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| **Extended School Year (ESY) - 220** |
| **Job Title:** | **Lead Teacher/Site Administrator** |
| **Job Requirements:** | * Experience with special education and students with a broad range of disabilities
* Principal’s License (preferred)
* The ability to work 30 hours prior to/after ESY
* Experience managing staff of 20 or more
* Familiar with resources available in DPS

**IMPORTANT**All educators are required to have a current NCI Certificationthrough July 3, 2020 |

 **Specific duties include but are not limited to:**

* Attend a one-hour, paid orientation on April 16, 2020
* Assists with organizational tasks in preparation for ESY, including letters to parents, assigning students to classrooms, assigning staff to classrooms
* Attends meeting with representatives from the Department of Transportation
* Presents expectations to site staff (licensed & classified) at the April 16th Orientation
* Develops organizational process for assigned site, including staff & student demographics, staff assignments and student placements
* Assists with ordering supplies for assigned site
* Assists with purchasing supplies for assigned site
* Sets agenda for and leads staff planning on June 1st  Plan day
* Distributes supplies & materials to appropriate classrooms
* Convenes staff meetings
* Maintains professional work environment throughout ESY
* Provides phone coverage at assigned site
* Addresses staff interpersonal concerns
* Addresses classroom behavior concerns
* Contacts appropriate resource staff when necessary
* Negotiates meal schedules & procedures with Food Services Staff

Responds to transportation needs throughout ESY Created 1/6/2020

* Oversees accuracy on staff time sheets
* Requests substitutes for licensed & classified staff
* Assists with classroom coverage when substitutes are not available
* Collects data & contributes information pertinent to the End-of-Year Report
* Reports to site ½ hour prior to staff arrival, and leaves ½ hour after staff departs

**Schedule and Rate of Pay:**

* The Lead Teacher/Site Administrator(s) hired for this position is required to attend the planning day at their ESY site(s) on June 5, 2020. (5 hours total)
* The program will run from Monday, June 8, 2020 to Thursday, July 2, 2020 @ $38.42 per hour
* Workdays will be Monday through Friday, 5.5  hours a day

Created 1/6/2020