

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

**Job Title:** Pre-K Consulting Teacher

**Department:** Instruction

**Calendar:** 12 months

**Grade:** Teacher Schedule

**Date:** July 2022

**Reports to:** Pre-K Coordinator

**Purpose of the Job**

The purpose of the Pre-K Consulting Teacher position is to provide direct support to Pre-K teachers to facilitate improved educational outcomes for Pre-K students. The implementation, and evaluation of all pre-kindergarten programs under the direction of the Pre-K Coordinator, The Director of Teaching, Learning and Innovation, and the Director of Special Population, including parent involvement for families and children ages birth to 5, for the district.

**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.**

Coordinates required program components within the state and local policies, performance standards, and rules and regulations.

Communicates and monitors state expectations with program staff, school staff, principals, and parents.

Evaluates program progress by reviewing and monitoring all project activities and assists in the preparation of assessment and evaluation procedures.

Assists with the organization and preparation of local, federal and state reports, including the voluntary Pre-K and IDEA grant applications, and other correspondence as required by the Tennessee Department of Education.

Builds and maintains positive professional communication with program staff, school staff, principals, parents, and local and state early education and literacy agencies.

Coordinates programs or services with outside agencies as required by the position, including CMCS Operations Department.

Keeps parents informed on program goals, objectives, programs, and activities.

Assists Pre-K teachers with improving techniques for instruction and improving overall student achievement; provides instructional strategies and various tools to aid the instructional process.

Assists with the overall evaluation of district initiatives and programs and develops strategies for Improvement.

Ensures teachers and principals are familiar with any changes in curriculum, instruction and assessment, or other state mandated pre-kindergarten requirements; designs curriculum and new course offerings.

Assists with the development of district pre-Kindergarten assessment tools, including supporting the TEAM Growth portfolios.

Assists the school system with the acquisition of appropriate pre-Kindergarten instructional materials and equipment.

Schedules and conducts child find activities.

Participates in regularly scheduled departmental meetings as required.

Additional Job Functions Performs other management services as assigned within the instruction department.

Provides strategies in classroom management as needed.

Consults with teachers in the development, selection, and/or adjustment of curricula, materials, instructional modalities, and interventions for use in the classroom.

Plans and provides professional development to ensure all teachers and relevant staff are equipped with strategies to improve student performance on grade level and skill deficit measures.

Analyzes student performance data at both the student and school levels to identify learner needs and make recommendations for accommodations, remediation, intervention, and/or enrichment.

Maintains professional competence through in-service education activities.

Observes classroom instruction and provides feedback and assistance to classroom teachers and administrators to facilitate improvement and innovation.

Models teaching techniques, skills and new concepts as part of a coaching cycle or professional development activity

Makes recommendations for lesson modifications to meet learner needs.

Maintains an updated Outlook calendar and makes it available to appropriate persons.

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

- Minimum five years successful experience in classroom teaching in the subject for which he or she will serve as consultant.
- Professional teacher license, duly endorsed in Early Childhood, General Education AND Special Education, licensure and experience that provides the requisite knowledge and skills
- Tennessee driver's license
- A Master's degree or enrolled in a Master's program.
- A valid Tennessee Teacher's Certificate with the appropriate endorsement.
- Early childhood and/or special education teaching experience, including program coordination and delivery of professional development, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

### **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.

- Displays considerable knowledge of the policies, procedures, and activities of the school system, as well as state and federal requirements pertaining to the performance of duties.
- Develops and implements long-term goals.
- Stays current on any changes in statutes, policies, procedures, and methods as they pertain to public education.
- Effectively communicates and interacts with supervisors, members of the general public, and other stakeholders involved in the operation of the school system.
- Collects and disseminates information in a concise, clear, and effective manner.
- Exhibits strong organizational, management, interpersonal, and technical skills.
- Uses sound independent judgment and discretion in daily activities.

**(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).

**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**

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**Supervisor's Signature**

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**Employee's Munis Number**

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**Date**

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**Date**