

## **Director of School Improvement**

### **DEFINITION:**

The Director of School Improvement will lead the alignment of Sunnyside's district-wide school improvement process, District Improvement Plan, and support resources while communicating the alignment with all district stakeholders. The Director of School Improvement will also be responsible for organizing and facilitating the activities of the LEA Design Team and District School Improvement Committee (DSIC) members. The director will also have responsibility to work with the Directors of Federal Programs (Title I, Title IIa and IIc, Title III, Title IV) to monitor and align school improvement plans and outcomes.

**REPORTS TO:** Assistant Superintendent of Curriculum and Instruction

### **ESSENTIAL FUNCTIONS:**

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

### **SPECIFIC DUTIES AND/OR RESPONSIBILITIES:**

- Develop and maintain positive and interactive relationships with district and school leaders.
- Refine and implement strategies and/or methodologies for helping school leadership understand the influence and alignment of district-wide initiatives on their school improvement action plans.
- Work with site and district support team members to ensure compliance and monitoring of school improvement plans.
- Align curriculum and instruction with supplemental assistance programs for grades K-12 in accordance with District goals and objectives and Federal Funding parameters
- Collaborate in leading District-wide LEA/School Improvement Committee meetings.
- Remains abreast of developments and innovations in the field by reading current and cogent literature, attending professional meetings and conferences, and discussing developments of mutual interest with others in the field
- Communicates to the Superintendent the instructional and academic school improvement needs of the District and develops short and long range planning for addressing these needs.
- Responsible for coordinating, monitoring and reviewing the school improvement process with the principals.
- Assists with the planning and facilitation of program evaluation activities
- Responsible for monitoring the NCA accreditation activities in middle and high schools.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

- Extensive knowledge and understanding of the NCLB and AZLEARNS accountability systems.
- Experience with and knowledge of standards-based education, urban schools and their students, and the craft of teaching.
- Experience as a classroom teacher preferred.
- Excellent interpersonal skills and strong group facilitation skills, with the ability and desire to serve as a coach and trainer.
- Ability to communicate effectively and professionally with school staff and other relevant constituents.
- Broad knowledge of various curricular programs; including prevention intervention programs.
- Advanced degree preferred.
- Outstanding project management skills.
- Excellent education credentials.

**PHYSICAL REQUIREMENTS:** Work is performed in an indoor environment. Work requires frequent sitting, standing, bending, repetitive motion, vision to monitor and lifting up to 15 pounds.

### **QUALIFICATIONS:**

Minimum Master's Degree in Education or Educational Leadership Curriculum and Instruction.  
10+ years of teaching and/or administrative experience in a school or district setting.