



PURPOSE:

- The job of School Improvement Director is to facilitate and monitor the district curriculum adoption plans, professional development plans, and federal grant programs. The Director also oversees school and district improvement planning. The Director works with district personnel to develop an effective instructional program for students in conformance with district and state objectives; providing written support and/or conveying information; serving as a resource to other school personnel, and the Board; and maintaining adequate staffing to ensure that objectives of programs and services are achieved within budget guidelines.

REPORTS TO:

- Superintendent

QUALIFICATIONS:

- Hold or be eligible for an Oregon Administrative License.
- Record of increasingly responsible education positions.
- Clear understanding of ESEA and all Title Programs (Title I, ELL, Homelessness, etc.).
- Ability to effectively plan, organize, delegate and listen.
- Experience with writing and directing grants preferred.
- Experience in creating and facilitating staff development.
- Ability to produce and analyze data for schools as it pertains to state testing.
- Knowledge of state standards and ability to work with staff in aligning curriculum with the standards.
- Oversight of reporting system for State and Federal academic assessments.
- Flexible and adaptable.
- A people person, approachable, good listener, good communicator.
- A strong sense of integrity and fairness.
- Willingness and ability to make time commitments.
- Displays loyalty to the best interests of the school and school district.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Directs the use of resources to support achievement and instruction goals
- Plans and monitors the use of research based formative assessment tools to screen and monitor students in core academic areas
- Supervises elementary principals
- Facilitates school and district improvement planning process and monitors goals for achievement and instruction
- Supervises instructional coaching supports, attendance and homeless support across the district.
- Supports continued coordination and purchase of core and intervention materials K-12 across curricular areas.
- Supports and integrates Title plans with Comprehensive District Improvement Plan

PHYSICAL REQUIREMENTS:

- Requires prolonged sitting or standing.
- Occasional stooping, bending and reaching.
- Requires some travel.

GENERAL RESPONSIBILITIES

- Creative skills in problem solving and commitment to quality
- Experience in supervision
- Demonstrated ability to facilitate groups and bring about consensus
- Excellent communication skills: written, interpersonal and presentation.



- Demonstrated ability to work collaboratively with the public, students, the Board of Education and all employee groups.
- Strong organizational skills

Rate of Pay:

According to Salary Schedule