|  |  |  |
| --- | --- | --- |
|  | **JOB TITLE** | ESS SCHOOL PROGRAM COORDINATOR |
| **REPORTS TO** | SCHOOL PRINCIPAL |
| **SALARY SCHEDULE/GRADE** | ESS SCHOOL PROGRAM COORDINATOR |
| **CONTRACTED DAYS AND/OR HOURS** | AS NEEDED |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7313 |
| **POSITION CLASSIFICATION** | CLASSIFIED PROFESSIONAL |
| **DATE APPROVED** |  |

|  |
| --- |
| **QUALIFICATIONS** |
| ANY COMBINATION EQUIVALENT TO: HIGH SCHOOL DIPLOMA, G.E.D. CERTIFICATE OR DEMONSTRATED PROGRESS TOWARD OBTAINING A G.E.D. AS REQUIRED BY KENTUCKY LAW. COLLEGE DEGREE PREFERRED. |

|  |
| --- |
| **POSITION SUMMARY** |
| THE ESS SCHOOL PROGRAM COORDINATOR WILL INTERVENE WITH STUDENTS AT-RISK OF FAILING COURSES, BEHAVIOR PROBLEMS, AND/OR CORE CURRICULUM AND ACHIEVEMENT.  |

|  |
| --- |
| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities. Evaluated based on the efficacy of aligned actions.  |

|  |
| --- |
| **PERFORMANCE RESPONSIBILITIES** |
| IDENTIFY STUDENTS WHO WILL BE SERVED THROUGH THE DAYTIME ESS PROGRAM AND THE AREAS OF NEED. |
| CREATE A DETAILED SCHEDULE FOR WHEN STUDENTS ARE SERVED. |
| SET MEASURABLE GOALS AND OBJECTIVES FOR STUDENT PERFORMANCE AND IMPROVEMENT. |
| CREATE A MONITORING PLAN FOR STUDENTS WITHIN THE DAYTIME ESS PROGRAM AND IDENTIFY WHICH MEASURES ARE USED TO DETERMINE SUCCESS. |
| CREATE A BUDGET AND ADHERE TO GUIDELINES AS ESTABLISHED WITH THE DAYTIME ESS PROGRAM. |
| INPUT DATA INTO INFINITE CAMPUS FOR STUDENTS SERVED THROUGH THE DAYTIME ESS PROGRAM. |
| COMPLETE ALL NECESSARY PAPERWORK AND ADMINISTRATIVE DUTIES AS REQUIRED BY ESS REGULATIONS AND STATUTES. |
| CREATE A SYSTEM OF COMMUNICATION TO ENSURE TEACHERS AND ADMINISTRATORS ARE AWARE OF STUDENT PROGRESS, REPORTS, AND MONITORING DATA. |

|  |
| --- |
| **KNOWLEDGE AND ABILITIES** |
| WORKING KNOWLEDGE OF THE GOOGLE SUITE, INCLUDING BUT NOT LIMITED TO GOOGLE DRIVE, DOCS, SLIDES, SHEETS, AND FORMS. |
| WORKING KNOWLEDGE OF INFINITE CAMPUS. |
| DEMONSTRATES REGULAR ATTENDANCE PUNCTUALITY. |
| ADHERES TO THE APPROPRIATE CODE OF ETHICS. |

|  |
| --- |
| **PHYSICAL DEMANDS** |
| THIS JOB REQUIRES PHYSICAL MOVEMENT. IT REQUIRES THE ABILITY TO COMMUNICATE EFFECTIVELY USING SPEECH, VISION, AND HEARING. THE WORK REQUIRES THE USE OF HANDS FOR SIMPLE GRASPING AND FINE MANIPULATIONS. THE WORK REQUIRES BENDING, SQUATTING, REACHING, WITH THE ABILITY TO LIFT, CARRY, PUSH OR PULL LIGHT WEIGHTS. THE WORK MIGHT REQUIRE INDOOR AND OUTDOOR ACTIVITY. |