



## SSS Lead for Summer Programming

### Job Overview

The job of SSS Lead for Summer Programming 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 the Summer Bridge Camp and/or the Extended School Year (ESY) program in a single WCS building.

This job reports to the designated Elementary or Secondary SSS Specialist assigned to Summer Programming and collaborates with the school site Academic Dean.

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### Job Functions Prior to Summer School

- In consultation with district SSS ESY Specialist and partner Academic Dean, hire the special education staff (teachers and paraprofessionals) needed for summer programming (ESY and Bridge Camp)
- Analyze IEPs of students to inform necessary class placements for Bridge Camp scheduling and for all ESY group placement.
- Communicate with file holders to fully understand needs including equipment and materials.
- 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 gathered and prepared for Summer School and ESY.
- Meet regularly with SSS ESY Specialist for training and preparation.
- In collaboration with the Academic Dean, plan portions of teacher and paraprofessional training to take place prior to summer programming.
- Review Bridge Camp curriculum and IEPs and 504 plans to advise on modifications needed for specific students to allow accessibility.
- Ensure mapping is completed for all students with disabilities.

### Job Functions During Summer School

- Ensure solid transitions for students attending both ESY and Bridge Camp
- Oversee special transportation.
- 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 and Academic Dean, 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 when Academic Dean needs consultation.
- Ensure collection of materials upon completion of ESY and Summer School. Return to designated locations as assigned.
- Manage SSS paraprofessionals in the building.
- Manage and approve time sheet for ESY.
- Collaborates with academic dean to adjust schedules in the event of 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:** 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.

**Required Testing:**

N/A

**Required Certificates and/or Licenses:**

Active TN Special Education License

**FLSA Status:**

Flat Rate

**Continuing Education/Training:**

N/A

**Clearances:**

Criminal Justice Fingerprint/Background Clearance

**Employee Type:**

Certified

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