

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

ESY Coordinator

Supervisor: Building Principal

FLSA Status: Exempt **Employee Group:** Certified

Qualifications:

1. Valid Illinois Professional Educator License
2. Administrative Endorsement and LBS1 Endorsement
3. Knowledge of Special Education law

Terms of Employment:

- \$3000 Stipend

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Determine number of students recommended for ESY.
2. Coordinate student services (i.e., eligibility, transportation, food service, nursing services, etc.) for ESY.
3. Send communications to parents about their child's eligibility for ESY.
4. Responsible for making hiring recommendations and training of staff for ESY (teachers, paras, nurse, SLP etc) to meet needs identified on students' IEPs.
5. Facilitate collection and distribution of individual students' performance and goal data.
6. Supervise arrival, dismissal, and instruction each day at ESY.
7. Organize daily student and staff attendance for reporting purposes.
8. Keep current with best practices and requirements as they relate to your job assignment.
9. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.