

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

Continuous Improvement Coordinator

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's Degree or higher from an accredited educational institution in Elementary Education or an area of Early Childhood Education preferred.
- (2) Valid Florida certification in an appropriate area.
- (3) Three (3) years successful experience in education including a minimum of one (1) year experience related to Early Childhood Education.
- (4) Satisfactory criminal background check and drug screening.
- (5) Ability to perform the essential functions of the position.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child growth and development and especially of characteristics of students/children in the age group assigned. Knowledge of prescribed curriculum. Basic understanding and knowledge of current technology. Knowledge of learning styles. Ability to use varied teaching methods. Knowledge of current trends, research and best practices related to education. Knowledge of School Board policies and practices as they relate to teaching. Ability to handle problems, concerns and emotional distress with sensitivity and tact. Ability to communicate orally and in writing with students, parents, and others. Ability to plan, establish priorities and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyzes test results, and prescribes actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work with parents. Ability to work effectively with peers, administrators and others. Knowledge of Florida Educator Accomplished Practices and Teacher Competencies.

REPORTS TO:

Assistant Superintendent for Instructional Services

JOB GOAL

To build district and school capacity to manage performance in the School Improvement Grant (SIG) dedicated to expanding Pre-school education within the school district by supporting the day-to-day implementation of the SIG plan to promote fidelity and enhance effectiveness, and sharing lesson learned for sustainability and scalability.

SUPERVISES:

Personnel as Assigned

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

- *(1) Create or select short- and long-range plans based on district and state curriculum requirements, student profiles and instructional priorities.
- *(2) Identify specific intended learning outcomes that are challenging, meaningful, and measurable.

- * (3) Plan and prepare a variety of learning activities considering individual student's culture, learning styles, special needs, and socio-economic background.
- * (4) Develop or select instructional activities which foster active involvement in the learning process.
- * (5) Identify, select and modify instructional materials to meet the needs of students with varying backgrounds, learning styles and special needs.
- * (6) Assist in assessing changing curricular needs and plans for improvement

Administrative/Management and Implementation of SIG Plan

- * (7) Maintain a positive, organized and safe learning environment.
- * (8) Use time effectively.
- * (9) Manage materials and equipment effectively.
- * (10) Use effective student behavior management techniques.
- * (11) Enforce school rules, administrative regulations and Board policies.
- * (12) Establish and maintain effective and efficient record keeping procedures, including but not limited to, required individual student plans and reports.
- * (13) Use technology resources effectively.
- * (14) 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
- * (15) 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, Florida Department of Education (FDOE) and U.S. Department of Education (USED)
- * (16) Assist district in analyzing collected documentation and data at specified checkpoints to determine whether plan is being implemented as intended and having desired impact
- * (17) 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
- * (18) Help district understand required procedures and timelines for completing SIG deliverables and submitting amendments to ensure continued funding
- * (19) Make connections and promote collaborative relationships between FDOE, DA regional team members, district(s) and school(s)
- * (20) Acquire and maintain knowledge of the 5Essentials framework and tenants of continuous improvement
- * (21) Coordinate and monitor the work of Early Learning Early Learning Coach, Early Learning Teacher, volunteers, and aides when assigned.

Assessment/Evaluation

- * (22) Develop and use assessment strategies, traditional and alternative, to assist the continuous development of students.
- * (23) Interpret data including but not limited to standardized and other test results for diagnosis, instructional planning and program evaluation.
- * (24) Establish appropriate testing environment and test security.
- * (25) Communicate, in understandable terms, individual student progress to the student, parents, and professional colleagues who need access to the information.
- * (26) Evaluate the effectiveness of instructional units and teaching strategies.

Intervention/Direct Services

- * (27) Work with and support the classroom teacher in providing a balanced Early Learning program.

- *(28) Assist in implementing and monitoring of the Early Learning curriculum.
- *(29) Assist in Early Learning curriculum revision and development.
- *(30) Assist with the selection of appropriate Early Learning resources related to identified needs at the school site.
- *(31) Demonstrate knowledge and understanding of subject matter.
- *(32) Conduct parent nights to provide information and to train parents to assist their students.
- *(33) Communicate high learning expectations for all students.
- *(34) Apply principles of learning and effective teaching in instructional delivery.
- *(35) Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs and which enhance the application of critical, creative and evaluative thinking capabilities.
- *(36) Use appropriate material, technology, and other resources to help meet learning needs of all students.
- *(37) Provide appropriate instructional modification for students with special needs, including exceptional education students and students who have limited English proficiency.
- *(38) Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
- *(39) Provide instruction on safety procedures and proper handling of materials and equipment.
- *(40) Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.
- *(41) Assist students with health and hygiene needs as required.

Technology

- *(42) Use appropriate technology in instructional or professional development delivery.
- *(43) Use technology to establish an atmosphere of active learning.
- *(44) Facilitate student access to the use of electronic resources.
- *(45) Explore and evaluate new technologies and their educational impact.
- *(46) Use technology to review student assessment data.
- *(47) Use technology for administrative tasks.

Collaboration

- *(48) Facilitate collaboration among teachers and grade levels at school.
- *(49) Work closely with district Staff Development Coordinator to assist in the development and delivery of training.
- *(50) Enlist the support of the SAC, PTA or PTO, Business Partners, Mentors and Volunteers for the Early Learning initiative.
- *(51) Communicate effectively, both orally and in writing, with other professionals, students, parents and community.
- *(52) Provide accurate and timely information to parents and students about academic and behavioral performance of students.
- *(53) Collaborate with other professionals and parents after recognizing student distress or abuse.
- *(54) Serve on Student Support Team.
- *(55) Collaborate with peers and other professionals to enhance student learning.

Staff Development

- *(56) Engage in a continuing improvement of professional skills and knowledge.
- *(57) Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.
- *(58) Update the principal and teachers on the latest trends in the area of Early Learning instruction.
- *(59) Model effective teaching strategies and techniques.

- *(60) Assist teachers with instructional strategies to promote student growth.
- *(61) Conduct staff development activities to assist teachers in helping students improve Early Learning skills.
- *(62) Participate in school data collection of teacher input on principal's performance assessment program.

Professional Responsibilities

- *(63) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
- *(64) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(65) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- *(66) Maintain confidentiality of student and other professional information.
- *(67) Comply with policies, procedures and programs.
- *(68) Exercise appropriate professional judgment.
- *(69) Support school improvement initiatives.
- *(70) Ensure adherence to good safety measures.

Student Growth and Achievement

- *(71) Ensure that student growth and achievement are continuous and appropriate schoolwide.
- *(72) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.
- *(73) Perform other tasks consistent with the goals and objectives of this position.

***Essential Performance Responsibilities**

This position may require local and overnight travel.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

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 Board's policy on evaluation of personnel.

Board Approved: 09/07/17