



## Extended School Year SSS Lead

### Job Overview

The job of SSS Lead for Extended School Year (ESY) was established for the purpose of providing support to the instructional process with specific responsibility for directing staff, services and supports to meet the needs of students with disabilities attending Extended School Year (ESY) program in a single WCS building that is not hosting a Summer Bridge Camp program.

This job reports to the Elementary or Secondary ESY SSS Specialist.

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### Job Functions Prior to Extended School Year

- In consultation with district SSS ESY Specialist, hire the special education staff (teachers and paraprofessionals) needed for ESY.
- Analyze IEPs of students to inform necessary scheduling for ESY groups and required interventions.
- Communicate and facilitate file holders to fully understand needs including equipment and materials. Ensure student equipment is readily available for use at ESY site.
- Check on transportation plans for students with disabilities per request forms and IEPs in collaboration with Planning & Zoning.
- Collaborate with related service providers to schedule needed student specific training sessions and secure equipment.
- Ensure materials are prepared, gathered, and delivered to the designated ESY site.
- Meet regularly with SSS ESY Specialist for training and preparation.
- In collaboration with building level administration and SSS Specialist, plan portions of teacher and paraprofessional training to take place prior to summer programming.

### Job Functions During Extended School Year

- Oversee special transportation and ensure student arrival and drop off is conducted efficiently.
- Conduct walkthroughs to ensure services are being provided during ESY.
- Ensure that data collection is sufficient and progress reports are communicated for ESY.
- Adjust ESY schedules as needed to ensure student goals are being addressed.
- Provide coverage if subs are not available.
- Communicate regularly with SSS staff, SSS Specialist, and with school administrator as needed.
- Problem-solve with staff as needed.
- Provide behavioral support if needed during the day.
- Collaborate with SSS Specialist on any disciplinary decisions.
- Ensure collection of materials upon completion of ESY and return to designated locations as assigned.
- Manage SSS paraprofessionals in the building.
- Manage and approve time sheet for ESY.

*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:** Experience as a certified WCS special educator with evidence of teacher leadership.

**Minimum education:** Bachelor’s Degree in job related area. Master’s degree in job related area preferred.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Educator license endorsement in special education area required.

**Required Testing:**

N/A

**Required Certificates and/or Licenses:**

Active TN Teachers License

**FLSA Status:**

Flat Rate

**Continuing Education/Training:**

N/A

**Clearances:**

Criminal Justice Fingerprint/Background Clearance

**Employee Type:**

Certified

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