

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** Extended School Year Coordinator

**REPORTS TO:** Director of Special Services

**QUALIFICATIONS:**

1. Master's Degree or higher
2. Principal and/or Supervisor certification
3. Required criminal background check and proof of US citizenship or legal resident alien status

**JOB GOAL:** Work collaboratively with child study team members, related services providers, special education teachers, parents and student with disabilities in order to supervise the planning, implementation and daily operations of the extended school year program.

### **PERFORMANCE RESPONSIBILITIES:**

1. Coordinate teacher orders for supplies and submit orders for Board approval.
2. Interview and select staff for the extended school year.
3. Disseminate Individual Education Plans to teaching staff.
4. Send parental notification letters for all students recommended for ESY.
5. Determine class lists as per administrative code violations.
6. Submit ESY teacher names and salaries for Board approval.
7. Coordinate with transportation and ensure students are provided with bus passes.
8. Disseminate class lists, pay schedules, timesheets to all staff.
9. Establish room assignments.
10. Supervise and coordinate ESY fieldtrips.
11. Review biweekly and monthly timesheets for all staff, check for accuracy and submit for Board approval.
12. Supervise ESY staff and oversee class instruction.
13. Arrange for substitute staff on an as needed basis.
14. Assist staff with management procedures for students in crisis situations.
15. Determine, communicate, and address student special needs/accommodations.
16. Communicate with the Director of Special Services regarding staff and/or student concerns.
17. Any other duties deemed necessary for the effective and efficient supervision of the extended school year program.

Adopted: 3/27/08

Approved: 5/12/09

Revised: 9/24/09

JD/Special Services