

JOB DESCRIPTION

TITLE: COORDINATOR OF SCHOOL IMPROVEMENT

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Master's degree in Education or related field from an accredited college or university. Five years in education with experience in organizing, planning and delivering staff development and school improvement activities required. Experience in school improvement strategies with knowledge of current legislative action affecting district and school improvement, district and accreditation, and accountability. Evidence of a working knowledge of continuous process of the continuous process of improvement. Demonstrated ability to work with administrators, employees, and the general public. Demonstrated skills in verbal and written communication. Proficient in industry standard computer applications and ability to use email.
Language Skills	Ability to read, analyze and interpret complex documents. Ability to respond effectively to inquiries and/or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to administrators, school board, employees, and the general public.
Mathematical Skills	Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
Certificate/License	Florida Educator's Certificate required.
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 10 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS Director of Assessment and Data Management
TO

GENERAL RESPONSIBILITIES

1. Coordinates the District's school improvement and accreditation programs.
2. Assists schools in complying with state reporting mandates in accordance with state and federal legislations.
3. Reviews District and school accreditation standards as they relate to the District's continuous improvement model and state mandates.
4. Facilitates and coordinates the use of district resources, such as Data Warehouse programs and features, Administrative and Instructional Technology, and Administrative and Instructional Programs, as well as community resources, such as business partners, community programs and facilities, for school improvement and instructional enhancements.
5. Facilitates communication supporting district and school improvement and accreditation through and among the appropriate departments and staff within the district and to the community stakeholders appropriately according to district policy and procedures.

SPECIFIC RESPONSIBILITIES

1. Develops, designs, implements, evaluates, and revises school improvement activities based on District level needs and goals.
2. Aligns activities in area(s) of responsibility with federal, state and District standards in school improvement.
3. Reviews District and school accreditation standards and facilitates compliance.
4. Designs and implements a continuous improvement model that aligns with accreditation standards and statutory requirements.
5. Monitors and assists in the preparation of documents relating to the District's accreditation standards.
6. Communicates changes in state statute, policies and processes that will affect school improvement plans and goals.
7. Coordinates the school improvement process between the schools and the District including the development of timelines, procedures, collection of plans, reports, etc., for School Board approval.
8. Implements procedures for the creation and implementation of school improvement plans.

9. Assists schools in evaluation of improvement performance objectives.
10. Plans and facilitates training for School Advisory Councils.
11. Assists in evaluation of District and school programs and initiatives.
12. Coordinates review of requests to conduct research in the District.
13. Attends relevant meetings and trainings and communicates information as appropriate.
14. Maintains effective relationships with and among staff at all levels of the organization.
15. Performs other duties as assigned.