



Lewiston-Porter Central School District

One Purpose. Your Pathway. Our Promise.

Job Posting: 2283 06 26	Elementary Program Coordinator
Summary:	<p>The Elementary Program Coordinator serves as a member of the Elementary Administrative team and works collaboratively with the principals of the Primary Education Center (PEC) and Intermediate Education Center (IEC) to support the overall educational program, daily operations, and continuous improvement efforts of both schools. The Coordinator assists in fostering a positive school culture, promoting student achievement and well-being, and ensuring a safe, inclusive, and supportive learning environment for all students.</p> <p>The Coordinator provides leadership and administrative support across all instructional programs and student services, working with faculty, support staff, families, and community partners to advance district goals and meet the diverse needs of learners. Responsibilities include assisting with instructional leadership initiatives, curriculum implementation, student supervision and discipline, attendance improvement efforts, family engagement, staff support, professional learning activities, and coordinating building-based programs and services.</p>
Job Description:	Please see attached position summary.
Education Required:	Master's Degree, or higher
Certification:	New York State School Building Leader (SBL) or School Administrator/Supervisor (SAS)
Experience:	Minimum of five years professional experience in education.
Compensation:	Per the LPOEA Contract, commensurate with experience, from \$90,000 to \$95,000.
Application Period:	June 26, 2026 - July 10, 2026
Application Procedure:	<p>Online applications only will be accepted at www.wnyric.org/application</p> <p>In addition to completing the basic application, applicants are requested to submit the following:</p> <ul style="list-style-type: none">• Letter of Interest• Resume• New York State Certification• Graduate Transcripts• Three (3) Letters of recommendation

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The position plays an important role in supporting the district's comprehensive continuum of services for students with varying academic, behavioral, social-emotional, and developmental needs. The Coordinator collaborates with general education teachers, special education staff, related service providers, counselors, psychologists, and administrators to ensure that appropriate supports and interventions are available to students and implemented effectively. Responsibilities include assisting with Multi-Tiered Systems of Support (MTSS), Student Support Team (SST) processes, behavioral interventions, and coordinating services to promote student success.

The Coordinator also provides administrative support and oversight for specialized instructional programs operating in elementary schools, including district-operated 8:1:2 and 12:1:1 classrooms and BOCES-operated programs housed in district facilities. Working in partnership with district and BOCES personnel, the Coordinator helps ensure high-quality programming, effective communication, regulatory compliance, and successful outcomes for students across all educational settings.

In addition to supporting instructional and student services programs, the Coordinator assists the principals with the day-to-day management of both elementary schools, implementation of district initiatives, crisis response, safety planning, and other duties necessary to ensure the effective operation of the schools. The successful candidate will demonstrate strong instructional leadership skills, a commitment to inclusive educational practices, excellent interpersonal and organizational abilities, and the capacity to build productive relationships with students, staff, families, and community partners.

Preference will be given to candidates possessing New York State School Building Leader (SBL) or School Administrator/Supervisor (SAS) certification, certification and experience in Special Education, knowledge of IDEA and Section 504 requirements, experience with MTSS and student intervention systems, and a demonstrated ability to lead collaborative problem-solving efforts in elementary educational settings.