

**Title I NCStar Specialist  
New Hanover County Schools**

**Job Description**

**Class: Certified**

**Dept: Instruction and Academic Accountability**

**TITLE: Title I NCStar Specialist**

**QUALIFICATIONS:**

1. Master's degree in School Administration
2. Five or more years' teaching experience.
3. Experience working with high needs schools.
4. Demonstrated experience in the area of School Improvement Planning.
5. Other qualifications as the superintendent and board may determine appropriate.

**REPORTS TO:** Director of Elementary Education

**JOB GOAL:** To provide support, assistance, and leadership to Title I and CSI/TSI schools in charting and managing the NCStar continuous school improvement process.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school issues.
2. Facilitate the development and accountability of school improvement planning at all Title I and CSI/TSI schools through NCStar.
3. Participate in and provide professional learning to build the capacity of school administration and school leadership teams in assessing, creating and monitoring school improvement efforts.
4. Engage stakeholders and provide feedback through direct support and relevant coaching comments that support the action steps of both district and school indicators of student success.
5. Assist in assimilating data (student performance data, perception data, process and implementation data) to focus and guide school improvement efforts.
6. Assist in and model best practices for executing school-based comprehensive needs assessments, school improvement team meetings, and support in managing effective school leadership teams.

7. Engage in reflective conversations, provide strong customer service, and clearly communicate with principals and district leaders.
8. Participate in weekly consultations with the Director of Elementary Education and Director of Secondary Education to share school improvement updates in an effort to support district project goals, professional development, and instructional initiatives.
9. Perform other duties and responsibilities as assigned by the Director of Elementary Education.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/FLSA

**Starting Salary and/or Grade:** Supervisor I Salary Schedule

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Ability to provide leadership and supervise the planning, development and establishment of new, modified or improved programs, services and activities.
- Demonstrate functional knowledge of computers and all aspects of Google Applications and Microsoft Office.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.

