



Academic Dean for Summer Programming

Job Overview

The job of Academic Dean for Summer Processing was established for the purpose of providing support to the instructional process with specific responsibility for overall site operations, services, supports, and staff at a summer school site to meet the needs of all students attending the Summer Bridge Camp and the Extended School Year (ESY) program in a WCS building.

This job reports to the Elementary or Secondary Director and the host site principal.

Job Functions Prior to Summer School

- In consultation with the Executive Director, hires the Summer Bridge Camp staff (teachers and paraprofessionals) needed for summer programming.
- Establishes a vision for the summer school program.
- Creates a master schedule that ensures all requirements of the summer school program are met.
- Creates balanced class lists in conjunction with the SSS Lead.
- Schedules classes in Skyward.
- Manages all aspects of late enrollment (i.e. scheduling, transportation needs, etc.)
- Establishes and communicates expectations for teachers, students and parents.
- Plans and conducts a parent night question/answer event.
- Creates processes and procedures for arrival and dismissal.
- Creates processes and procedures for safety drills.
- Plans and conducts training for summer school staff.
- Orients and assists new staff and students. Provides opportunities for their input in the school program.
- Creates parent/student handbook.
- Manages school administrative functions (e.g. facility maintenance, budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
- Prepares a wide variety of materials (e.g. quantity reports, student activities, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Attend meetings with Executive Director to prepare for Summer Bridge Camp.

Job Functions During Summer School

- Ensures all staff are ready for the day.
- Supervises arrival and dismissal.
- Remains available at site until all buses have safely completed routes in the afternoon.
- Addresses discipline issues as they arise in support of teachers.
- Provides behavioral support as a member of the crisis response team.
- Ensures student attendance and keeps accurate records.
- Oversees pre/posttest assessments in accordance with state requirements.
- Conducts daily classroom walk throughs.
- Supervises breakfast and lunch.
- Communicates consistently and frequently with teachers and parents.
- Conduct safety drills within the first week of Summer Bridge Camp.
- Ensures the safety of all staff and students throughout the summer.



- Ensures teachers have resources and materials needed to conduct instruction.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Supervises instructional personnel for the purpose of monitoring performance, providing for professional growth, and achieving overall objectives of summer school curriculum.
- Approves and maintains accurate timesheets for staff.
- Coordinates and schedules substitutes in the event of staff absences.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally, the job requires 50% sitting, 30% walking and 20% standing.

Qualifications

Minimum experience: Three years of experience as a certified teacher.

Minimum education: Master’s degree in job related area.

Required Testing:

N/A

Required Certificates and/or Licenses:

Active TN Administrative License

FLSA Status:

Flat Rate

Continuing Education/Training:

N/A

Clearances:

Criminal Justice Fingerprint/Background Clearance

Employee Type:

Certified

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