

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

Job Title: Related Arts Consulting Teacher

Department: Instruction

Job Description

Date Reviewed: May 2016

Reports To: Directors of Curriculum
and Instruction

Purpose of Job

The purpose of this job is to assist the Directors of Curriculum and Instruction substantially and effectively in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services in related arts course(s).

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.

Provides direct service to classroom teachers.

Works with teachers in their respective classrooms to improve the quality of instruction.

Works with new teachers to ensure their success during the first few years of teaching.

Observes teachers to determine ways to improve instruction.

Demonstrates teaching techniques, skills and new concepts.

Assists classroom teachers in selecting instruments for assessing learner needs.

Provides tips in classroom management and discipline as needed.

Coordinates Related Arts Lead Teachers in support of improved student achievement across the district.

Assists in evaluation and assessment creation.

Assists classroom teachers in identifying learner needs and makes recommendations to meet those needs.

Plans, directs, supports, coordinates and evaluates professional development opportunities for related arts teachers.

Coordinates follow-up for teachers who have participated in professional development activities to assure skills are implemented in the classroom.

Provides information to teachers, both individually and through professional development, on current research in appropriate content areas.

Assists in the development, selection, recommendation, adjustment, and/or ordering of curriculum and materials.

Assists in the researching, writing and submitting of appropriate grants.

Assists in the development of sections of budgets that pertain to related arts classes.

Keeps abreast of current research and trends in teacher evaluation, curriculum, instruction, and assessment.

Actively participates with related arts educational leaders and professional organizations at the state, regional, and national levels.

Builds and maintains relationships with community members and organizations to support and showcase student work and achievements.

Oversees support structures, trainings, and district reporting for alternative teacher evaluation growth measures.

Maintains a daily log of activities and makes it available to appropriate persons.

Maintains up-to-date program records.

Additional Job Functions

Performs other duties as required.

Terms of Employment:

220 - day employment

Minimum Training and Experience Required to Perform Essential Job Functions:

- 5 years minimum successful teaching experience, master's degree preferred.
- Professional teacher license with endorsement in the assigned area of expertise or any equivalent combination of education, licensure and experience that provides the requisite knowledge and skills

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 automated office machines and equipment which includes a computer, printer, copy machine, calculator, telephone, etc. 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.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or 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. This includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Related Arts Consulting Teacher. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. 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 complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Related Arts Consulting Teacher.

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 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.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency.

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

Date

Date