

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Special Populations New Hire and
Transition Teacher

Department: Instruction

Calendar: 200 Day

Grade: Teacher Pay Scale

Date: January 2025

Reports To: Coordinator of Special Populations

Purpose of Job

The Special Populations New Hire and Transition Teacher provides professional learning opportunities; providing training to parents, teachers, and students; and researching best practices to meet students' needs. The purpose of the New Hire and Transition Teacher is to support new CMCSS Special Education teachers in the areas of writing IAIEPs, high quality intervention, and provide transition and work-based learning (WBL) services to students who have an Individualized Education Plan (IEP) through roles and responsibilities listed below.

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.

- Provide IAIEP support and training for new hires.
- Provide TNPulse support and training for new hires.
- Develop and lead new hire orientation in collaboration with new teacher induction team.
- Provide training for high quality instruction and interventions for new hires.
- Assists Coordinator of Special Populations with the coordination of transition services for students with an IEP in middle and high schools.
- Assists case manager in writing an IAIEP for students transitioning from pre-k to kindergarten, fifth to sixth, and eighth to ninth grade.
- Serves as a resource for administrators, teachers, students, parents and others for transition plan development.
- Supervises interns and students with an IEP, served by outside service providers.
- Instructs students in the area of employability skills, such as communication, problem solving team-work, grooming, budgeting and self-advocacy.
- Monitors and records daily attendance at work sites; teaches students to independently inform departments of absences/tardiness.
- Develop and lead trainings with teachers, students, employers and parents as needed.
- Develops work portfolios for interns and students with an IEP, enrolled in WBL courses.
- Collects data and assists in maintaining SKEMAs for interns receiving an Occupational Diploma.
- Assesses the progress of students on a regular basis and provides progress reports as required.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, facilities, and confidentiality of records.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.

- Assists the administration in implementing all policies and rules governing student life and conduct.
- Assures all legal requirements for the WBL training have been met and submit required documents to the state and maintains student WBL files.
- Evaluates the job market regularly to secure additional training stations.
- District lead for the Special Populations Intern Ceremony, Events, and other activities as assigned.

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 minimum of a Bachelor's Degree with TN Teacher Certification.
- Teacher must hold Special Education Endorsement.
- Teacher must hold valid driver's licenses.
- Teacher must complete or have completed the Work- Based Learning Certification.

KNOWLEDGE OF JOB

- 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.

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