

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

Job Title: Early Technical College Administrator **Department:** Instruction

Date Reviewed: June 2021

Reports To: Director of High Schools

Grade: 506

Calendar: 12 month

Purpose of Job

The purpose of this position is to oversee the program operations of CMCSS students enrolled full time in the Early Technical College (ETC) at the Tennessee College of Applied Technology's (TCAT) Clarksville campus.

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.

Assists the Director of High Schools in the overall administration of the school.

Serves as tl building administrator.

Serves as liaison between CMCSS Instruction Department and TCAT personnel.

Provides conceptual guidance for learning lab teachers regarding effective on-line and in-person classroom practice.

Supervises the monitoring and communication of students' academic progress toward completion of online and TCAT classes; ensures remediation plans are enacted when needed.

Visits learning lab classrooms in a systematic and frequent manner. Observes and evaluates teachers.

Creates professional, collegial and innovative learning communities for faculty and staff.

Supervises the preparation of student schedules.

Requisitions supplies, textbooks, uniforms, and equipment; conducts inventories, maintains records and checks on receipts for such material.

Supervises the work of the ETC Success Coach.

Collaborates with CTE department, workforce leaders, and local business/industry partners to identify, develop and expand work-based learning opportunities, internship, pre-apprenticeship, apprenticeship, and paid work experiences for enrolled students.

Cooperates in the conducting of safety inspections and safety drill practice activities in accordance with TCAT expectations.

Assumes responsibility for coordinating transportation, cafeteria and other support services.

Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.

Assists in maintaining discipline throughout the student body and deals with special cases as necessary.

Counsels with students, parents and staff as necessary.

Serves with parent, faculty and student groups as requested in advancing educational and related activities and objectives.

Performs such record-keeping functions as the Director of High Schools and/or the Director of CTE may direct.

Monitors the effect of school practices and their impact on student learning.

Collaborates with the Director of CTE and the Communications Department in the creation and dissemination of informational handouts, presentations and videos showcasing the ETC experience for parents, students, and community members.

Compiles and shares ETC student success stories with business/industry partners and community members.

Develops ETC application materials and oversees the application and acceptance process.

Collaborates with TCAT personnel and the Director of CTE to ensure all financial obligations are met in a timely manner.

Participates in networking and professional development activities to foster mutually beneficial partnerships between the school system and local business/industry leaders.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree with valid Tennessee teaching certification with administrator K-12 endorsement.
- Minimum three years successful classroom teaching experience.

(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 active 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, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

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, using all parts of speech. 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 complex principles and techniques; to make independent judgments in absence of supervision.

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 utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/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, 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. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress.

PHYSICAL COMMUNICATION: Requires the ability to talk (expressing or exchanging ideas by means of spoken words) and/or hearing (perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and transportation practices as they pertain to the performance of duties relating to the job Early Technical College Administrator. Has general knowledge of Early Technical College Administrator practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

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

Employee's Munis Number

Date

Date