

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

**Job Title:** Early Technical College Learning  
Lab Teacher-HS English Language

**Department:** Instruction

**Calendar:** 200 Day (may include non-traditional hours)

**Grade:** Teacher Salary Schedule

**Job Description**

**Date Reviewed:** June 2021

**Reports To:** Early Technical College  
Administrator

**Purpose of Job**

To provide instruction, guidance, and support to non-traditional students in a manner that leads to an increase in achievement and mastery of state curriculum standards while focusing on individual students' needs.

**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.**

- Designs and delivers on-line, self-paced courses for students in accordance with the subject specific requirements of the assigned content areas:
  - establishes clear targets and utilizes Explicit Direct Instruction (EDI) to develop lessons, projects and assessments within course modules,
  - chunks course material into manageable segments with built-in check-points for students,
  - creates a variety of virtual activities that, as much as possible, meet the individual needs, interests, and abilities of students with various learning styles,
  - includes multiple avenues for students to demonstrate mastery of standards,
  - provides regular, timely feedback to students as they work through course materials,
  - monitors pace of student progress toward completion of required coursework,
  - proactively communicates with parents/guardians of students to keep them informed as to the students' academic progress,
  - identifies students in need of academic support, and creates a plan to close any gaps in student understanding and mastery of content.
- Creates an on-line classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Facilitates an in-person or virtual synchronous learning lab for students enrolled in on-line courses who need help with content mastery of coursework.
- Serves as a mentor for student development of employability skills and a model for the district's mission, vision, and goals.
- Participates in and/or leads regularly scheduled meetings, school activities, orientations, information sessions, professional learning activities, etc.

- Supports parents and/or students with basic computer set-up, troubleshooting, navigation, and logistics questions.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Maintains confidentiality of information regarding students, colleagues and parents.
- Assists the administration in implementing all policies and rules governing student life and conduct.
- Responds to students and/or parents within 24-48 hours of inquiries via phone and/or email during the regular work week.
- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so.
- Tracks and verifies that attendance hours are being logged and correlate to the number of lessons completed.
- Alerts administrators of any concerns about student progress.
- Maintains a standard of performance and conduct as required by state, law, local board of education and community expectations.
- Utilizes and tests new technologies prior to being implemented by families and students.
- Assists administration to prepare students for state and local testing requirements, including the logistics of a testing site.
- Maintains professional competence through ongoing professional learning activities.
- Establishes and sustains a collaborative work relationship with staff, faculty and district personnel.

**Additional Job Functions:**

Performs other duties as required.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

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

- A Bachelor's degree from an accredited college or university.
- A valid Tennessee Teacher's Certificate with the appropriate endorsement.

**KNOWLEDGE OF JOB**

Considerable knowledge of the policies, procedures, and activities of the school system, and supervisory practices as they pertain to the performance of duties relating to the position. Capability to develop and implement long-term goals. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

**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.

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**Employee's Signature**

**Employee's Munis Number**

**Date**