

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

Job Title: FiT Service Navigator

Department: Student Services

Calendar: 12 months

Grade: Teacher Salary Schedule

Date Reviewed: May 2025

Reports To: Chief of Staff

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, social, emotional, and college/career barriers. The FiT Service Navigator will collaborate with school counselors and the FiT liaisons to monitor students' academic, attendance, and personal 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 as available.

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.

Process FIT applications when deemed necessary during the summer months.

Provide academic, social, emotional, and attendance support to students.

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

Provide scheduling support to district programs as needed (ie.AGE).

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 Families in Transition Liaison and Director of Middle Schools 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 or Counseling 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 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.

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