

**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.
- Successful student teaching experience, if applicable.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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.

(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 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.

Employee’s Signature

Supervisor’s Signature

Employee’s Munis Number

Date

Date