org