
DURHAM PUBLIC SCHOOLS JOB DESCRIPTION

Job Title: School Improvement Coordinator

Organization: Academic Services

Reports To: Principal

Salary: Determined by state assistant principal salary scale, local supplement, and SIG Incentive Pay

Status: Temporary, 12 months, Certified, Nonexempt

POSITION SUMMARY

The School Improvement Coordinator works with administrators, facilitators and teachers to implement the approved school improvement initiatives and monitors the fidelity of implementation of MTSS at the school level including both academic and behavior support systems. The School Improvement coordinator provides oversight and monitors the implementation of students' academic and behavioral progress across tiers 1, 2, and 3. The role of the School Improvement Coordinator contributes to increasing overall school performance and social emotional education by ensuring school leaders and teachers look at multiple measures and use these data to improve learning outcomes.

DUTIES AND RESPONSIBILITIES

- Coordinates MTSS Tier 1,2, and 3 processes
- Coordinates MTSS staff development activities for school-based and district personnel.
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- Supports facilitation, planning, research, and problem solving and coordination for all school improvement goals.
- Plans, implements and manages school improvement tasks in compliance with applicable federal and state fiscal requirements, including budget planning, spending, monitoring and reporting.
- Selects improvement related materials, equipment and supplies for the school.
- Assist school leaders and teachers with monitoring and assessing student performance.
- Reviews the results of multiple measures such as behavior, classroom observations, and school climate to assist with school-wide progress monitoring and adjustments to instruction.
- Works closely with school leaders to modify and implement school reform strategies through leading the School's Improvement Team (SIT) and School Leadership Team (SLT).
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- Meets with teachers to develop plans and evaluate Tier 2 and Tiers 3 Strategies.
- Conducts classroom observations in order to appraise program and instructional effectiveness.
- Supports instruction through classroom visits, co-planning, co-teaching and follow-up support meetings with teachers.
- Provides support to school leaders and teachers to engage parents in the learning process.
- Develops various surveys and assessment tools; compiles and analyses program data and completes grant reporting requirements as specified.
- Attends pertinent state meetings and district meetings (as required)
- Provides high quality, ongoing, job-embedded, and differentiated professional development.



- Works with minimum supervision.
- Performs related duties as assigned.
- Provide Leadership and work closely with to Social Emotional Team
- Provide Leadership for schools PBIS and CKH implementation
- Works with principal to coordinate the efforts of community partners.
- Maintain and active social media presence for the school
- Use all parent and community engagement resources to increase school visibility
- Participate in staffing process

MINIMUM EDUCATION, EXPERIENCE, AND REQUIREMENTS

- Master’s Degree in Education, Educational Administration, Curriculum & Instruction or related field
- Minimum of three years of administrative or instructional coach experience
- Three years of successful teaching experience
- Experience providing high-quality, evidence-based professional development
- Possession of or ability to obtain appropriate NC certification

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Working Conditions:

- School environment

Physical Demands:

- Routine physical activities associated with normal school environment

STATEMENT OF PURPOSE

This document provides descriptive information about the above Durham Public Schools position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content of and qualifications for this position. An individual’s ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Durham Public Schools reserves the right to make changes to this document as deemed necessary without providing advance written notice.

Update: _____ Date: _____

Approved By: _____ Date: _____

Created/Revised: _____