

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

**Job Title: Director Educator Quality**

**Department: Human Resources**

**Date Reviewed: December 2011**

**Reports To: CHRO**

**Grade: 261,262,263**

**Calendar- 12 month**

**Purpose of Job:** To supervise the recruitment, selection and retention process for certified employees of the district. Ensures the highest quality certified staff are selected and retained.

**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.**

- Identify certified personnel staffing needs, developing short and long term workforce planning strategies and goals.
- Responsible for final approval of certified employment recommendations.
- Coordinates, develops and monitors recruiting, selection and employment process for certified staff. Focuses on attracting quality candidates to CMCSS
- Maintain and monitors screening data for applicant pool, continually reviewing CMCSS quality definitions. Development of Selection Model for teachers and Administrators.
- Responsible for efficient processing of applicants and compliance with licensing, legal and or administrative requirements. Review and approve all certified applications.
- Remain current with applicable state and federal standards for certified teachers. Oversee the determination and documentation of Highly Qualified status of applicants and certified staff as applicable.
- Manage and process certified transfer requests for licensure compliance.
- Communicate transfer requests with Principals and track corresponding interviews.

- Process and review Certified resignations and analyze “separation reason” data.
- Manage Certified postings and applicable licensure program needs for vacated Certified positions.
- Schedule/coordinate a variety of activities and projects for the purpose of collaborating with various agencies and organizations to address the issue of recruiting qualified teachers and principals for school district.  
Utilizes the media for the purpose of attracting certified candidates.
- Attend college job fairs, establishing close liaison with colleges and universities in Tennessee and surrounding states to promote recruitment of quality teachers and administrators.
- Coordinate District Certified Job Fair as needed on an annual basis.
- Identifies opportunities for promoting teaching as a profession to high school and early college students.
- Stays informed of employment (salary, benefits etc...) trends and innovative recruiting techniques in order for CMCSS to be competitive.
- Work with the State of TN applicant service programs (ex: Troops to Teachers) and local schools and Universities to encourage non-traditional applicant pursuits of the teaching profession.
- Create strategies for minority recruitment and for incorporating a diversity focus in the marketing campaign for recruiting.
- Assist in the interpretation and implementation of applicable district, state and federal policies, laws and regulations regarding teaching certification legislation.
- Assist CHRO and Level Directors with certified staffing, ensuring BEP and budgetary limits are upheld.
- Assist CHRO and Level Directors during tenure and non-renewal process.
- Coordinate the staffing process for Alternative Licensure.
- Assists CHRO and HR Leadership team with the development of the annual HR budget, departmental strategic work plan and yearly goals.
- District Coordinator for Certified TEAM Evaluation System Data Mapping.

- Assist Principals with developing corrective action plans, participate in observations and follow-up of teacher performance.
- Supervise Certified Employment Representatives & Induction Program

**Minimum Training and Experience Required to Perform Essential Job Functions**

Minimum 2 years successful experience as a school principal and Master’s Degree or higher in Administration and Supervision with valid Tennessee teaching certification with administrator K-12.

**Knowledge of Job**

Considerable knowledge of the policies, procedures, and activities of the school system, and Human Resources as they pertain to the performance of duties relating to the position. Capability to develop and implement long-term goals. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. 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. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, 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**

**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 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.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

**LANGUAGE ABILITY:**

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. 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.

**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.

**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, 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 the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:**

Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

**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.

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**Employee's Signature**

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**Supervisor's Signature**

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

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

