

## 2019 Extended School Program (ESY) Site Coordinator I (Internal Candidates Only)

Applications are now being accepted for the Extended School Program (ESY) Site Coordinator I positions. Interested candidates should submit an online application. To access an application please refer to the Human Resources, Staff Management SharePoint site or the HCPS website under Human Resources/Current Job Openings/Summer.

The Extended School Program (ESY) Site Coordinator I will serve as the school contact for Central Office between **May 1 and August 8, 2019**. One **Site Coordinator I** will be hired for each ESY region as well as one for early intervention programs. The **Site Coordinator I** should not schedule vacation time on the professional development days or during the ESY instructional period.

<b>ESY Professional Development Dates</b>	<ul style="list-style-type: none"> <li>▪ Wednesday, June 26, 2019 – 8:00-3:00 (1 hour lunch)</li> <li>▪ Thursday, June 27, 2018 – 8:00-3:00 (1 hour lunch)</li> </ul>
<b>ESY Date Range</b>	<ul style="list-style-type: none"> <li>▪ July 1, 2019-August 1, 2019 (Mondays, Tuesdays, Wednesdays, and Thursdays)</li> <li>▪ Closed July 4<sup>th</sup></li> </ul>

The Extended School Program (ESY) Site Coordinator I is expected to complete the following duties:

- Attend all meetings or professional development associated with the identified program;
- Support classroom set-up;
- Determine student placement in classrooms for ESY;
- Support all student transportation; and if available, food services;
- Coordinate with the ESY school site administrators regarding facilities;
- Provide staff, student, and bus lists to school administrators;
- Collect and compile student attendance;
- Submit teacher and support staff attendance for payroll processing;
- Inventory, distribute program materials, collect/prepare for storage/deliver to warehouse program materials at end of program;
- Return special education folders to Department of Special Education at the end of program;
- Make any necessary phone calls to absent students/discipline issues;
- Arrange for any necessary substitutes during the program;
- Plan and coordinate end of program;
- Arrive at school 30 minutes prior to student arrival and remain at school for 30 minutes after student dismissal, or until the last student has been dropped off (Secondary Sites: 7:45 to 10:15; Elementary Sites: 8:30 to 11:00)
- Other duties as assigned.

Contact: Kim Manzo, Coordinator of Special Education at 410-588-5359 for additional information.