

## **School Improvement Coordinator**

### **Desired Qualifications:**

Valid Iowa Teaching Certificate.

Ability to work with administrators, teachers, staff and general public.

Desire someone with good background in dealing with people, government regulations and curriculum. Staff development experience, skills in written and oral communication, planning and organization.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **Reports to:**

Superintendent

### **Positions Goal:**

To provide leadership in strategic planning, curriculum development, research and evaluation, student services, career, community, and technical education, instructional media and technology, state and federal programs and staff development.

### **Functions of the School Improvement Coordinator:**

Researches the federal/state requirements and develops goals, action plans and time lines to assure that all are met in a timely fashion.

Informs, interprets and recommends to the superintendent or business manager the effects of current and impending federal and state legislation or mandates and prepares reports for the board concerning requirements and legislation.

Provides follow up and evaluation to determine if ongoing programs established to comply with the standards are functioning properly.

Assumes the responsibility for writing proposals, policies and grants necessary to comply with the requirements, support curriculum and professional staff development.

Carries out all other duties required and approved by the superintendent or their designee.

Maintains a close working relationship with building principals and building leadership teams to ensure information exchange, coordination of efforts, and general support for the decision making process.



DENISON COMMUNITY SCHOOLS

Works closely with all buildings to support school improvement initiatives and processes.

Maintains communication with other agencies and school districts to share and receive information on effective programs and practices.

Reports on the status of curriculum and instructional programs and services, including assessment and evaluation information.

Assists in the development of policies and administrative guidelines for curriculum, instructional services, and staff development.

Establishes a systemic approach to curriculum and instructional planning, development, implementation, and evaluation.

Assists the superintendent in district wide planning to link the curriculum and instructional program and the use of financial and human resources to the district's goals and objectives.

Provides leadership and direction for the overall activities of planning all district instructional and non-instructional support programs.

Provides leadership for school improvement.

Exercises proactive leadership in promoting the vision and mission of the district.

Provides leadership for a collaborative team to ensure that curriculum and instructional initiatives are student focused and aligned with the district's mission, beliefs, school goals, and improvement plans.

Keeps well informed about current trends in curriculum and best instructional practices.

Promotes and supports professional development for self and others.

Directs the overall development, coordination, implementation and evaluation of all district curriculum and instructional support programs.

Directs and supervises the development and implementation of district performance standards.

Provides leadership in identifying and acquiring appropriate teaching materials, textbooks, and equipment.

Seeks grants supporting curriculum and professional development.

Oversees the Department of Education accreditation visit.

Maintains good public relations with parents, business and community groups to provide information and receive feedback.

Serves as liaison between the Department of Education and the instructional staff of the district in communicating and planning program requirements of state statutes, State Board of Education rules and regulations, and mandated federal programs.

Exhibits confidence and commitment to the vision and mission of the district.

Prepares or oversees the preparation of all required reports.

Oversees the planning and implementation of the district's staff development program.

Provides for the design of professional development assistance plans for curriculum and instructional services for staff as necessary and appropriate.

Other duties as assigned.

**Terms of Employment:**

Salary and work year to be reviewed and established annually by the board.

**Evaluation:**

Performance of this position will be evaluated annually in accordance with provisions of the board's policy on evaluation of personnel.