

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

**Job Title:** Substitute Teacher Coach

**Department:** Human Resources

**Calendar:** 210 days

**H.P.D:** 7.5

**Grade:** Teacher Salary Schedule

**Job Description**

**Date Reviewed:** July 2024

**Reports To:** Director of Classified Employment

**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.

**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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<b>Employee's Signature</b>	<b>Employee's Munis Number</b>	<b>Date</b>
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