

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description

Job Title: Leadership Resident

Department: Instruction

Calendar: Teacher Calendar (200 days)

Grade: Teacher Salary Schedule

Job Description

Date Reviewed: August 2021

Reports To: Building Principal

Purpose of Position:

The leadership resident will work alongside building administrators to learn the essential skills of an effective CMCSS instructional leader in a job-embedded setting. While learning leadership skills, the resident will assist the principal with routine duties promoting the well-being of each student in the school.

Essential Duties & Responsibilities:

Under the direct supervision of the building principal, the resident:

- Visits classrooms to observe instruction and student learning
- Identifies trends with evaluation and school-level data
- Supports the development of professional learning opportunities to address identified data trends
- Participates in and supports the successful facilitation of the collaborative planning process
- Supports the reporting and monitoring of student attendance and follow-up actions.
- Assists in monitoring the effect of school practices and their impact on student learning
- Assists in providing conceptual guidance for teachers regarding effective classroom practice
- Assists the principal in the overall administration of the school.
- Assists with schedules of classes, student schedules, and extracurricular activities.
- Cooperates in the conducting of safety inspections and safety drill practice activities.
- Supports work with stakeholder groups such as PTA and advisory committees.
- Assists with transportation, custodial, cafeteria and other support services.
- Assists in maintaining discipline throughout the student body.
- Counsels with students as necessary.
- Performs such record-keeping functions as the principal may direct.
- Performs such other tasks and assumes such other responsibilities as the principal may from time to time assign.

Minimum Education and Experience Required to Perform Essential Position Functions:

Valid Tennessee teaching certification.

Minimum five years successful classroom teaching experience.

KNOWLEDGE OF JOB

Ability to communicate both orally and in written form to communities, supervisors, and employees. Ability to use high-level interpersonal skills in order to maintain effective relationships. Possess skills related to problem-solving, planning, supervising, organizing and scheduling. Ability to handle highly sensitive personnel matters in a timely and professional manner. Ability to assume administrative responsibility, plan, assign and supervise and review work of employees.

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**