



## STUDENT SUPPORT SERVICES SPECIALIST

### Purpose Statement

The job of Student Support Services Specialist was established for the purpose(s) of coordinating assigned special education program components and related activities; providing information to others; and implementing and maintaining services within established guidelines and standards.

This job reports to the Executive Director of Student Support Services.

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### Essential Functions

- Assists with personnel functions (e.g. recruitment, hiring, evaluations, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring that objectives of Special Education programs are achieved within budget.
- Collaborates with district personnel and other districts for the purpose of implementing and maintaining services and/or programs.
- Coordinates contracted services for the purpose of delivering services in compliance to established guidelines.
- Coordinates program components, support needs and material for the purpose of delivering services which conform to established guidelines.
- Develops proposals, new programs, budget and grants for the purpose of meeting District goals.
- Evaluates programs and/or projects for the purpose of carrying out and achieving objectives within area of responsibility.
- Facilitates meetings, processes, IEPs, etc. for the purpose of implementing and maintaining programs and services which achieve district's desired objectives.
- Implements assigned programs and/or projects for the purpose of conforming to district and state curriculum and/or instructional objectives.
- Maintains a variety of records (confidential and non-confidential) and files for the purpose of ensuring documentation for future reference in accordance with administrative and legal requirements.
- Monitors assigned district activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Prepares a wide variety of written materials (e.g. quantity reports, student activities, correspondence, internal audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information on a variety of topics for the purpose of communicating information and/or gaining feedback.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of program requirements.

### Other Functions

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



# Williamson County Schools

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## Job Requirements: Minimum Qualifications

### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; facilitating meetings; planning and managing projects; and preparing and maintaining accurate records.

**KNOWLEDGE** is required to perform basic math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: behavior and learning patterns of disabled children; age appropriate activities/behaviors; odes/ laws/ rules/ regulations/ policies; community resources; current and emerging technology; curriculum and instructional methods; English grammar/punctuation/ spelling/ vocabulary; and treatment modalities and assessment.

**ABILITY** is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job- related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; managing multiple projects; adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; working with frequent interruptions; confidentiality; decision making; and detail oriented.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and supervising the use of funds.

### **Working Environment**

The usual and customary methods of performing the job's functions required the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing.

### **EXPERIENCE:**

Job related experience with increasing level of responsibility is required.

### **EDUCATION:**

Master's degree in job related area.

### **EQUIVALENCY:**

None



### **REQUIRED TESTING:**

### **CERTIFICATES & LICENSES:**

TN Special Education Teaching License  
School Psychology or SLP Certification  
Appropriate Professional Certification

### **FLSA STATUS:**

Exempt

### **CONTINUING EDUCATION / TRAINING:**

### **CLEARANCES:**

Criminal Justice Fingerprint/Background Clearance

### **SALARY GRADE:**

Certified