

2025 Extended School Program (ESY) Site Coordinator (Internal Candidates Only)

Applications are now being accepted for the Extended School Program (ESY) Site Coordinator 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, www.hcps.org and click on Employment Opportunities (yellow sun icon). Click Apply Online Now. In the search box, type "Site Coordinator."

The Site Coordinators for the Extended School Program (ESY) will take on the role of instructional leaders at regional ESY sites. They will collaborate with the Office of Special Education from March 4th to August 8th. The responsibilities of ESY site coordinators include supporting the review of student ESY documentation, contributing to program development, and acting as the main liaison to the selected school administration. Anticipate dedicating up to ten additional paid hours for program preparation before July 1st. Candidates are advised to refrain from scheduling vacations during the professional development ESY preparation days and throughout the program, with exceptions considered on a case-by-case basis.

ESY Professional Development Dates	<ul style="list-style-type: none"> ▪ July 7th – 8th: 8:00- 3:00 pm
ESY Date Range	<ul style="list-style-type: none"> ▪ July 9th - August 5th, 2025 ▪ (Mondays, Tuesdays, Wednesdays, and Thursdays)
Staff Duty Hours	<ul style="list-style-type: none"> ▪ Secondary: 9:15 – 1:00 p.m. ▪ Elementary: 7:45- 11:30 a.m.
Instructional Day	<ul style="list-style-type: none"> ▪ Secondary: 9:30 – 12:45 p.m. ▪ Elementary: 8:00- 11:15 a.m.

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

- *Attend all meetings or professional development associated with the identified program.*
- *Work collaboratively with selected school Instructional Leadership Teams (ILT), nurses, and administrative support technicians to coordinate program operations*
- *Develop and communicate to the ESY staff all logistical procedures related to transportation, food service (if applicable), programming, and safety*
- *Determine student placement and instructional grouping*
- *Collect and compile student attendance*
- *Monitor ongoing data collection and progress monitoring of students*
- *Provide technical assistance with the Maryland Online IEP program and on HCPS Special Education policies*
- *Complete and submit payroll for all program employees*
- *Organize, distribute, and inventory instructional materials, communication supports, assistive technology, and mobility aids*
- *Review, distribute, and collect student ESY folders*
- *Serve as a point of contact to families, Special Education teacher specialists, related service providers, and other professionals*
- *Support arrangement of substitutes*
- *Plan and coordinate program closing*
- *Support conditionally licensed and general education teachers servicing students during ESY*
- *Other duties as assigned*

For additional information please contact Jeffrey Hoffman at 410-588-5334 or email jeffrey.hoffman@hcps.org