

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

**Job Title:** CTE Accountability Support Specialist

**Department:** Instruction

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

**Job Description**

**Date Reviewed:** April 2023

**Reports To:** Director of CTE

**Purpose of Job**

The purpose of this job is to collaborate with the Director of Career and Technical Education and other CTE staff across the district to ensure the department's compliance with local, state, and federal accountability measures required of CTE programs of study and to foster equitable access of materials and resources to all CTE 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.**

- Is well versed in the Size, Scope, and Quality Indicators (SSQIs) required by Perkins V for CTE programs to receive funding.
- Assists teachers in creation and compilation of evidence for SSQI portfolios.
- Collaborates with the CTE Curriculum and Consulting teacher (CCT) to conduct quarterly reviews of SSQI portfolios.
- Maintains Professional Learning Activities in PLAN to include setting up courses, finalizing rosters, and inputting attendance.
- Manages eTiger reporting:
  - Sets up new teacher accounts
  - Deletes inactive accounts
  - Enters data for teachers who are not assigned to specific programs of study
  - Assists new teachers with data entry
- Compiles annual state reporting to include: concentrator reports, industry certifications, and senior follow-up.
- Collects and analyzes data for the Comprehensive Local Needs Assessment.
- Assists the CTE Career Counselor with the planning of events such as Senior Hiring Expo, 7th Grade Career Fair, CTSO competitions, and TCAT Signing Day.
- Works in conjunction with the Technology Department to set up certification assessments and proctors assessments as needed.
- Assists CTE teachers and the CTE Accounting Tech with required paperwork for field trips, conference travel, and competition registration and travel.

- Communicates standard-operating-procedures related to inventory control and use of funds by CTE teachers.
- Assists CTE teachers with the preparation and submission of needs analyses.
- Coordinates Advisory Committee Meetings, to include issuing invitations, receiving responses, preparing agendas, facilitating meeting setup, etc.
- Facilitates the application process for Academies across the district.
- Distributes materials from Central Services to teachers in CTE classrooms and CTE students at the Early Technical College at TCAT.
- Assists the CTE Accounting Technician with inventory control as needed.

**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 Accountability 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.

**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 50 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**

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**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

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

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