

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Position Title: Synergy Facilitator

Department: Instruction

Date Reviewed: June 2023

Reports to: Special Populations
Coordinator

Grade: 500

Days Per Year: 260

Purpose of Position:

The purpose of this position is to perform administrative duties regarding all needs in the Synergy settings.

Essential Duties & Responsibilities:

These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Serves as the local education agency (LEA) representative for all Synergy needs, to include but not limited to, individualized education plan (IEP) meetings, behavior intervention plan (BIP) reviews, etc.
- Reviews all IEPs and BIPs and ensures both are implemented with fidelity.
- Ensures necessary data collection and progress monitoring are completed.
- Monitors the implementation and compliance of Synergy guidelines, district policies and all applicable state and federal regulations.
- Consults with the transportation personnel on issues involving special education transportation for students receiving services in the Synergy settings.
- Schedule and/or facilitate trainings and meetings for team members.
- Communicates progress to all appropriate stakeholders (i.e., current school team, zoned school team, parents/guardians, etc.)
- Ensures student access to Tier I instruction.
- Works with leadership for continued Synergy planning and improvement.
- Conducts TEAM evaluations for those certified individuals assigned under the supervision of the Synergy Facilitator.
- Completes classified and other non-TEAM evaluations for individuals assigned under the supervision of the Synergy Facilitator.
- Collaborates with the coordinator of special populations regarding teacher performance as appropriate.
- Assists with recruiting, interviewing, and recommending classified and certified staff for hire, within the Synergy settings.
- Performs other duties as required.
- Cooperates in the conducting of safety inspections and safety drill practice activities.

Minimum Education and Experience Required to Perform Essential Position Functions:

- Bachelor's Degree
- Five years of experience working with students who have emotional and/or behavioral challenges that may limit their access to Tier I settings
- Leadership experience
- Proficient in research-based de-escalation strategies

KNOWLEDGE OF JOB

Ability to communicate both orally and in written form to communities, supervisors and employees. 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 and supervise and review work of employees.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

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.

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).

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

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**Employee's Munis Number****Date**