

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### Supplemental Education Services (SES) Site Coordinator

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Florida Teaching Certificate required. (Elementary K-6 or Reading K-12 preferred).
- (3) Resident of Flagler County preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated experience in teaching students with specific disabilities including visual/hearing impairments. Ability to speak languages other than English.  
Demonstrated experience in teaching students who are English Language Learners (ELL). Ability to relate and work with students and adults in a positive manner. Must possess effective oral and written communication skills.

#### REPORTS TO:

Director, Adult and Community Education or assigned designee.

#### JOB GOAL

To ensure that students increase their proficiency in meeting the State's academic achievement standards in reading and math.

#### SUPERVISES:

Assigned personnel.

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Serve as Site Coordinator for the Adult Education SES Program by providing leadership and management at the school site.
- \* (2) Work with parents, SES Instructors, District staff, and Adult Education staff to complete Individual Student Plans (ISP) required for each student to participate in the SES Program.
- \* (3) Assist tutors in planning and preparing lessons and strategies that promote student learning in reading and math and that are founded on scientifically based research.
- \* (4) Assist tutors in identifying, selecting, and modifying instructional materials to meet the needs of the SES students.

- \* (5) Be available to SES Instructors to assist them as needed in implementing appropriate explicit instructional strategies.
- \* (6) Monitor progress reports by SES Instructors and provide feedback to those instructors who need additional support in creating well-written reports.
- \* (7) Ensure that student rosters and timesheets are prepared accurately and in a timely manner.
- \* (8) Distribute a summary of each student's progress to the student's parents and appropriate teachers per the Individual Student Plan.
- \* (9) Attend scheduled monitoring meetings with other SES Site Coordinators and Adult Education staff.
- \* (10) Prepare and submit Adult Education reports in a timely manner...
- (11) Report any concerns with local SES Instructors and/or students to Adult Education staff.
- (12) Facilitate SES instructor substitutions if circumstances warrant.
- (13) Ensure that participating SES students are supervised at all times including pick up at the conclusion of SES sessions.
- (14) Work with Adult Education staff to ensure that tutors receive adequate training for effective and efficient tutoring.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and / or up to 20 pounds of force as needed.

**TERMS OF EMPLOYMENT:**

Salary shall be paid consistent with the District's approved compensation plan. Length of the work year is 196 days and hours will be as needed.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 11**

**Flagler Schools Strategic Framework – Student & Community Engagement**