

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description**

Job Title: Director of Opportunity Culture

Department: Instruction

Grade: 503

Calendar: 12 Month

Job Description

Date Reviewed: July 2024

Reports To: Chief Academic Officer

Purpose of Job

Provide oversight for the facilitation and coordination of the teacher residency program for the Clarksville-Montgomery County School System.

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.

- Provide oversight for recruitment/selection of teacher residents, collaboration/communication with Educational Preparation Providers/CMCSS departments/TDOE, and wrap-around supports for teacher residents and their MCLs/PMTs.
- Provides leadership and oversight of district teacher recruitment pipelines for paraprofessionals, community members, and high school seniors.
- Establishes and maintains effective two-way communication with Human Resources and outside partners to maintain alignment to district goals and ensure effective implementation of teacher pipeline for paraprofessionals.
- Collaborates with district leaders, university partners, and outside partners in long-term goal setting and planning to ensure an effective, proactive approach to paraprofessional to student and teacher pipeline recruitment and retention efforts.
- Collaborates with the New Teacher Induction Coordinator to ensure alignment of the paraprofessional to teacher and student-to-teacher pipelines with district strategic work and best practices for teacher development.
- Ensures teacher residents receive wrap-around support to meet university requirements.
- Co-facilitates with the educator pipeline team or Lipscomb liaisons the professional development sessions for teacher residents.
- Ensures teacher residents receive the required textbooks and materials needed for success with college courses. Provides access to the support needed to meet teacher licensure requirements.
- Gathers and organizes the list of Multi-Classroom Leaders, Primary, and Secondary Mentors. Shares the information with the Human Resources department to ensure personnel actions re made to ensure compensation is provided.
- Manages the processes for apprenticeship status for the teacher residents, and sustains communication with multiple departments and entities to secure funding.

- Collaborates with CTE Director and Teaching as a Profession Academy (TAP) staff and provide support/mentoring for TAP student members.
- Participates in professional organizations, workshops, and staff development activities and applies knowledge to the job; accepts new challenges professionally.
- Reports to the immediate supervisor about the status of programs, and shares changes in rules and regulations.
- Reports to the immediate supervisor program and budget recommendations concerning the areas of responsibility.
- Supervises and evaluates assigned personnel.

Additional Job Functions

- Instructional Directors Team Member
- Instructional Team Member
- Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Master's Degree – Administration/Supervision Certificate

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. 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
-----------------------------	--------------------------------	-------------