

SPEED JOB DESCRIPTION

Job Title

Extended School Year (ESY) Coordinator

Supervisor

Director of Human Resources

Position Guide

Certified

Salary Range

Summer Pay plus 10%

Qualifications

- Must possess a Professional Educator Licensure with an Endorsement in General Administration or Master’s Degree.
- Holds and communicates a clear vision for success.
- Ability to keep accurate records and reports.

Essential Duties

- Collaborate with school administrators to oversee planning and implementation of program
- Lead a team to develop Thematic Summer Curriculum
- Select teachers and support staff
- Coordinate attendance records with principal, Human Resources, and Payroll
- Publish registration materials and coordinate registration process
- Purchase supplies
- Coordinate use of facilities

Job Responsibilities

1. Makes professional decisions that demonstrate support of student growth and learning, goals and best interest of SPEED.
2. Responsible for all assigned students and educational support staff.
3. Other duties may be assigned.

Terms of Employment

- Up to 5 hours per week during regular school year and up to 5 hours per day during Extended School year (ESY)

Hiring Contact: Human Resources Director – (708) 481-6100.

ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Employee Signature

Date

Human Resources Signature

Date