



Extended School Year (ESY) - 2022	
Job Title:	Lead Teacher/Site Administrator
Job Requirements:	<ul style="list-style-type: none"> ● 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 <p style="text-align: center;">IMPORTANT</p> <p style="text-align: center;">All educators are required to have a current NCI Certification through July 8, 2022</p>

Specific duties include but are not limited to:

- Attend a one-hour, paid orientation on April 21, 2022
- Participate in several pre-meeting planning sessions surrounding ESY
- 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 ESY site staff (licensed & classified) at the April 21, 2022 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 10, 2022 Planning 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 and classroom behavior concerns
- Contacts appropriate resource staff when necessary
- Negotiates meal schedules & procedures with Food Services Staff
- Responds to transportation needs throughout ESY
- 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 10, 2022 (5 hours total)
- The program will run from Monday, June 13, 2022 to Friday, July 8, 2022 @ \$45.00 per hour
- Workdays will be Monday through Friday, 5 - 5.5 hours a day