

**SOMERS PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE: Coordinator Extended School Year (ESY) / Supporting Language and Math Program (SLAM)

REPORTS TO: Director of Pupil Services

OVERVIEW: Provide administrative oversight of the summer programming.

QUALIFICATIONS:

- 092 certification preferred
- Administration and / or ESY coordination experience
- Special Education and / or inclusion experience

DUTIES & RESPONSIBILITIES:

- Planning and coordination of all aspects of ESY (SES, MBA, SHS) and SES Summer SLAM in advance of ESY start date.
- Posting and hiring of all ESY (SES, MBA, SHS) and SES Summer SLAM staff (nurse, paras, special education and General Education teachers, tutors)
- Availability on all ESY and SLAM dates
- Program administration during ESY / SLAM hours.
- Supervision and evaluation of ESY / SLAM staff
- Pertinent record keeping related to ESY / SLAM (student and staff attendance, parent communication, payroll)
- Collaborate with Director of Business on ESY and SLAM payroll
- Collaborate with Pupil Services Administrative Assistant on ESY / summer transportation

The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility.

SALARY: Per diem rate

SUPERVISES: Summer school staff (ESY & SLAM)

LENGTH OF WORK YEAR: Minimum of 16-18 half days (to be determined by Director of Pupil Services)

DATE: December 5, 2018