

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

Job Title: Lead Administrator

Department: Instruction

Date: October 2023

Reports To: Director of Student Support and
Behavioral Services

Grade: 510

Calendar: 260 days

Purpose of Job

Essential Duties and Responsibilities

The Lead Administrator of the A.G.E. program assists the Director of Student Success and Behavioral Support in developing and maintaining quality education programs and services for students placed in an alternate school setting for more than 90 days. The Lead Administrator works closely with the A.G.E. teachers, social worker, and student success coach to ensure compliance and student achievement of goals. The Lead Administrator is responsible for overseeing the implementation of restorative support programs for students in A.G.E. The Lead Administrator will oversee the daily operation of the A.G.E. program to include student intake, storing of student grades, and parent communication.

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 in ensuring compliance with policies and procedures of the Board of Education, federal, state, and local laws, regulations, and mandates.

Acts as a resource to parents, buildings in matters of A.G.E. enrollment policy and procedure.

Assists in program planning, program and services development, and general delivery of future A.G.E. programs (Choice to Change, Graduation Alliance).

Assists with supervision of all support staff.

Assists with supervision and evaluation of teams as determined by the Director of Student Success and Behavioral Support.

Assists in the review of the PLP curriculum to insure it is correctly aligned with TN State Standards and meets the current educational need of the student.

Fosters collaborative relationships between departments and with building administrators.
Serves as a liaison between the public school and General Sessions Court as necessary.

Attends parent meetings requiring administrative support beyond the need for the school's assigned coordinator.

Promotes high student achievement for all students.

Responsible for data analysis to identify trends that may lead to improved student achievement and reduced recidivism rate.

Minimum Training and Experience Required to Perform Essential Job Functions

Valid TN Teacher Certification required. Master's Degree or higher in educational leadership, or related field.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System as they pertain to the performance of duties relating to the job. Has general knowledge of 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.

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