

PRESBYTERIAN CHILDREN'S VILLAGE SERVICES

JOB DESCRIPTION - COORDINATOR OF EDUCATIONAL SERVICES

Date: 10/04
Supercedes: 10/98
Status: Exempt

The Coordinator of Educational Services is accountable to the Director of Residential Treatment Services and Behavioral Health (RTF/BH). S/he is responsible for supervising the delivery of all educational services for PCVS residents, whether they attend the on-grounds school or public/private school within the community. S/he supervises the summer school/activities program. S/he participates as a member of an interdisciplinary team in the assessment and treatment of every resident enrolled in the Village School.

I. ESSENTIAL FUNCTIONS

The following is an explanation of the duties of the Coordinator of Educational Services. It includes the major highlights of the requirements of the position. There should be a clear understanding that the duties outlined below are not all encompassing. Additional responsibilities may be assigned to the Coordinator of Educational Services as required.

A. Administrative Responsibilities

1. Collaborates with the Director of RTF/BH to plan and administer the Educational Services Program to ensure that all educational services operate effectively and in accordance with approved policies, procedures, written manuals, as well as township and state education regulations;
2. Implements and supervises the overall educational program on and off campus;
3. Supervises the educational staff in the RTF Educational Program and the Daytime On-Duty Supervisor;
4. Collaborates both formally and informally with other department directors to provide for the effective overall management and implementation of the Residential Treatment Program at PCV;
5. Utilizes current and new procedures, skills, strategy and programs that will enhance the educational services as well as the overall residential program at PCV.
6. Participates in Performance Improvement and Administrative Committee either through immediate involvement or through subordinate staff.
7. Works with supervisors to fill empty positions and is responsible for developing and maintaining weekly school schedule.

B. Treatment Responsibilities

1. Supervise the regular interactions between students, teachers, educational treatment counselors, behavior managers and tutors to ensure that all students are receiving proper education and treatment in the PCVS school;
2. Ensure that all students receive proper staff supervision;

3. Provide for the safety of all students by maintaining a working knowledge of all fire and safety procedures and enforcing fire, safety and health regulations;
4. Ensure that the rights of students and their families are observed with regard to special education laws and regulations;
5. Maintain knowledge of the treatment plan for each child and ensure the implementation of that plan as it pertains to education.
6. Facilitates curriculum development, implementation and management.
7. Stays abreast of new Special Education and other education requirements.
8. Collaborates with Radnor High School and Delaware County Intermediate Unit.

C. Therapeutic Holds

The Coordinator of Educational Services will be fully trained in therapeutic hold techniques. Occasions will arise when the Coordinator of Educational Services will need to initiate or support other staff in the use of therapeutic hold techniques in accordance with the PCVS approved method. The Coordinator of Educational Services is also responsible for notifying his or her supervisor and/or Human Resources if he or she observes a staff using the incorrect hold technique.

II. PROFESSIONALISM

A. Interpersonal/Teamwork

1. Maintains positive and professional relationships with colleagues, clients and their families, and outside agencies.
2. Contributes as a team member and actively collaborates with others to meet the mission and goals of PCVS.

B. Work Habits

1. Knowledgeable and supportive of PCVS policies and procedures, including those in the Personnel Handbook, and implements them consistently.
2. Knowledgeable of laws, regulations, and standards pertinent to his or her work and demonstrates compliance.
3. Demonstrates integrity by striving for safe and effective service delivery, as well as accurate, timely and complete documentation.
4. Contributes to maintaining a ‘Culture of Safety’ for clients, colleagues and visitors.
5. Reports to work, as well as all meetings and appointments, in a timely manner.
6. Dresses appropriately and professionally based on scheduled activities of the given day. Strives to serve as a role model to clients.

C. Professional Development

1. Participates in Performance Improvement/Compliance Program and strives to apply these principles in his or her work.
2. Participates in individual supervision as scheduled by supervisor.
3. Accepts and follows suggestions, directives, and requests to perform additional duties willingly and flexibly.
4. Consults his or her supervisor or others, as appropriate, for collaborative problem solving.
5. Exercises sound judgment, knowledge, and creativity in decision making.
6. Takes on personal development and building a learning environment.

7. Completes and demonstrates competency in all mandatory trainings as identified by the organization including knowledge of child and adolescent growth and development.
8. Participates in additional trainings as identified in supervision or by external licensing, contractual, and accreditation organizations.

III. PROFESSIONAL RELATIONSHIPS

A. Reports to the Director of RTF/BH.

1. Attends all regularly scheduled meetings, individual supervision and special in-service training as assigned;
2. Formal classroom observation by the Coordinator of Educational Services will occur at least twice during each academic year;
3. Participates in the Administrative, Performance Improvement, and Clinical Standards committees and others as assigned.

B. Works with PCV clients and personnel including: students, educational staff, infirmary staff and treatment team members.

IV. CREDENTIALS/QUALIFICATIONS

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.

A. Education, Training and Experience

1. M.A. in Education or a related field or B.A. with Special Education certification preferred.
2. 3 years of progressive supervisory experience.

B. Certificates, Licenses, and Registrations

P.A. Education Certification preferred.

C. Physical Requirements

Ability to transport students in a Village vehicle to outside education/recreational events.

D. Ongoing Training and Credentialing

Meets all ongoing requirements as identified by the agency Training Coordinator and the Human Resources Office.

V. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. The Coordinator of Educational Services will work indoors, outdoors, on campus and off-campus with frequent stressful situations.

- B. Forty-hour workweek, beginning at 8 A.M. and ending at 4 P.M., Monday through Friday. Some evening hours may be required. Weekly schedule will be set by the Direction of RTF/BH.

This certifies that I have received a copy of my job description. I have reviewed the **Coordinator of Educational Services** job description with my supervisor or a representative from the Human Resources Office and I understand and accept the expectations and duties of my job as outlined in the job description.

Employee Signature

Date

Employee print name

Supervisor or Human Resources Signature

Date