

Job Code A207/TA83  
Exempt - MSA  
May 2017

## **SCHOOL IMPROVEMENT COORDINATOR**

### **QUALIFICATIONS**

#### **A. REQUIRED**

- Master's Degree from an accredited college or university
- 3 or more years teaching experience
- Valid Arizona Principal certificate
- Training in school management and administration
- Experience in a leadership role
- Teaching experience in the use of effective instructional practices
- Staff development experience

### **SUMMARY**

The School Improvement Coordinator shall be directly responsible for the administration, supervision and evaluation of matters pertaining to the management of the school improvement.

Reports to: Chief Academic Officer for Secondary Education 6-12

### **ESSENTIAL FUNCTIONS**

- Organizes, coordinates, supervises, evaluates and interprets the total instructional program
- Demonstrates knowledge and skills in the processes of continuous school improvement
- Responsible for overall safety and welfare of school personnel, students and staff under their supervision
- Responsible for all parent and public information programs and is also the initial contact with the community

#### **A. CURRICULUM DUTIES**

- Develops programs of studies that are consistent with the needs of the student populations, state mandates, and district initiatives
- Visits classrooms and instructional sessions in order to maintain familiarity with the implementation of curriculum and instruction
- Organizes and supervises the faculty to maintain a balanced assignment of duties and assist in the implementation and evaluation of carefully designed programs
- Works with the staff in the selection of online curriculum, equipment and teaching materials
- Provides proper administration and supervision of all standardized tests
- Assists in the implementation of professional development for the staff

- Surveys staff needs and makes recommendations to District administration
- Promotes and supports district-wide educational advancement in 21<sup>st</sup> Century Skills
- Integrates knowledge and skills that are relevant to the 21<sup>st</sup> Century
- Schedules faculty meetings as needed

#### **B. STAFF PERSONNEL**

- Be responsible for the supervision of any special service programs
- Organizes a system of reporting to parents, recording such reports and maintaining follow-up procedures
- Participates in and implements training as needed
- Organizes, coordinates and implements all student activities and exercise control of activity funds in accordance with approved accounting procedures
- Organizes and conducts meetings to discuss student problems
- Attends all multi-disciplinary conferences when children are being considered for special education placement. Also attends all IEP meetings and 3 year re-evaluations whenever schedule permits
- Works with Human Resources in recruiting and interviewing teachers to make recommendations concerning initial employment of personnel in accordance with District policy

#### **C. PROFESSIONAL / ADMINISTRATIVE RESPONSIBILITIES**

- Attends administrative staff and assigned committee meetings
- Interprets the educational program of the school to the community
- Develops and maintains a positive communication system with the community, teaching staff, administrators and governing board – ensure that all staff members feel welcomed to discuss policies and problems
- Promotes and supports district wide educational advancement in 21<sup>st</sup> Century skills
- Integrates knowledge and skills that are relevant to the 21<sup>st</sup> Century
- Performs other related duties as assigned

#### **D. ADMINISTRATION ORGANIZATION**

- Prepares a calendar of school programs/activities and coordinates these needs with other schools and District events
- Takes inventory of all instructional programs
- Organizes and supervises all emergency drills and reports
- Establishes year-end check out procedures for faculty and students
- Develops handbooks for students and teachers

#### **E. STUDENTS**

- Counsels parents and students as needed
- Establishes effective procedures for controlling pupil behavior during school hours and at school activities

- Maintains standards of student discipline designed to encourage respect for others and minimize school program and classroom disruptions
- Organizes and supervises a system of attendance, discipline, activities, scheduling and welfare for all students
- Makes recommendations for transportation of students and support management of students being transported

#### **F. COMMUNITY SCHOOL RELATIONS**

- Maintains a program of public information designed to keep parents/community informed of school activities
- Provides opportunities for parent-teacher conferences and participate in conferences with parents and other external agencies

#### **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to concentrate for extended periods of time
- Ability to solve difficult problems and issues
- Ability to remain seated for extended periods of time
- Ability to multi-task in an office setting
- Ability to communicate effectively, both orally and in writing
- Ability to calculate
- Ability to perform functions from oral and written instructions
- Ability to evaluate written materials
- Ability to perform tasks requiring manual dexterity
- Ability to operate office equipment, including computers
- Ability to work alone and as part of a team
- Ability to use critical/creative thinking ability
- Ability to sustain extended work hours and problem situations
- Ability to read, compose and deliver instructions and information
- Ability to see, hear, and speak at a normal range, with or without reasonable accommodations