

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

Job Title: FiT Service Navigator
(ARP Grant Funded 3-year 2024)

Department: Instruction

Calendar: 12 month
Grade: Teacher Salary Schedule

Date Reviewed: February 2022

Reports To: Director of SEL

Purpose of Job

To address educational needs of homeless students, the Families in Transition (FiT) Service Navigator will assist FiT students and families in navigating academic transitions. The FiT Service Navigator will collaborate with school counselors and the FiT liaisons to monitor students' academic progress monthly to be able to connect students with existing school or community resources. Students will have the opportunity to participate in afterschool tutoring, Saturday programming, and access to on-line learning resources. Funding from this grant will provide transportation options and technology resources to ensure students can participate in any of these activities.

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.

Provide academic and attendance support to students.

Navigate atypical and typical effective community-based resources removing obstacles to re-engagement with learning environments and opportunities.

Coordinate individual and group tutoring assistance to students, including, but not limited to, subject specific content, study skills, and academic success strategies.

Collaborate with faculty and staff to develop tutorial support that will promote successful outcomes for the students in curriculum courses.

Plan, design, and conduct workshops and programming that facilitates learning, provides academic and attendance supports, and empowers students to become active and engaged learners.

Facilitate learning by identifying, developing, and disseminating helpful, updated print and digital resources for all subjects' areas tutored in the various centers.

Promote academic support services to faculty and students through classroom visits, participating in campus events, and through flyers, emails and other digital and print mediums.

Conduct tutoring program evaluations as well as assessing student learning outcomes of workshops and services.

Assist with coordination of online tutoring services.

Create a welcoming environment in all support areas by modeling student-centered behavior and mentoring peer and professional tutors to adopt similar approaches.

Coordinate with the Foster Child Liaison, Homeless Liaison and Director SEL to identify and implement additional supports needed to support students' academic success.

Collect data relevant for reporting student use of academic/attendance supports and generate reports that will assist in the evaluation of student outcome assessment as well as reporting required information as requested.

Travel to schools as needed and provide your own transportation to perform required duties.

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.
- Training or coursework in teaching reading and/or math to adults

KNOWLEDGE OF JOB

Considerable knowledge of the policies, procedures and activities of the adult education program and the school system as they pertain to the performance of duties related to the position. Ability to teach students of diverse abilities and backgrounds and overcome barriers to success in a multi-level class. Must have a strong desire to work with people from a broad range of backgrounds. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public and adult 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 tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have a 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).

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

Supervisor's Signature

Employee's Munis Number

Date

Date