

The Extended School Services (ESS) program is a proactive program designed to assist individual students who are having difficulty in one or more content areas. This role involves program planning, coordination, implementation, and evaluation to ensure the program's effectiveness in meeting the needs of participating students. The ESS Coordinator will be responsible for the following:

1. Collaborate with school administrators, teachers, parents, and community partners to identify student needs and develop targeted interventions.
2. Create a structured schedule of activities, including interventions, transportation and recreational activities.
3. Coordinate logistics for program implementation, including scheduling, staffing, and resource allocation.
4. Ensure the provision of a safe and supportive environment for all program participants.
5. Monitor program activities to ensure adherence to established goals, policies, and procedures.
6. Conduct and monitor assessments to identify student needs and track progress over time.
7. Collect data on program outcomes and participant feedback to evaluate program effectiveness.
8. Prepare regular reports for school administrators, parents, teachers and other stakeholders, summarizing program achievements, challenges, and recommendations for improvement.
9. Utilize assessment data to make data-driven decisions and continuously improve program quality.
10. Stay informed about best practices in after-school programming, education, and youth development.
11. Maintain accurate records of program activities, attendance, and student progress.
12. Perform other duties and responsibilities as assigned by school administration or program leadership.