



PENNCREST

EMPOWERING LIFE-LONG LEARNERS

Position Title: ESSERS Learning Loss On-Site Coordinator

Reports To: Principal

Qualifications: Pennsylvania Certificate; Principal K-12 Certification preferred

Position Responsibilities

1. Coordinate the schedule for student intervention groups.
2. Authenticate the pre and post assessment data collection.
3. Ensure the efficacy of program implementation and instructional materials.
4. Provide a safe, orderly and positive school climate.
5. Coordinate staff coverage.
6. Communicate effectively with families.
7. Troubleshoot transportation concerns.
8. Monitor student participation and behavior.
9. Responsible for the day-to-day program and associated tasks including, but not limited, student nutrition, social-emotional health, general well-being, and all necessary equipment, materials and supplies.
10. Complete all other job-related tasks as directed by the principal.