

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description

Job Title: Programs and Activities Systems Coach **Department:** Instruction

Date: September 2026 **Reports To:** Chief Academic Officer

Grade: Hourly Stipend

Purpose of Job

The Programs and Activities Systems Coach provides targeted, job-embedded professional development and support to build capacity in the role of District Programs and Activities Coordinator and ensure continuity of essential district functions. Through structured training, modeling, and ongoing support, the coach guides assigned staff in developing the knowledge and skills necessary to effectively manage district programs, activities, procedures, and compliance requirements. This role works closely with school administrators and district leadership to ensure accurate and consistent implementation of processes related to programs, activities, facilities, safety, and supporting systems.

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 job-embedded professional development, training, and ongoing support to build staff capacity in the Programs and Activities Coordinator role
- Provides job-embedded training and support on coordinating bus transportation for after-school activities
- Trains and supports staff in coordinating usage of district grounds and facilities by outside organizations
- Models and supports coordination of athletic facility repair and maintenance with Operations and Maintenance
- Provides training on coordinating with local medical and emergency personnel for practices and competitions
- Delivers and supports safety training for coaches and after-school activity coordinators
- Trains staff on managing and coordinating shared facilities usage
- Provides guidance and support to ensure TSSAA rules and regulations are followed
- Models processes and supports staff in assisting with disciplinary appeals as the Director's designee
- Supports training and development related to coordination and supervision of after-school programs
- Maintains a focus on building staff knowledge and skills to ensure consistent implementation of district procedures and effective management of programs and activities across the district.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

District level experience leading and organizing programs and athletics for multiple schools, school administrator experience and coaching, knowledge of school activities and program administration at the secondary level required. Knowledge of TSSAA rules and regulations.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and practices as they pertain to the performance of duties relating to the job. Has general knowledge of Instructional 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 department operations and activities. Is able to effectively communicate and interact with subordinates, 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 methods 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 20 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

Supervisor's Signature

Employee's Munis Number

Date

Date

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