



ESY Coordinator

JOB DESCRIPTION

The ESY Coordinator coordinates special education programs, teachers, and aides.

QUALIFICATIONS

Texas Teacher Certification with endorsement or specialization in Special Education

KNOWLEDGE, SKILLS, ABILITIES

- Communicates effectively with students, campus and assessment staff, parents, and community
- Projects a positive image
- Ability to analyze and problem solve

DUTIES AND RESPONSIBILITIES

1. Systematically monitors instructional processes to ensure that program activities are related to ESY program outcomes
2. Ensures that IEP and curriculum accountability and renewal is continuous and responsive
3. Disseminates instructional resources and materials
4. Recommends improvements in the purpose, design, and implementation of the special education ESY program
5. Assists teachers in identifying and coordinating an instructional program
6. Makes recommendations for assignments and or reassignments of special education staff
7. Complies with District policies, as well as state and federal laws and regulations
8. Schedules activities and the use of resources as needed
9. Coordinates special transportation for students receiving ESY services
10. Coordinates with the PEIMS Support Staff for accuracy of the instructional arrangement codes
11. Uses information provided through assessment instruments, the District appraisal process, and evaluative feedback to improve performance.
12. Improves leadership skills through self-initiated professional development activities
13. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate both verbally and in writing, read, interpret and analyze policies, procedures and assessment data, use computers, coordinate personnel, services and programs, instruct staff, and maintain emotional control under stress

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS

Ability to drive personal vehicle daily, hear and maintain visual acuity, travel outside of the district (some overnight), speak intelligibly, and work prolonged or irregular hours.

PAY SCALE:

NUMBER OF DAYS:

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
12/2/07*