



DOWNINGTOWN AREA SCHOOL DISTRICT POSITION DESCRIPTION

TITLE: ESY Lead Mentor DEPARTMENT/GROUP: Professional/DAEA REPORTS TO: Supervisor of Special Education	DATE: January 2025 LOCATION: DASD Schools
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JOB SUMMARY: The Extended School Year (ESY) Lead Mentor is a professional staff employee appointed to assist in the leadership and coordination of DASD ESY program.

REQUIREMENTS: *Employee must have the ability to perform the following essential functions on a timely basis with or without reasonable accommodations.*

1. Serves as a liaison between Supervisor of Special Education and appointed ESY teachers and paraprofessionals.
2. Provides instruction, guidance and support as a mentor to special education teachers regarding ESY programs, resources, and implementation of IEP services.
3. Serves as a point of contact for providing resources and information to paraprofessional staff during the ESY program.
4. Provides differentiated instruction to ESY staff in order to support the diverse needs of special education students.
5. Models and demonstrates evidence-based teaching strategies to enhance student engagement and learning outcomes for students receiving special education services.
6. Manages and communicates effectively any concerns to the Supervisor of Special Education.
7. Conducts regular check-ins with teachers to discuss students progress and address any challenges.
8. Helps prepare and develop resources and curriculum for special education teachers.
9. Fosters a collaborative and inclusive environment amongst all ESY staff.
10. Ensures that high standards are maintained in the absence of an administrator, fostering a smooth and efficient learning environment.
11. Coordinates staffing absences to ensure absences are covered for both teaching and support staff.
12. Address student behavioral challenges in accordance with legal, district, and evidence-based procedures.
13. Assists Supervisor of Special Education in daily operational duties to include, but not limited to: ensuring employees are logging time and verifying accuracy of hours, organizes and prepares daily bus schedules and parent pickups, assists with communication in identifying school supports as necessary with inter-departments such as the facilities, IT, and transportation departments.

This position description does not express or imply that these are the only duties to be performed by the incumbent(s) in this position. Employee(s) will be required to complete other job-related duties requested by the supervisor.

ADDITIONAL FUNCTIONS: *In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodation.*

1. Involvement in activities and or events to support students as outlined in current bargaining unit agreement.
2. Other duties as may be assigned.

QUALIFICATIONS: *To successfully perform this position, a person must be able to perform each primary duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skills, and/or ability necessary.*

1. Candidate must be a graduate of an accredited college or university and hold a proper Pennsylvania certification for the position.
2. Demonstrate knowledge in the area of assignment.
3. Possess a positive attitude toward the teaching profession, service to the district, and importance and purpose of education programs.
4. The employee in this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance or other state or federal healthcare program. Clearance as provider under such programs by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.



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5. Possesses a positive attitude toward the teaching profession, service to the district, and importance and purpose of the education program.
6. Proficiency in use of technology for individual or group demonstration or communication.
7. Must be able to flex and vary hours to accommodate needs of students, parents, and other teachers.
8. Possesses effective interpersonal skills with the ability to interface diplomatically with teachers, administrators, parents, students, and outside organizations.
9. Exhibits excellent classroom management skills.
10. Demonstrates effective communication skills to provide accurate information to others and to obtain, give, and follow directions.
11. Demonstrates ability to provide good judgment, planning, and human relations skills, as well as be required to work under periods of stress due to the level of the position responsibility.
12. Must successfully complete and maintain compliance with all federal and state background and criminal record check requirements.
13. Candidate must adhere to all local, state, federal, and school code requirements for employment.

PHYSICAL REQUIREMENTS: *The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- A. While performing the duties of this job, the employee is required to maintain a stationary position and move about to access multiple classrooms, file cabinets, office equipment, etc.; to use hands to handle or feel objects, tools, or controls; Talk and hear; Sit and occasionally be required to stand, walk, stoop, kneel, and crouch.
- B. The position requires the employee to frequently operate a computer and other office and classroom equipment such as a copy machine, fax, printer, overhead, and Smart Board.
- C. Ability to lift and/or exert up to 20 lbs. of force to occasionally move objects.
- D. The position requires meeting deadlines with severe time constraints, interacting with staff and the public, and occasional irregular or extended work hours.
- E. This job requires the ability to observe, inspect, identify, and determine accuracy of written documentation and fine details.
- F. Some/occasional local travel may be necessary: Must be able to provide own transportation to school related functions/meetings, community agencies, and schools throughout our service area.
- G. The employee is frequently required to communicate and interact in person and by phone or e-mail with the public, students, parents, staff, other administrators, board members, and community agencies.
- H. Additional physical requirements may be necessary based on content area teaching, (i.e., physical education, music, art, special education, family consumer science, technology education).

NOTICES:

1. Performances of this position will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Personnel.
2. The School District retains the right to change this job description at any time for any reason, with or without advance notice.
3. The School District retains the right to assign such additional duties as may be necessary for the efficient or effective operation of the School District.
4. The School District retains the right to change the qualifications for the job.
5. The School District retains the right to waive the necessity for any applicant or employee to have all required qualifications.

A copy of this form may be obtained in the Human Resources Department. The Downingtown Area School District is an equal opportunity employment, educational, and service organization