

Special Education Extended School Year (ESY)/ Summer School Coordinator

Job Description

Qualifications:

Minimum of five years teaching or related experience in Special Education

General Administrative Endorsement

Strong organizational skills

Ability to work with all levels of staff in a collaborative manner

Good verbal and written communication skills with attention given to details

Ability to make effective decisions based on board policy and school procedures

Ability to provide leadership and guidance to ensure a summer school program that provides academic rigor and personal enrichment

Summary: The Coordinator has in-depth knowledge and experiences in the provision of special education programming and extended school year services. The Coordinator serves as the contact person in Special Education for the summer school session.

Collaborative Functions:

- Assist with summer school registration process
- Determine staffing allocations for teachers and paraeducators in accordance with student IEPs
- Attend all meetings or professional development associated with the summer school program
- Order, inventory, distribute program materials
- Devise staff schedule and assignments appropriate to student needs
- Monitor staff attendance • Monitor and reconcile student schedule conflicts
- Compile and monitor student attendance data
- Handle student disciplinary matters
- Available to all staff during summer school hours for the purpose of supporting implementation of instructional and behavior plans as well as crisis response procedures

Special Education Functions:

- Serve as the Special Education contact person for staff and parents during the summer session
- Oversee all aspects of Extended School Year (ESY)
- Ensure all necessary training for provision of special education services is completed prior to beginning of summer school session

- Communicate with case managers to ensure necessary instructional materials and other supports are in place prior to beginning of summer school session
- Coordinate transportation requirements including any necessary support personnel in accordance with student IEPs
- Coordinate medical services necessary during summer school session to include ensuring protocols for distribution of medication are in place and followed
- Supervise teachers and paraprofessionals in Special Education classes, and Special Education paraprofessionals serving as one to one assistants in all classes
- Ensure all accommodations in IEPs and behavior management plans are shared with relevant staff in a timely manner
- Oversee and supervise instructional and behavioral programs to ensure all obligations to the IEPs and BIPs are met.
- Serve as liaison for all teachers on behalf of all students with IEPs as required and appropriate
- Serve as Local Education Agency (LEA) Representative at IEP meetings
- Perform other duties as assigned by Director of Special Education