

**SECTION      TEACHING /EDUCATIONAL SERVICES PERSONNEL**

**AREA            CERTIFICATED PERSONNEL**

**TITLE            EXTENDED SCHOOL YEAR (ESY) PROGRAM COORDINATOR**

**QUALIFICATIONS:**

1. New Jersey certification as either School Psychologist, LDTC, Social Worker, Speech Specialist, Occupational Therapist, Physical Therapist or Teacher of Students with Disabilities
2. Previous coordinator or supervisory experience is desirable
3. Such alternative or additional qualifications as the Board of Education may deem appropriate

**REPORTING RESPONSIBILITY:**

The ESY Coordinator is directly responsible to the Executive Director of Student Services and the Supervisors of Student Services.

**SUPERVISORY RESPONSIBILITY AND AUTHORITY:**

The ESY Coordinator works with the Executive Director of Student Services, the Supervisors of Special Education and principals of relevant schools in coordinating all aspects of the Extended School Year Program.

The ESY Coordinator shall maintain line and staff authority in accordance with the Board of Education approved District Organization Chart, Policy 2111.

**JOB GOAL:**

The ESY Coordinator, guided by Board of Education policy, administrative rules of the Superintendent and the Assistant Superintendent, and the Executive Director of Student Services, is a district-wide instructional leader as well as a leader of special education and related services.

The position involves coordination and administrative responsibilities.

The person(s) chosen to be ESY Coordinator must possess the skills necessary to identify and implement effective instruction and must be able to assist CST, Related Services providers, and teachers in developing a variety of effective instructional strategies.

**TERMS OF EMPLOYMENT:**

Stipend position

**PERSONAL EVALUATION:**

Based on the performance of the responsibilities identified in this position description and the other criteria listed in Policy 4118.2, Evaluation of Supervisory Personnel.

**PERFORMANCE RESPONSIBILITIES:**

A. ESY Programming

1. Oversees all staff requirements including attendance, timesheets, and coverage. Directs staff activities including lesson plans and interactions with students and parents.
2. Assumes responsibility for ESY students in areas such as, but not limited to, attendance, behavior, discipline, intervention, safety, and personal hygiene.
3. Provides and controls interaction with parents in areas such as, but not limited to, student attendance, transportation, observations, and concerns/issues.
4. Coordinates with district departments and other organizations providing support in areas such as, but not limited to, transportation, maintenance, building and grounds, fire safety, and health.
5. Oversees operation of ESY, including initial physical set up and final clean up, as well as daily contacts, messages, memos, notices and documentation for all involved parties.
6. Drives the student progress reporting process, including monitoring, collecting, copying, and distributing Progress Reports appropriately.

B. Other Duties

1. Assumes other duties and responsibilities incidental to the position or as assigned by the Executive Director of Student Services or the Supervisors of Student Services.

Adopted: 6/24/08