

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

**Job Title: CTE Equipment & Resource  
Support Specialist**

**Department: Instruction**

**Grade G  
H.P.D. 4  
D.P.Y. 196**

**Job Description**

**Date Reviewed: July 2021**

**Reports To: Director of CTE**

**Purpose of Job**

The purpose of this job is to assist CTE teachers across the district in managing and maintaining the CTE inventory utilized by students enrolled in each program of study in order to ensure compliance with local, state, and federal requirements and to foster equitable access of materials and resources to all students.

**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.**

Conducts an annual audit of inventory for each building and maintains inventory records relative to the district's purchase, movement, and disposal of property purchased using CTE funds.

Conducts exit audits when teachers resign positions or transfer to other programs/buildings.

Compiles and analyzes fixed asset reports as required by local policy and the Carl Perkins V grant.

Identifies, reviews, and monitors scrap and sale of district property. Assures capital, federal, and grant funded assets to be sold or scrapped are disposed of according to Federal and State guidelines and that monies are reimbursed if necessary.

Serves as first level support for end-users having problems with the inventory control program. Creates and updates standard-operating-procedure documents related to inventory control and use of funds by CTE teachers, administrators, and bookkeepers.

Assists CTE Consulting Teacher and CTE classroom teachers in the preparation and submission of needs analyses.

Researches equipment and supplies requested through the needs analyses, and secures quotes or pricing for requested items.

Consults with other departments regarding appropriateness of equipment and supplies requested through the needs analyses, and availability of support within the district for sustainability or repair of equipment after purchase.

Establishes and maintains contract files, including, but not limited to, signed contracts, renewals, warranties, and insurance certificates.

Coordinates vendor led training for teachers on use of equipment at point of purchase or when new teachers are hired into existing positions.

Coordinates maintenance/service of equipment when needed.

Serves as the contact for all district inquiries on CTE property control and inventory assigned, including all CTE orders being shipped to schools.

Distributes materials from Central Services to teachers in CTE classrooms and CTE students at the Early Technical College at TCAT.

Works with textbook coordinator during adoption cycles and new program start-ups to identify needs and resources for CTE programs of study.

Works with teachers to create standard systems and processes for student check-out and check-in of property purchased using CTE funds.

Assists in monitoring the district-wide controls and procedures for inventory and property control of CTE equipment including identification of new equipment, equipment loss, damage, or movement and physical inventories. Offers guidance for internal controls at the school level.

Provides assistance to the Director of CTE for annual training on CTE inventory policies, procedures, and inventory control.

### **Additional Job Functions**

Performs other duties as required.

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

Associates Degree in Business Administration or related field; supplemented by three (3) years of job related experience; or an equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job may be substituted. Requires a valid driver's license and the ability to provide reliable transportation to all CMCSS locations.

### **KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System and

inventory control practices as they pertain to the performance of the duties relating to the job of CTE Equipment & Resource Support Specialist. Has general knowledge of general office, inventory control and warehouse 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, computer operations, 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. Has 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 method utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO  
PERFORM ESSENTIAL JOB FUNCTIONS**

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

**PHYSICAL REQUIREMENTS:** Must be able to withstand the physical demands while performing inventory counts at all CMCSS locations. 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 fifty pounds of force occasionally, and/or up to twenty 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 CTE Equipment & Resource Support Specialist. 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 CTE Equipment & Resource Support Specialist.

**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.

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**Employee's Signature**

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**Supervisor's Signature**

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**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**