

School District of Santa Rosa County

Job Description

Director of Continuous Improvement and Alternative Academics

Reports to: Assistant Superintendent for Curriculum & Instruction	FLSA Status: Exempt
Department: Curriculum, Instruction & Assessment	Prepared by: Human Resources
Date: February 5, 5019	Job Code: 13022

Principal Duties and Responsibilities (Essential Functions):

- Provide overall coordination, including implementation and reporting for the following tasks:
- Development and procurement of federal/state/local grant funding opportunities
- 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
- Supervises the maintenance of records, reports, inventories and documentation of costs for budget preparation and to ensure the fiscal responsibility of projects assigned
- Multi-school and/or system-wide institutional research/evaluation studies especially as they related to assigned program implementation
- Interpret for the School Board, staff, and community student accountability data; provide disaggregate data; provide training in using data for instructional decision making
- Interview and select qualified personnel to be recommended for employment
- Provide technical assistance to schools and the District related to measurement, assessment, statistical analyses, research, and evaluation issues
- Support school improvement efforts, district improvement efforts, and district accreditation process.
- Coordinate the District Differentiated Accountability Plan
- Coordinate annual climate survey
- 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
- 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
- Prepare all required reports and maintain appropriate records for approval in for assigned programs
- 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
- Perform other incidental tasks consistent with the goals and objectives of this position
- ~~Monitor/direct the development and implementation of the district's Alternative Educational Programs~~
- Coordinate with Student Services Department to facilitate the administration of testing
- Provide accurate child count data, FTE projections and verification as required by local, state and federal policies and procedures
- Responsible for the development and maintenance of the Student Management System/Data Base for programs served
- Provides supervision of and assistance to teachers to assure quality instruction, including the Professional Orientation Program
- Establish procedures and assist in internal program reviews, evaluations and pre-audit preparation for monitoring
- Develop and implement recordkeeping procedures to keep data required by statutes.

- Prepare all required reports and maintain all appropriate records
- Coordinate/direct and oversee 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
- Conduct performance appraisals and make reappointment recommendations for district-employed personnel

Supervision Received:

Assistant Superintendent for Curriculum & Instruction

Supervision Exercised:

DJJ Transition Specialist
Support Staff as assigned

Minimum Qualifications & Skills Required:

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

Preferred:

Three years' experience as a School Principal

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

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.