

## SCHOOL DISTRICT OF JACKSON COUNTY

### JOB DESCRIPTION

#### DIRECTOR OF SCHOOL IMPROVEMENT, STAFF DEVELOPMENT, MEDIA, AND GRANTS

##### QUALIFICATIONS:

- (1) Master's Degree in Educational Leadership from an accredited institution.
- (2) Five years experience in educational leadership roles.
- (3) Certification in educational leadership.
- (4) Experience as a school principal or assistant principal preferred.

##### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Blue Print 2000, School Improvement, HRMD, and other legislation and rules related to area of assignment. Ability to use effective, facilitative leadership techniques. Knowledge of current trends and best practices in area of assignment. Advanced oral and written communication skills. Ability to use personal computer. Organizational skills as applied to working with groups and office work. Knowledge of sources and eligibility requirements for various grants.

##### REPORTS TO:

Superintendent

##### JOB GOAL

To provide effective, facilitative leadership to schools and District offices in meeting the District's responsibilities and mission for school improvement and staff development. To provide leadership in securing special funding and materials to support the District's goals.

##### SUPERVISES:

Assigned Support Staff

##### PERFORMANCE RESPONSIBILITIES

- (1) Coordinate the District's School Improvement Program.
- (2) Conduct workshops for school improvement teams.
- (3) Provide technical assistance and current information to School Advisory Councils.
- (4) Coordinate the presentation of School Improvement Plans to the Board.
- (5) Review School Improvement Plans for compliance.
- (6) Compile annual report on School Improvement Committee.
- (7) Coordinate selection and acquisition of media equipment.
- (8) Coordinate the planning and implementation of instructional television services.
- (9) Oversee the District's media program.
- (10) Coordinate the development of the District's comprehensive plan.
- (11) Provide technical assistance to school media personnel.
- (12) Coordinate and oversee the District's acquisition and implementation of grants.
- (13) Assist in planning policy and procedures.

**Board Approved December 14, 1999**  
**Amendment Board Approved April 15, 2003**

## **DIRECTOR OF SCHOOL IMPROVEMENT, STAFF DEVELOPMENT, MEDIA AND GRANTS (Continued)**

- (14) Direct the Professional Orientation Program.
- (15) Assist with training for preparing and supporting principals to include, but not limited to, adult learning theory, competency acquisition, Florida Performance Measurement System, Teaching Effectiveness Model, Interaction management, job analysis and targeted selection.
- (16) Participate in the management selection system to include the job analysis/site analysis.
- (17) Organize and coordinate the support team for each principal candidate.
- (18) Provide technical and implementation assistance with written Professional Development Plans.
- (19) Provide orientation on program goals and objectives.
- (20) Coordinate implementation of the performance appraisal system for principal candidates.
- (21) Provide training, facilitation and presentations to a wide variety of groups.
- (22) Conduct the annual self-study of in-service and training needs with extensive staff involvement.
- (23) Coordinate development of the Master In-service Plan to include: certificated in-service, classified in-service, Professional Orientation Program, in-service institutes plan, and Preparing New Principals Plan.
- (24) Direct the collection and dissemination of information relating to in-service and training.
- (25) Monitor and facilitate the activity of the Teacher Education Council.
- (26) Supervise the initiation, implementation and evaluation of in-service components and schedule in-service.
- (27) Maintain the required in-service records.
- (28) Prepare and monitor the budgets for staff development, school improvement and assigned grants.
- (29) Provide administrative awareness training to eligible participants.
- (30) Perform other incidental tasks consistent with the goals and objectives of this position.
- (31) Other duties assigned by the immediate administrator or supervisor.

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Approved Unit Compensation plan, pay grade 12-15  
12 months  
7.5 hours per day

### **EVALUATION:**

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