

SCHOOL DISTRICT OF SANTA ROSA COUNTY JOB DESCRIPTION

Director of Continuous Improvement and Alternative Academics

QUALIFICATIONS:

- (1) Master's degree or higher from an accredited educational institution
- (2) Currently hold or eligible for Florida teaching certificate and certification in administration and supervision, educational leadership, or school principal
- (3) Eight years in public school education, two years of which must have been in administration and/or supervision

KNOWLEDGE, SKILLS AND ABILITIES:

- o Demonstrated ability to communicate with diverse groups both orally and in writing and facilitate development of interdepartmental plans, facilitate meetings, and develop strategic plans
- o Ability to present timely information to the School Board
- o Knowledge of national, state, and district educational accountability standards
- o Knowledge of principles of measurement and assessment
- o Knowledge of curriculum and instruction design K-12
- o Knowledge of state-of-the-art research and proven best practices in areas of responsibility
- o Knowledge of statutory and regulatory requirements in areas of responsibility
- o Ability to make decisions based on relevant information
- o Possess modern technology skills
- o Ability to organize and prioritize activities
- o Communicate effectively in oral and written form
- o Aware of current research on children and families; i.e., effects of poverty, etc.
- o Knowledgeable about alternative educational programs, service delivery and program requirements.
- o Awareness of programs available through interagency collaboration.

REPORTS TO:

Assistant Superintendent of Curriculum, Instruction and Assessment

JOB GOAL:

To coordinate activities related to federal and state programs in the development of systems, training, implementation, and reporting associated with evaluating and monitoring the degree of student achievement on national, state and district standards. Provide processes and report findings on internal and external evaluations of district programs. Provide leadership in securing funding to optimize resources in the district. Provide leadership in school choice and the provision of supplemental educational services. To provide direct supervision for Juvenile Justice programs and coordinate educational support services for Charter Schools and Home Education students.

SUPERVISES:

DJJ Transition Specialist
Support Staff as assigned

PERFORMANCE RESPONSIBILITIES:

Provide overall coordination, including implementation and reporting for the following tasks:

1. * Development and procurement of federal/state/local grant funding opportunities
2. * Utilize appropriate strategies and problem-solving tools to advise Directors, Assistant Superintendents, and the Superintendent on decisions concerning planning, utilizing of funds, delivering services, and evaluation of services provided
3. * Supervises the maintenance of records, reports, inventories and documentation of costs for budget preparation and to ensure the fiscal responsibility of projects assigned
4. * Multi-school and/or system-wide institutional research/evaluation studies especially as they related to assigned program implementation

5. * Interpret for the School Board, staff, and community student accountability data; provide disaggregate data; provide training in using data for instructional decision making
6. Interview and select qualified personnel to be recommended for employment
7. * Provide technical assistance to schools and the District related to measurement, assessment, statistical analyses, research, and evaluation issues
8. Support school improvement efforts, district improvement efforts, and district accreditation process.
9. * Coordinate the District Differentiated Accountability Plan
10. * Coordinate annual climate survey
11. * Disseminate latest information and current research to appropriate personnel
12. Keep well informed about current trends and best practices in areas of responsibility
13. Facilitate the development, implementation and evaluation of related staff development activities provided in assigned areas
14. Promote and support professional growth for self and others
15. Develop annual goals and objectives consistent with and in support of District, state, and national goals and priorities
16. Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues
17. Prepare all required reports and maintain appropriate records for approval in for assigned programs
18. Provide coordination for cooperative planning with other agencies, school system departments, community agencies, local universities, etc. seeks advice from, as well as share information with each group; maintain contact with other school systems to share ideas and information
19. Perform other incidental tasks consistent with the goals and objectives of this position
20. Monitor/direct the development and implementation of the district's Alternative Educational Programs
21. Coordinate with Student Services Department to facilitate the administration of testing
22. Provide accurate child count data, FTE projections and verification as required by local, state and federal policies and procedures
23. Responsible for the development and maintenance of the Student Management System/Data Base for programs served
24. Provides supervision of and assistance to teachers to assure quality instruction, including the Professional Orientation Program
25. Establish procedures and assist in internal program reviews, evaluations and pre-audit preparation for monitoring
26. Develop and implement recordkeeping procedures to keep data required by statutes.
27. Prepare all required reports and maintain all appropriate records
28. Coordinate/direct and oversee implementation of budgets for assigned programs
29. Update principals, assistant principals, grade level directors, and other appropriate personnel through curriculum contact meetings
30. Travel to program sites and other locations as required
31. Use effective, positive interpersonal communication skills
32. Conduct performance appraisals and make reappointment recommendations for district-employed personnel

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation Plan
Twelve months
8.0 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

*Indicates essential performance responsibilities