

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

Job Description

Job Title: Summer Learning Extension Grant Supervisor

Department: Instruction

Date: September 2026-May 2027

Reports To: Elementary Level Directors

Grade: Hourly Stipend

Purpose of Job

The purpose of this position is to provide support to implementation of the Summer Programming Funding Carryover to support those students who were promoted through a promotion pathway to 4th or 5th grade and/or retained in K-3rd grade pursuant to T.C.A. 49-6-3115.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive.

- Ensure each site completes the development and implementation of progress monitoring schedules that consistently track student outcomes and progress in program.
- Ensure each site maintains data records for participants which will also be utilized in State required reporting.
- Ensure that certified tutors will complete the TN ALL Corps Licensed Educator training and noncertified tutors will complete the TN ALL Corps Training for Aspiring and Alternative Educators as required by the Tennessee Learning Loss Remediation and Student Acceleration Act.
- Ensure that instruction is based in high quality instructional materials, Tennessee state standards and is aligned to Tier 1 content in ELA and math for grades K-5
- Ensure communication with administrators when educators are hired to provide tutoring during the school day.
- Complies with district, state and federal policies, laws, and regulations regarding new teacher induction and related licensure issues
- Promotes use of consistent instructional framework and research-based strategies in working with practitioners, provides resources, and connects to school or district-level support as needed
- Collaborates with Level directors about schools and their progress.

MINIMUM TRAINING AND EXPERIENCE

- Masters Degree in Leadership or Administration required.
 - Currently holds or previously held TN license with Administration Endorsement K-12
- Minimum of 3 years of school administrative leadership experience required.
- Leadership experience at school level resulting in improved academic performance preferred.

SPECIAL REQUIREMENTS

Must possess a valid state issued driver's license.

KNOWLEDGE OF JOB

Ability to work with adult learners. Masterful knowledge of curriculum and best practices and staff development strategies, leading to the successful development of new teachers. Ability to effectively communicate both orally and in writing. Must possess high-level interpersonal skills and solid leadership abilities to maintain effective relationships with school staff, supported population, and the public. Ability to maintain complete and accurate records. Ability to plan and evaluate strategies for new teacher development.

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

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines. Must be able to move 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 active 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 and compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling, and grammar. 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 relatively complex principles and techniques, to make independent judgments in absence of supervision, and to acquire knowledge of topics related to Human Resources.

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 add and subtract totals, multiply and divide, determine percentages, determine time and weight, and utilize statistical inference.

FORMS/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, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination

COLOR DISCRIMINATION: Requires ability to differentiate colors/shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to work collaboratively with people (i.e. supervisors, clients, and employees) beyond giving and receiving instructions such as in interpreting policies, decisions, and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to Human Resources.

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

Date

Date