Purpose: The Educational Intake Coordinator provides assistance to the Transition and Recovery Program Teachers and sending districts to ensure student educational responsibilities, task and transition planning and communication are carried out in a consistent, effective and professional manner.

Essential Functions:
- Assist lead teacher in all aspects of the Transition and Reentry program
- Respond to and maintain student referrals ensuring all intake requirements are complete and accurate
- Maintain ongoing communication with sending districts regarding student attendance progress and transition planning
- Schedule and facilitate all intake meetings with appropriate Pioneer Valley Regional School District personnel, sending district personnel, families and students.
- Ensure student entry and transition plans are documented, signed and distributed.
- With the supervision of the lead teacher, observe, document and gather data on student performance, attendance, and behavior.
- Under the supervision of the lead teachers implement daily academic lessons.
- Under the supervision of teachers and administration, implement daily lessons as assigned to students in the areas of social/emotional skills, and/or transition-related skills.
- Support and implement with fidelity all behavioral programming and protocols as determined by administration
- Maintain professional boundaries and standards with students and others, in keeping with CES policies.
- Develop and maintain positive, constructive, and ongoing communication and with program-based colleagues and host school teachers and administrators to improve student outcomes.
- Work cooperatively and effectively both as a team member, and independently to complete assigned tasks; actively support the work of others on the team and elsewhere in the organization.
- Communicate with administrator(s) and teaching staff daily, and during regularly scheduled meetings.
- Comply with all related agency and program policies and required professional development

Additional Responsibilities:
- Assist with emergency/crisis situations as directed, informing appropriate sources, obtaining assistance as needed, and filing appropriate documentation of same as requested.
- Maintain and complete all reports and paperwork as required and in accordance with your position and designated timelines (e.g. progress updates, student documentation, self-evaluations, incident reports, timesheets, mileage/reimbursement, etc.).
- Utilize and maintain data as directed for all essential functions of the position.
Participate in and contribute as appropriate to professional development opportunities, and other trainings as designated; maintain a personal portfolio of professional development activities.

Demonstrate dependability and reliability in all aspects of job function (e.g. arriving on time, carrying out tasks as assigned, communicating information, etc.).

Participate in maintaining a clean and orderly school environment, including organization of classroom and program areas and materials.

Assume any additional responsibilities as directed by the Program Director or designee.

Minimum Qualifications:
- Bachelor’s Degree or higher in education-related field
- Education or experience working with students with learning, behavioral, and/or social emotional challenges.
- Excellent communication, organization and writing skills

Preferred Qualifications:
- Bachelor’s Degree in education secondary content area.
- Teacher licensure in special education or content area.
- Training in, or awareness of crisis intervention and de-escalation, CPR/First-Aid, and psychiatric management.

Physical Demands:
- Requires good physical condition to support transitioning students, as needed
- Requires physical condition and mental stamina to endure job stress in the performance of duties, as well as periods of sitting or standing

Working Conditions:
- Requires the ability to maintain composure and professionalism in response to emotionally-laden, challenging, and/or offensive student behaviors, which may include verbal abuse or physical aggression.
- Requires adaptability and flexibility in meeting daily program needs, and may include reassignment based on program need and enrollment.
- Ability to handle interruptions and maintain productivity.
- Students with health care needs may need constant monitoring and specific protocols; staff will be trained in areas as needed by the school nurse

Terms of Employment:
- 185 days; School Calendar: September - June
- 35 hours/week, Monday – Friday; School hours are dependent on the Pioneer Valley Regional School District
- Benefits: full benefits as outlined in CES Personnel Policies

CES is an equal opportunity employer. We welcome candidates from all cultural, ethnic and racial backgrounds. Candidates whose backgrounds are well suited to understanding and addressing the need of the diverse student populations we serve are encouraged to apply.