

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description

Job Title: Curriculum Consulting Teacher – Early Learning

Department: Instruction

Grade Teacher Schedule
D.P.Y. 225

Date Reviewed: June 2023

Reports To: Directors of Curriculum and Instruction

Purpose of Job

The purpose of this job is to assist the Director 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 to support the district, schools, teachers and individual students in assigned discipline(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.

- Observe early learning classroom instruction and provides feedback and assistance to classroom teachers, administrators and academic coaches to facilitate improvement and innovation.
- Collaborate with school leaders, classroom teachers and families to support the development of intervention plans and individualized education plans.
- Responsible for planning, supporting and modeling the use of best practice instructional strategies, blended instruction, assessment practices and exemplar lesson planning in all tiers of instruction, including dyslexia specific interventions.
- Support school leaders and early learning classroom teachers in gathering, organizing, administering and interpreting assessments to include identifying learner needs, providing data-informed interventions and monitoring student progress.
- Work in collaboration with the academic coach to provide tips in classroom management and discipline as needed.
- Work closely and collaborates with the RTI Coordinator, PreK Coordinator, Family Engagement Coordinator, Curriculum Consulting Teachers, and Directors of Curriculum and Instruction to support RTI² implementation and monitoring.
- Participate in the District RTI² Team.
- Provide follow-up for teachers who have participated in professional learning activities to assure skills are implemented in the classroom.
- Support schools in executing accommodations or modifications in a student's education plan that is required by an IEP, 504 Plan, ILP-D or ELL plan.
- Participate in professional learning with content leaders and professional organizations at the state, regional and national levels in order to keep abreast of current research and trends related to teacher evaluation indicators, curriculum, instruction, and assessment, as well as current policy and procedures related to intervention practices. Use that knowledge to inform district practice,

support schools, and provide information to teachers, both individually and through professional learning, as needed.

- Plan, direct, support, coordinate and evaluate professional learning opportunities for content teachers, interventionists, academic coaches and administrators. Plan and facilitate ongoing professional learning communities with RTI² leads and administrators.
- Maintain an updated Outlook calendar and makes it available to appropriate persons.
- Maintain up-to-date program records, including ISO forms related to curriculum and assessment.
- Assist in the development, selection, recommendation, adjustment, and/or ordering of curriculum materials, both, traditional and digital, for all tiers of instruction.
- Assist in the creation, collection, maintenance, and sharing of a repository of resources for teachers to access for learners in all tiers of instruction and intervention.
- Provide parent/guardian opportunities to build understanding of the RTI² framework and their role in supporting student success.
- 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.
- Assists Early Learning 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 management of TEAM Growth portfolios for PreK and K.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree required; master's degree preferred
- Minimum five years successful experience in classroom teaching in the subject for which he or she will serve as consultant.
- 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
- Tennessee driver's license

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.

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