



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Extended School Year Coordinator**  
Job Family: **Certified Administrative**  
Prepared/Revised Date: **January 2021**

FLSA Status: **Exempt**  
Pay Range: **See Schedule S**  
Job Code: **90033**

**SUMMARY:** Responsible for the organization and administration of Poudre School District’s Extended School Year (ESY) program that provides integrated/special education and related services to students beyond the school year. Direct overall site operations, services, and staff at multiple locations and levels. Provide direct support to integrated services teachers and paraprofessionals to address students’ academic growth and achievement and ensure compliance with students’ Individualized Education Programs (IEPs).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Coordinate and support the implementation of curriculum and learning activities for students with disabilities to maximize student learning beyond the school year.
2. Provide quality programing for students by monitoring and ensuring compliance with students’ IEPs and behavior plans in delivery of ESY services according to district procedures, state rules and federal regulations.
3. Create and maintain an environment that recognizes and appreciates individual differences to promote personal, academic, and social development of students.
4. Direct the recruiting, screening, hiring, and assigning of qualified employees to fill licensed and classified ESY positions.
5. Coordinate with principals and department leaders to establish locations for delivery of ESY services.
6. Manage administrative functions such as budget, staffing, safety, and emergency response plans, etc. to maintain safe and efficient school operations and address situations and problems that arise.
7. Supervise, monitor, and support the performance of ESY staff and provide coaching and guidance when necessary.
8. Communicate and collaborate with and serve as a resource for families, ESY staff, district personnel, and outside agencies to implement and maintain services and programs as needed.
9. Facilitate clear and effective communication among staff, students, and/or families.
10. Implement policies, procedures, and/or processes and provide direction for complying with mandated requirements.
11. Manage program accountability and data collection and analysis.
12. Attend work and arrive in a timely manner.
13. Perform other duties as assigned.

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Master’s Degree in special education with successful completion of an administrator license program required.
- Five years of special education-related experience required.
- Equivalent combination of education and experience acceptable.

### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Colorado Principal or Administrator License required; Director of Special Education License preferred.

### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- Interpersonal relations skills
- Personal computer and keyboarding skills
- Bilingual oral and written communication skills may be required or preferred

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- Ability to maintain confidentiality in all aspects of the job
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to participate and work in a team environment
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Basic operating knowledge of and experience with personal computers, peripherals, and media equipment
- Basic operating knowledge of and experience with office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students during tutoring sessions

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Coordinate				X
Instruct				X
Compute				X
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	