

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	Director, Instruction / Curriculum	Job Code: 63005
Job Classification:	01 Instructional, District Based Admin.	EEO Line: 08
Job Class Category:	Administrative Personnel	Job Description Supplement Code: 1
Reports to:	Region 2 Executive Director (RED)	Salary Locator: Support Schedule 4

PCSD Job: SIG Cohort 3 Continuous Improvement Director

SUMMARY:

Reporting to the Regional Executive Director (RED), the Continuous Improvement Director (CID) will build district and school capacity to manage performance in School Improvement Grant (SIG) 1003 (g).

QUALIFICATIONS:

- 1) Master's degree or doctoral degree in education or related field with coursework in qualitative research
- 2) Professional experience working on a district or school leadership or state school improvement team
- 3) Professional or academic exposure to the conditions needed to accelerate and sustain school improvement
- 4) Experience with a wide range of quantitative and qualitative methodologies, including journaling, and a working knowledge of analysis software
- 5) Experience with strategic planning and project management
- 6) Florida Educator's Certificate with Educational Leadership
- 7) Valid Florida Driver's License and acceptable driving record
- 8) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Have a driving motivation to achieve. Works for results, sets challenging goals and reaches for a high standard of performance despite barriers.
- (4) Ability to build and maintain relationships with Superintendent and District leaders
- (5) Build teams of specialist through prudent hiring, effective coaching and mentoring
- (6) Ability to coordinate, monitor and evaluate the efforts of the team to ensure effective, efficient support and alignment to the mission and vision of the Florida Department of Education (FDOE).
- (7) Ability to strategically align school improvement efforts to the district's strategic plan
- (8) Ability to set very clear and high expectations; holds self and others accountable
- (9) Ability to support and supervise the effective implementation of rigorous standards based instruction with measureable outcomes
- (10) Competence in analyzing student achievement results on a continuous basis to identify areas of need and inform school improvement efforts
- (11) Skill in developing a collegial environment that supports teacher leadership, collaboration, professional growth, and high expectations for all stakeholders.
- (12) Ability to utilize technology

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration and representatives of resource agencies within the community.
- (3) Support day-to-day implementation of the SIG plan to promote fidelity and enhance effectiveness
- (4) Seek to learn and understand the context and unique needs of the District and school(s) as an embedded observer of professional development, District and school leadership team meetings, common

planning time, student enrichment activities, parental and community engagement events, data reviews, instructional reviews, and learning walks.

(5) Coach District in documenting SIG implementation to ensure lessons learned are captured in a format that is meaningful and useful to the school(s), District, FDOE and U. S. Department of Education.

(6) Assist District in analyzing collected documentation and data at specified checkpoints to determine whether plan is being implemented as intended and having desired impact.

(7) Acquire deep understanding of the SIG plan(s), advocate for the fidelity of the plan, facilitate problem solving when needed to refine the plan, and help the District determine when an amendment is necessary.

(8) Assist District in maintaining alignment of plans (e.g., District Improvement and Assistance Plans [DIAPs], School Improvement Plans [SIPs], Turn-around Option Plans [TOPs], federal program applications)

(9) Help District understand required procedures and timelines for completing SIG deliverables and submitting amendments to ensure continued funding

(10) Sharing lessons learned for sustainability and scalability

(11) Make connections and promote collaborative relationships between FDOE, DA regional team members, District and school(s)

(12) Acquire and maintain knowledge of the 5 Essentials framework and tenants of continuous improvement

(13) Collaborate with other CIDs and REDs to plan and execute regional or statewide meetings, workshops and professional development for SIG districts and schools

(14) Value, communicate, and effectively interact with all stakeholders

(15) Perform all other administrative duties a requested by Regional Executive Director

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:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

BOARD APPROVAL:

Adopted: February 16, 2016