



WALL TOWNSHIP PUBLIC SCHOOLS

Title: ESY Program Coordinator

Qualifications:

1. Supervisor certification required; principal certification preferred

Reports to:

Supervisors of Special Education, Director of Special Services and/or Building Principals

Job Goal:

Provides instructional area leadership in the delivery and implementation of the district's ESY program. The ESY Program Coordinator works collaboratively with district administrators and summer staff members in the monitoring of programs and services and communicates effectively with parents, members of the community, and colleagues.

Performance Responsibilities:

1. Oversee bus arrival and dismissal
2. Oversee CBI trips, including permission slips, nurse acquisition, transportation information
3. Oversee discipline issues
4. Review and follow up about attendance
5. Oversee staff absences and make arrangements for coverage
6. Develop newsletter for parents
7. Coordinate whole group program activities
8. Gather vouchers and submit to supervisors
9. Communicate with staff and parents as necessary
10. Monitor summer instruction, review lesson plans as necessary
11. Cover staff assignment, if necessary
12. Distribute and monitor supplies for ESY program
13. Inform Supervisor of Special Education and/or Building Principal of any concerning issues/matters that occur
14. Perform such other duties and assume such other tasks as may be assigned by the Director and/or Supervisor of Special Services

Terms of Employment:

Follows the district calendar dates of the 6 week ESY program.

Approved: March 14, 2023