

Posting for: Extended Academic Support (EAS) Coordinator Middle School

Dates of Program: July X, 202X to July X, 202X (Monday - Thursday)

Coordinator Hours: 8:00 AM – 2:00 PM (Based on Funding)

*In addition to the summer program hours, advance planning for the summer school program is required. A mutually agreed allowance for not less than ten (10) nor more than twenty-five (25) hours of preparation shall be paid to the designated Summer School Program Coordinator in the month of June for the preparation of EAS Middle School programming. Any additional hours requested, needs to be approved in advance by the Superintendent of Schools. *

Reports To: Assistant Superintendent of Schools Secondary

Job Description:

The Extended Academic Support Coordinator will supervise the Extended Academic Support program and collaborate with the Special Education Supervisor for the ESY programs. A general description of responsibilities for the coordinator include, but are not limited, to the following:

- Identify all eligible students using available Middle of the Year data
- Collaborate with building administrators, Assistant Superintendents, and the Chief Academic Officer to recruit students
- Ensure all students are properly enrolled in their classrooms
- Ensure all students are properly rostered for various online programs
- Collaborate with key central office figures on the distribution of technology for students
- Communicate clearly and effectively with all parents and students regarding the summer program
- Recruit, hire and place Extended Academic Support Teachers
- Supervise Extended Academic Support Teachers and Site Administrators
- Work collaboratively with supervisors to ensure a high-quality curriculum and common assessments are provided for all teachers and students
- Create a system for attendance and provide information regarding attendance and progress to home schools at the conclusion of the program
- Distribute and collect learning materials to all EAS sites
- Provide a detailed written report and presentation to the Chief Academic Officer by September X, 202X
- Other duties as required per the direction of the Assistant Superintendent of Schools

Qualifications:

- Excellent instructional technology skills, with specific expertise in GSuite, Google Classroom, Google Meet, Kami, etc.
- Excellent communication skills and knowledge of ParentSquare platform
- Proven successful history with leading a large system/organization
- Knowledge of and experience with teaching and learning (effective online instructional strategies and lesson design, formative assessment, standards-based language arts and math curriculum, Smarter-Balanced Assessments, science instruction) and family/community engagement

Certification:

- Intermediate Administrator/Supervisor #092
- Google Educator Level 1 certification preferred

Salary: Per SAW contract
Maximum hours are stated above.

PART V - Working Conditions, Physical and Mental Requirements

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C
Physical Demands					Depth Perception		X		
Standing		X			Color Distinction		X		
Walking		X			Peripheral Vision		X		
Sitting			X		Driving		X		
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10 lbs.)		X		
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)	X			
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions				

Kneeling		X			Cold (50 degrees F or less)	X			
Crouching		X			Heat (90 degrees F or more)	X			
Crawling		X			Temperature Changes		X		
Reaching		X			Wetness	X			
Handling		X			Humidity	X			
Grasping		X			Extreme Noise or Vibration		X		
Twisting		X			Exposure to Chemicals	X			
Feeling			X		Exposure to Gases and Fumes	X			
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids		X		
Repetitive Motion			X		Exposure to dampness	X			
Hand/Eye/Foot Coordination			X		Confinement to Small or Restricting Area	X			
Visual Acuity/Near			X		Mechanical Hazards	X			
Visual Acuity/Far			X		Physical danger or abuse		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

Waterbury Public Schools is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the District when necessary.