

EXTENDED SCHOOL SERVICES COORDINATOR

- TITLE:** Extended School Services (ESS) Coordinator
- REPORTS TO:** Director of Student Support Services
- SUPERVISES:** N/A
- JOB FUNCTION:** To provide leadership, expertise, technical and student support for the prioritization, planning, implementation, monitoring, and evaluation of effective ESS and other support programs.

MEASURES OF SUCCESS:

- Increase in student achievement and growth:
 - State Academic Standard expectations
 - District based assessments
 - Curriculum benchmark assessments
- Close achievement and opportunity gaps
- Improve learning, culture, and environment
- Increase student, family and community engagement
- Increase the high school graduation rate and ensure every child graduates college and career-ready

DUTIES AND RESPONSIBILITIES:

1. Works collaboratively with school staff, coordinators, resource teachers, and other specialists to provide support to schools regarding the implementation of effective instructional strategies.
2. Plans and conducts professional learning opportunities targeting strategies/methods for working with at risk students
3. Coordinates Support services that provide technical, administrative, and logistical support to facilitate and enhance instruction that include services, such as transportation, instructional materials or supplies, student snacks, school-based counseling, community-based mentoring, academic advising, parent training for follow through, or referrals for social, health, or financial assistance through appropriate service agencies.

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4. Disseminates information on current trends and research in the area of early intervention and effective instructional strategies for at risk students.
5. Assists in preparing the annual grant submitted to KDE which authorizes the financial support of various ESS programs.
6. Prepares, monitors, amends to all record-keeping, correspondence, requests, meetings, and special requests related to this area.
7. Responds to questions and issues related to ESS programs and assists with implementation of ESS programs.
8. Provides coordination of ESS staff.
9. Visits schools regularly to provide consultation and technical assistance.
10. Maintains active involvement in local, state, and national professional organizations related to ESS programs.
11. Assists schools with efforts to increase parent involvement and cooperation.
12. Consults with subject area coordinators to provide an integrated approach to curriculum objectives, which focus on at risk youth.
13. Maintains research data, resources, articles, and books concerning at risk strategies, techniques and program designs.
14. Demonstrates the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
15. Maintains regular attendance.
16. Performs other job duties as assigned.

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PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- Master’s Degree and/or Rank I
- Recognized as a master level teacher with at least five years of successful teaching experience, and/or other related experiences
- Proven leadership ability and ability to work well with others and motivate others to perform at high levels, exemplary communication and organizational skills with a diverse group of people

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky Teaching, Counselor, School Social Worker or related certification
- Consultant Endorsement (or the ability to receive such endorsement)
- Kentucky Teaching Certification for Supervisor of Instruction or Administration

<i>Revision Date:</i> _____
<i>Revision Date:</i> <u>9/13/17</u>
<i>Revision Date:</i> _____
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