

Union County Educational Services Commission

Job Description

Job Title: Coordinator of Educational Services for the Partial Hospitalization Program (PHP) at Trinitas Regional Medical Center (TRMC)

Reports to: Director of Special Projects

Terms of Employment: Stipend Position (\$7,000.00 per year)
10 Months (September-June)

Scope of Position:

The Coordinator of Educational Services for the Partial Hospitalization Program (PHP) is responsible for coordinating and scheduling all educational services for students attending the Trinitas PHP in cooperation with the hospital's clinical team.

Qualifications:

1. Earned bachelor's or master's degree from a regionally accredited college or university.
2. Standard Certification as a special education teacher.
3. Minimum of 5 years of successful experiences as a special education teacher.
4. Demonstrated experience working with students with mental health impairments.
5. Demonstrated experience in organization, time management, scheduling, and record-keeping.

Responsibilities:

1. Develops and modifies the daily teacher staffing schedule based on student attendance at the Trinitas PHP.
2. Ensures all approved students are getting the minimum hours of instruction needed and that educational services are distributed equitably.
3. Collaborates with the program's administrative assistant to retrieve student assignments from sending school districts.
4. Coordinates the completion of monthly progress reports and communicates to the program's administrative assistant when the reports are ready to be sent to districts.
5. Provides the PHP clinical team with final attendance information at the end of each day for billing purposes.
6. Collaborates with the PHP clinical team to understand student clinical issues and implications for the instructional sessions.
7. Maintains an inventory of PHP educational materials and communicates with the Director of Special Projects when new or replacement materials may be needed.
8. Maintains an inventory of UCESC technology at the PHP and communicates with the Director of Special Projects when items need to be repaired or replaced.
9. Assists the Director of Special Projects with on-boarding and training of new teachers at TRMC.
10. Assists the Director of Special Projects in planning and delivering professional development for the UCESC teaching staff based at TRMC.