

Santa Rosa County District Schools  
**Job Description**

**Coordinator of Continuous Improvement**

Reports To: Director of Continuous Improvement  
FLSA Status: Exempt  
Department: Curriculum, Instruction, & Assessment  
Prepared by: Human Resources  
Date: January 19, 2021  
Job Code: 13024

**Preface:**

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

**Primary Duties and Responsibilities:**

- Provide leadership in implementing the Code of Ethics and Principles of Professional Conduct
- Provide overall coordination, including implementation and reporting for the following tasks:
  - Utilize appropriate strategies and problem-solving tools to advise School Administrators, Directors, Assistant Superintendents, and the Superintendent on decisions concerning planning, delivering services, and evaluation of services provided
  - Interpret for the School Board, staff, and community student accountability data; provide disaggregate data; provide training in using data for instructional decision making
    - Work with ITS to develop disaggregated data reports required by the District and FLDOE
  - Serve as a district contact for the oversight and implementation for schools and the school district in the area of Multi-Tiered System of Supports (MTSS)
    - Serve as the liaison between schools and the school district
    - Provide curriculum resources as it relates to curriculum strategies, interventions, supports and progress monitoring tools
    - Analyze school/district/state student performance and progress monitoring data
  - Provide training, support and technical assistance to schools and the District related to measurement, assessment, intervention, progress monitoring and evaluation issues
  - Prepare and submit student performance reports for staff
  - Support school improvement efforts, district improvement efforts, and district accreditation process
  - Disseminate latest information and current research to appropriate personnel
  - Keep well informed about current trends and best practices in areas of responsibility
  - Facilitate the development, implementation and evaluation of related staff development activities provided in assigned areas
    - Assist with the coordination of staff development activities and technology

## Santa Rosa County District Schools

training based on identified needs with a focus on closing gaps in student achievement

- Promote and support professional growth for self and others
- Develop annual goals and objectives consistent with and in support of District, state, and national goals and priorities
- Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues
  - Represent the district at conferences and state-level meetings
- Prepare all required reports and maintain appropriate records for approval for assigned programs
- Perform other incidental tasks consistent with the goals and objectives of this position
- Assist in the administration and the analysis of district-wide benchmark and state assessment data
- Develop and implement recordkeeping procedures to keep data required by statutes
- Prepare all required reports and maintain all appropriate records
- Assist in the coordination/direction, oversight and implementation of budgets for assigned programs
- Update principals, assistant principals, grade level directors, and other appropriate personnel through curriculum contact meetings
- Travel to program sites and other locations as required
- Use effective, positive interpersonal communication skills
- Perform other such duties as may be assigned by the Assistant Superintendent, Superintendent or the Board

### **Supervision Received:**

Director of Continuous Improvement

### **Supervision Exercised:**

Support Staff as assigned

### **Minimum Qualifications & Skills:**

- Master's degree or higher from an accredited institution in the assigned area of specialization
- Currently hold or eligible for Florida teaching certificate in assigned area(s) of specialization
- Successful completion of the Potential Candidate Training (PCT) or Potential School Leaders (PSL) Program; or willingness to complete next available training
- Eight to ten years' experience in public school education as a teacher
- Documentation of leadership experience at the school, district, or state level in the area of specialization

### **Preferred Qualifications & Skills:**

- Three years' experience working with school curriculum development as an administrator or counselor

## Santa Rosa County District Schools

### Physical Demands

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### Terms of Employment:

Approved Administrative Compensation Plan

12 months

8.0 hours Per Day

### Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and optional personal leave
- Generous paid holidays