

Job Description

BOARD OF EDUCATION DENVER

Job Description: Coordinator of Summer Enrichment and Extended School Year (ESY)

Qualifications: Staff Member – Supervisor and/or Principal certificate

Reports To: Superintendent of Schools, Director of Special Services or designee

Job Goal: Supervises and coordinates the Summer Enrichment and Extended School Year programs

Responsibilities:

- Posting positions and selection of staff in cooperation with the building principal/Director of Special Services
- Determine ESY class lists in cooperation with Director of Special Services
- Support classroom set-up
- Assist staff with coordinating ESY community trips when applicable
- Attend meetings to prepare for the ESY and Enrichment programs
- Submit staff attendance sheets for payroll processing
- Make any necessary phone calls to absent students/discipline issues
- Arrive at school 30 minutes prior to student arrival and remain 30 minutes after student dismissal
- Scheduling of staff
- Disseminate class lists, students bus assignments, and procedural information to staff
- Ensure all ESY teachers and related service providers have access/review student IEPs
- Establish room assignments in cooperation with building principal
- Assist staff with management procedures for students in crisis situations
- Communicate regarding staff or student concerns with administration
- Collection of Enrichment program tuition and fees
- Ordering supplies (if needed)
- Corresponding with parents, creating flyers and marketing program
- Corresponding with principals and other school personnel
- Providing administration with final reports: finance, attendance and registration
- Coordinates Transportation if applicable
- Plan and coordinate end of program
- Performing all other duties and responsibilities which are appropriate and necessary to the position as directed by the Superintendent of Schools.

Terms of Employment: Stipend position

Evaluation: Performance of this position will be evaluated by the Superintendent of Schools or his designee.

APPROVED: February 27, 2017