

Job Title: Extended School Year Coordinator

Location: District Wide

Reports to: Executive Director of Student Services

Position Type: Temporary

Position Overview:

We are seeking an experienced and proactive Site Coordinator to oversee and manage day-to-day operations for our Extended School Year (ESY) Program. The ESY Coordinator will be responsible for ensuring the smooth execution of the program, ensuring that students have a safe and engaging experience, and supporting staff in delivering quality educational and recreational activities. This is a leadership position that requires a dynamic individual with strong organizational skills and the ability to supervise and motivate a team.

Dates: July 6th - July 23rd (plus a planning day in June)

Days of the Week: Monday - Thursday

Times: 7:45 - 1:00pm

Wage: \$33.50 an hour

Key Responsibilities:

- Supervise and manage the day-to-day operations of ESY programs
- Ensure the safety and well-being of all students and staff, adhering to safety policies and guidelines.
- Coordinate and manage all logistics, including scheduling, transportation, lunch, and other on-site activities.
- Communicate with parents, guardians, and staff regularly regarding program updates, student progress, and any concerns.
- Lead and supervise a team of educators and assistants to ensure the program runs effectively and efficiently.
- Oversee the implementation of daily activities, ensuring they align with program goals and objectives.
- Provide on-the-ground support to instructors and staff, helping them with classroom management and student engagement.
- Monitor student behavior, resolve conflicts, and address any issues in a timely and professional manner.
- Track program supplies and materials, ensuring that necessary resources are available and appropriately managed.
- Ensure compliance with all local regulations, health and safety protocols, and program policies.

- Help with recruitment and training of staff, ensuring they understand expectations and responsibilities.
- Organize and participate in field trips or special events as needed.
- Prepare and maintain program-related documentation
- Collaborate with other coordinators and directors to enhance the overall program experience.

Qualifications:

- Minnesota Teaching License in a Special Education field
- Strong leadership, communication, and problem-solving skills.
- Ability to work collaboratively with staff, parents, and students.
- Experience managing or coordinating events, schedules, and resources.
- Knowledge of child development principles and best practices in elementary education.
- Ability to work in a fast-paced environment and remain calm under pressure.
- Must pass a background check as required by local regulations.

Physical Requirements:

- Ability to walk, stand, and sit for extended periods.
- Ability to lift and carry materials and supplies (up to 25 pounds).
- Must be able to participate in outdoor activities with children.