

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

**Job Title:** Pre-K Compliance Specialist

**Department:** Instruction

**Calendar:** 260 /12month

**Grade:** Teacher Salary Schedule

**Date:** June 2024

**Reports To:** Principal of Early Learning Center

**Purpose of Job**

Coordinates, the implementation, and evaluation of all pre-kindergarten programs under the direction of the Principal of Early Learning Center, in collaboration with the Director of Special Populations, 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.**

- Assists with the 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, 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.
- Conducts classroom visits and provides actionable feedback.
- Assists to ensure all state mandated trainings are in compliance for all PreK classrooms and staff.
- Assists the school system with the acquisition of appropriate pre-Kindergarten instructional materials and equipment.
- Schedules and conducts child find activities.
- Through the IEP process, ensures all student plans are created to be Instructionally Appropriate.
- Coordinates the enrollment process as needed throughout the year.
- Participates in regularly scheduled departmental meetings as required.
- Assists with Coordination of Summer assessment, planning and programming

**Additional Job Functions**

Performs other management services as assigned within the instruction department.

**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 Master's degree in Educational Leadership/Administration or related discipline preferred
- 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**

Has general knowledge of the policies, procedures, and activities of the School System as they pertain to the performance of duties relating to the job. Has general knowledge of practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

**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.

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**Employee's Signature**

**Employee's Munis Number**

**Date**