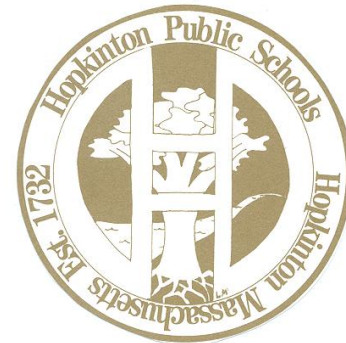


Hopkinton Public Schools

An Equal Opportunity Employer



NOTICE OF VACANCY

Job Posting # 19-ESYSC

Opening Date: January 10, 2019

Closing Date: Open until filled

TITLE: Extended School Year (ESY) Coordinator: Summer Coordinator
TYPE OF POSITION: Temporary, Grant-Funded; Late June through mid-August, 2019
LOCATION: District, Hopkinton, Massachusetts
AREA OF CONSIDERATION: All qualified current HPS staff members
WAGE: Staff member's hourly wage; pending grant approval and subject to the limits of the grant funding the position

The **Extended School Year (ESY) Summer Coordinator** shall generally do and perform, or cause to be performed, all acts and things reasonably necessary to oversee and conduct ESY events, including planning, coordinating, and supervising all ESY activities to improve operational efficiency, and to maximize the educational benefits to our students and the community. This work is primarily performed during the Summer ESY program.

The Extended School Year (ESY) Coordinator: Summer Coordinator reports to the Director of Student Services.

DUTIES

Duties for this position include, but are not limited to:

1. Monitors and manages programmatic planning and IEP and instructional planning content;
2. Coordinates the distribution of all classroom materials to ESY personnel;
3. Coordinates special events and ongoing community activities and field trips, as approved by the Director, and within the constraints of the budget;
4. Monitors staff and student attendance, and coordinates substitutes when necessary;
5. Manages and monitors timesheet distribution, and submits verification of hours to Payroll;
6. Allots a minimum of 20 hours per week at the discretion of the Director, to assist staff, monitor day-to-day activities of the program, and proactively troubleshoot any concerns that may arise;
7. Coordinates and monitors staff IEP progress reporting, and the distribution of reports to families and to the Student Services office;
8. Maintains a high degree of communication with the Director, the ESY School Year Coordinator, parents and staff, and analyzes the program on an ongoing basis;
9. Generates and maintains ESY parent and staff surveys;
10. Performs other duties as directed by the Director of Student Services and/or the Superintendent of Schools.

QUALIFICATIONS

To be considered for this position, candidates must have the following:

1. Licensed, or eligible for licensure as a Supervisor/Director by the Massachusetts Department of Education, or a related administrative certification;
2. Master's degree, from an accredited college or university, in Education or a related field;
3. Successful administrative leadership experience;
4. Demonstrated experience in working with students with special needs;
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and in conformity with state certification requirements.

APPLICATION PROCEDURE

To be considered for this vacancy, please reference only job posting #19-ESYSC and your last name (as, #19-ESYSC Jones) in the subject line, and submit:

1. Cover letter, which should include a statement of your educational philosophy;
2. Resume, which should contain applicable license/certification information; and
3. The contact information for three professional references.

Current Hopkinton Public School employees need only submit a letter of interest, outlining skills and qualifications for the position.

Submit the above required information to: hpsjobs@hopkinton.k12.ma.us **Please note:** this address is for application materials only. *E-mail is our preferred method of application, however, if you wish to apply by mail, please send the required items to:*

Human Resources (Job Vacancy #19-ESYSC)
Hopkinton Public Schools
89 Hayden Rowe
Hopkinton, MA 01748

Incomplete submissions will not be considered.

The Hopkinton Public School System does not discriminate on the basis of race, color, religion, national origin, age, gender, gender identification, sexual orientation, genetic information, or disability in admission to, access to, employment in, or treatment in its programs and activities. The Hopkinton Public School district is an equal opportunity employer, committed to diversity in our workplace. The school system's educational philosophy and personnel goals, including the goal of equal employment opportunity, will be considered in filling all positions.