

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	ESY Summer School Program Coordinator				
Department:	Special Education				
Reports to:	Assistant Director of Pupil Personnel				
Supervises:	ESY Staff				
Description of job:					
Summary of Responsibilities:					
<p>Overall responsibility for planning, and coordinating the Extended School Year Summer School Program for special needs students in the North Kingstown School Department.</p>					
Essential Functions:					
<ol style="list-style-type: none"> 1. Review of all student referral data provided by case managers to determine programming, transportation and staffing needs. 2. Scheduling all students for ESY programming using the data provided by IEP teams. 3. Developing and finalizing transportation services with transportation department for all students requiring this service during ESY programming, communicating this information to parents/guardians. The program coordinator will maintain copies of all transportation sheets. 4. Facilitate the acquisition of staffing required to fully implement all programs, including Special Educators, paraprofessionals, support service providers (SLP, OT, PT, Nursing). Work with Human Resources to ensure all staff meets NKSD criteria for employment, with approval of school committee. 5. Facilitate an "orientation" for program faculty, staff prior to startup, as well as ensuring that classrooms, materials and schedules are in place. Coordinator will work with summer faculty and maintenance departments to determine needs of the daily operation of programs. 6. Supervision of the program during time of operation, serving as liaison between the school based program's faculty and staff and the district central office. Coordinator will report to the Assistant Director of Pupil Personnel Services during summer programming, but work with the building principals as needed during the school year. 7. Serve as contact person for families and staff as needed during the summer programming. Coordinator will ensure that district policy/practice regarding student safety is followed: student attendance, dismissal, medical issues, evacuation for fire, etc. 8. This position will require some responsibilities to begin prior to the start of summer programming. 					
Protective Personal Equipment:			N/A		
Classification:	Sedentary:	Light: X	Medium:	Heavy:	Very Heavy:
Classification Key:					
<p>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</p> <p>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</p>					

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Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;

Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;

Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.

Driving Requirements:	None: minimal	Manual: employee vehicle	Automatic: employee vehicle
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Work Environment	
Floor Surface:	Tile and/or carpet
Inside:	100%
Lighting:	Fluorescent or Incandescent
Vibration:	n/a

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 20 pounds occasionally						
WEIGHT	Never	Occasionall y	Frequentl y	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.	X					
35 – 50 lbs.	X					

CARRYING						
Maximum weight carried: up to 20 lbs.						
WEIGHT	Never	Occasionall y	Frequently	Constant	Distance s	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.	X					
35 – 50 lbs.	X					

PUSHING/PULLING						
Maximum push/pull: 20 lbs						
WEIGHT or FORCE	Never	Occasionall y	Frequently	Constant	Distance s	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.	X					
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequentl y	Constant	Comments
Sitting				X	
Standing		X			

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Walking		X			
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal				X	
Grasping		X			
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Education and experience in teaching. Prior experience in program development and coordination preferred.

License/Certificate/Certification:

RIDE certification in special education.

Technological and/or Technical Skills:

Ability to utilize google, Office and other computer apps and software.

Communication Skills:

Demonstrated strong communications skills both oral and written

Planning Skills:

Demonstrated organizational skills and ability to make and meet timelines to create an effective and efficient ESY program.

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Interpersonal and Problem solving skills:

Ability to interact with students, staff and members of the community in a respectful and positive manner. Ability to effectively handle issues utilizing a personable problem solving approach. Ensure confidentiality of students and families. Maintain a positive, professional work environment.

Terms of Employment:

Appointment date until the end of the ESY program. This position is limited to the current school year.

Evaluation:

Per Director of Pupil Personnel Director or designee.

Date: 1/2018