

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

**Job Title:** Building At Risk Coordinator (Grant Position)

**Department:** Instruction

**Date:** September 2019

**Grade:** Teacher Salary Schedule

**Calendar:** 200 Day

**Reports To:** School Principal

**Purpose of Job**

To provide real time at-risk programs and intervention strategies implementation support, monitoring, feedback, and guidance to students, teachers and administrators. Serve as a resource person to the school staff in grade level, content, and collaborative planning to meet the changing needs of students.

**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.**

Work in collaboration with building administrators, counselors, teachers, building data analyst and district support on the appropriate administration of weekly formative assessments with immediate data feedback, intervention identification and implementation.

Work in collaboration with building administrators, counselors, teachers, building data analyst and district support to ensure fidelity of implementation interventions such as of Achieve3000, Naviance, iXL Learning, and Positive Behavioral Intervention and Support.

Review and monitor status of students with IEP's, 504's, FBA's when these students receive office referrals. Provide support in the monitoring and addressing of office referrals and the development of alternatives to ISS and OSS.

Provide support, monitoring and feedback on the fidelity and success of Positive Behavioral Intervention and Support.

Participate in weekly meetings of SPED Case Managers to review progress monitoring data of SWD to identify further supports.

Participate in walkthroughs with building and district administrators to explore the strategic use of existing supports such as Read Naturally and math manipulatives.

Work in collaboration with building administrators, counselors, teachers, and building data analyst in the use predictive data in student development of SMART goals.

Utilizes Microsoft Word, Excel, Power Point, PowerSchool database, internet resources, learning information systems and e-mail to support intervention and data collection and dissemination needs.

Assemble materials, compose, and type routine correspondence, reports, and other materials.

**Additional Job Functions**

Performs other duties as required.

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

Master's Degree with five or more years of related experience required; or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job. Knowledge of curriculum, interventions, assessment, and educational research would be beneficial. Holds or is able to obtain a Tennessee Teacher's Certificate.

**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 of Building At-Risk Student Coordinator. Has general knowledge of curriculum, intervention, data analysis practices as necessary in the completion of daily responsibilities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the school. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has proficient 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 school. Has the mathematical ability to handle required calculations. Is able to read, understand and interpret reports and related materials.

**(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 light 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 and 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, Includes giving assignments and/or directions to coworkers and 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. 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.

**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.

**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, 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 beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

**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.

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Employee's Signature

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

\_\_\_\_\_  
Date

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Date