

**Summary:**

Winchester Public Schools has received an Extended School Year Grant from the Virginia Department of Education to provide extended learning opportunities for secondary students (grades 5-12) through the summer of 2022. The Extended School Year Coordinator will supervise 3 extended school year programs. The academic coach program works with students who would benefit from having an adult help them navigate academic success. The Twilight School provides opportunities for students to receive remediation credit recovery and course completion. The ASPIRE Program provides students with experiential learning opportunities to successfully complete the eighth grade promotion requirements and earn a high school credit in introductory level Career and Technical Education courses or complete ninth grade promotion requirements and earn an academic credit and a credit in an introductory level Career and Technical Education course. The Extended School Year Coordinator reports to the Director of Secondary Education and CTE Coordinator to collect data and monitor the Extended School Year program interventions.

**Essential Functions:**

Ensure grant compliance. Responsibilities include: facilitate communication with grant consultants and WPS, monitor budget and reconcile accounts, update grant progress on quarterly reports, data collection and present an annual report to the School Board.

Serve as the on-site administrator during the summer programming including prep and finalizing of field experiences prior to launch, and program close out.

Lead development of Extended School Year curriculum and facilitate the curriculum implementation.

Supervise academic coaches who are assigned a caseload of students who are having academic difficulty.

Supervise Twilight School teachers that work with Level 2 and 3 students in the after hours school for remediation/credit recovery/course completion.

Curriculum Development; August 2021- May 2022  
Twilight School Supervision; October 2021- May 2022  
Summer School Planning; January 2022-May 2022  
Summer Program Supervision; Late June - Early August 2021

At the beginning of the school year, the Extended School Year Coordinator will meet with Principals and faculties to discuss programs' purpose and recruit academic coaches, Twilight School teachers and ASPIRE Summer School teachers.

During the fall semester, the Extended School Year Coordinator will monitor the academic coach program and Twilight School program. The Extended School Year Coordinator will prepare, distribute, collect and process non-contract pay timesheets.

During the spring semester, the Extended School Year Coordinator will develop curricula for the summer program in the areas of distance learning skills and social emotional coping skills. The Extended School Year Coordinator will prepare, distribute, collect and process non-contract pay timesheets.

During the summer, the Extended School Year (ASPIRE) Coordinator will be responsible for hiring, program preparation, and day to day operations of the summer program. At the end of the program, the coordinator will be responsible for concluding the program, analyzing data, and preparing a program report. The Extended School Year Coordinator will prepare, distribute, collect and process non-contract pay timesheets.

**Qualifications:**

- Candidates should have 5 years' teaching experience.
- Candidates must possess valid Virginia Educator License; Administration and Supervision endorsement preferred. Candidates currently pursuing this endorsement will be considered.
- Knowledge of best instructional practices for distance learning.
- Knowledge of Social Emotional Learning.
- Experience working with secondary students.
- Strong leadership, communication, coordination and organization skills.
- Understands the Virginia Standards of Learning and other assessments used to measure student achievement.

**Location:**

Winchester Public Schools - Daniel Morgan campus and John Handley High School