

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

Job Title: Early Technical College Success Coach
and Career Access Advisor
(Grant Funded)

Department: Instruction

Calendar: 12 Month

Grade: Teacher Salary Schedule

Date Reviewed: June 2021

Reports To: Early Technical
College Administrator

Purpose of Job

The purpose of this position is to provide leadership in developing and coordinating specialized programs and services that track and advance the academic, social/emotional, and employability skills of students at the Early Technical College (ETC).

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.

Identifies resources and develops a leveled curriculum that includes learning experiences and activities to enhance the post-secondary and career readiness/employability skills of students.

Collaborates with ETC Learning Lab teachers to ensure understanding of readiness/employability curriculum and resources, coordinates guest speakers, and assists with facilitation of course activities when needed.

Assists students in setting/monitoring goals and creating plans for successful transitions from the secondary ETC setting into the adult TCAT program or directly into work.

Conducts senior follow-up surveys to track student pathway success after high school graduation, and uses data to inform future action plans.

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

Serves as a liaison between business partners and students:

- Understands and upholds US Department of Labor expectations around student work experiences, especially for students under the age of 18
- Develops partnership agreements for student work experiences
- Schedules and monitors student placements
- Meets regularly with business/industry partners to identify, coordinate, and/or develop training/support needed by either the partner or the student

Researches existing local and national work-based learning opportunities and makes recommendations to further refine practices and opportunities for CMCSS students.

Collaborates with business partners to develop pre-apprenticeship and apprenticeship models that align with existing programs of study.

Serves with parent, faculty and student groups as requested in advancing mission and vision of the ETC.

Fosters partnerships between the school system and local business and industry leaders through participation in networking and professional development activities.

Develops and hosts parent-engagement events to aid with student retention, success, and transition.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree AND a valid Tennessee teaching certification in a secondary subject area or a certificate endorsement as a school counselor to work at the assigned grade levels.

(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 of ETC Success Coach and Career Access Advisor. Has general knowledge of ETC Success Coach and Career Access Advisor 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