

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

Job Title: Substitute Teacher Coach
(ESSER 3.0 Funded)

Department: Human Resources

Calendar: 210 days

H.P.D: 7.5

Grade: Teacher Salary Schedule

Job Description

Date Reviewed: March 2022

Reports To: Human Resources Coordinator

Purpose of Job

The purpose of this job is to provide leadership in developing, achieving, and maintaining quality educational instruction of substitute teachers. The Academic Coach for substitutes will develop and implement programs and services to support student learning through the instruction of substitute teachers.

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.

- Provides direct service to substitute teachers.
- Observes and evaluates substitute teachers in the classroom to improve classroom management and delivery of instruction in the classroom teacher's absence.
- Works with substitute teachers to improve the quality of instruction.
- Works to mentor substitutes who are new to teaching and being in the classroom.
- Demonstrates teaching techniques, skills and new concepts.
- Assists substitute teachers in understanding lesson plans, resources in the classroom, and effective methods of instruction.
- Provides tips in classroom management and discipline.
- Provides training and professional development to develop and grow the skills necessary for success in the classroom.
- Provides school level front office support in understanding how to best support substitute teachers.
- Assists, as needed, in supporting the daily needs of the substitute program.
- Assists the HR Coordinator in analyzing substitute program data and developing reports related to trends, the fill rate, and yearly comparisons.
- Assists in the identification and implementation of substitute program improvements.
- Provides recommendations for and assists with recruitment and retention of substitute teachers.
- Assists in the evaluation of professional development activities.

- Provides information to substitute teachers both individually and through workshops on current research in education as it pertains to substitute teaching.
- Provides substitute teacher development through instruction of technology.
- Provides substitute teacher development on literacy.
- Provides training on standards-based classroom instruction.
- Maintains up-to-date program records, as needed.
- Develops and maintains a curriculum library.
- Makes referrals to other professional staff members.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

A minimum five years successful experience in classroom is required.

Master's Degree preferred. Experience in educational leadership or school administration preferred.

Knowledge of Job

Candidate must have considerable knowledge of the policies, procedures, and activities of the school system and instructional practices as they pertain to the performance of duties relating to the Academic Coach for substitutes. Candidate must have capability to develop and implement long-term goals in the effective operation of the school system. Candidate knows how to keep abreast of any changes in statutes, policies, procedures and methods as they pertain to public education. Candidate 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. Candidate is able to assemble information and make written reports and documents in a concise, clear and effective manner. Candidate has good organizational, management, interpersonal and technical skills. Candidate is able to use independent judgment and discretion in interacting with classroom teachers, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards and resolving problems.

(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 physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weight of twenty to forty pounds.

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 Substitute Teacher Coach.

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 Substitute Teacher Coach.

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 and departmentally-related 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).

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

Supervisor's Signature

Employee's Munis Number

Date

Date