

## Management Representative

# CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM CLARKSVILLE, TENNESSEE JOB DESCRIPTION

**Job Title:** Management Representative

**Department:** Director of Schools

**Date:** January 2012

**Reports To:** Director of Schools,  
Senior Leadership Team

**Grade:** Addendum to Primary Job Assignment

---

### **Purpose of Job**

The purpose of this position is to liaison between the Senior Leadership Team (SLT) and the Management Review Team (MRT) to ensure that processes identified for the Continuous Improvement System (CIS) are established, implemented and maintained.

### **Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Ensure that processes needed for the Continuous Improvement System are established, implemented and maintained.
- Report to Management Review and Senior Leadership Teams on the performance of the Continuous Improvement System and the need for improvement(s).
- Promote awareness of customer requirements throughout the district.
- Liaison between Senior Leadership and Management Review Teams.
- Assess opportunities for improvement and identifying the need for changes to the Continuous Improvement System, including the quality policy and district objectives.
- Review customer needs/expectations, data analysis outputs, satisfaction & process measurements, and CIS records as related to district effectiveness and efficiency.
- Ensure that customer requirements are determined and fulfilled with the aim of enhancing customer satisfaction.

### **Additional Job Functions**

Performs other duties as assigned.

## **Management Representative**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Master's Degree required Management and supervisory experience required, administrative experience in school setting preferred. Progressively responsible experience with administration and/or supervision in a school district setting; education and/or training in personnel-related functions. Experience preferred.

#### **Knowledge of Job**

Ability to communicate both orally and in written form. Ability to use high-level interpersonal skills in order to maintain effective relationships. Possess skills related to problem solving, planning, supervising, organizing, and scheduling. Ability to handle highly sensitive personnel matters in a timely and professional manner. Ability to assume administrative responsibility, plan, assign, supervise, and review work of employees. Ability to communicate both orally and in written form with members of senior leadership. Ability to use high-level interpersonal skills in order to maintain effective relationships. Possess problem-solving, planning, supervising, and organizing skills. Ability to plan, assign, supervise and review work of MRT members. Knowledge of ISO 9001 as well as various process management techniques essential.

### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **PHYSICAL REQUIREMENTS:**

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to Human Resources.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines, and objectives.

**NUMERICAL APTITUDE:** Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**Management Representative**

**FORMS/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape visually.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office and departmentally related equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. supervisors, clients, and employees) beyond giving and receiving instructions such as in interpreting policies, decisions, and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to Human Resources.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/ or hear: (talking- expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**