

<b>Job Title:</b>	Manager, School Improvement
<b>Grade Level/Terms of Employment:</b>	Grade 130 /12 Month Contract
<b>FLSA Status:</b>	Exempt
<b>Work Location:</b>	Central Office/City Hall
<b>Immediate Supervisor:</b>	Director, Academic Programs and Supports

**General Description:**

The Manager, School Improvement collaborates with principals, the Virginia Department of Education and division leaders to coordinate and manage the execution of school improvement plans. The Manager, School Improvement supports the development and execution of grants by setting criteria, reviewing process, monitoring implementation, reviewing results for the purpose of ensuring the plan is aligned with state and federal standards and meets the division’s goals. The Manager communicates objectives, progress, and results with all relevant stakeholders throughout the school improvement process.

**Essential Duties and Responsibilities:**

- Collaborates with principals and division leadership to develop comprehensive and coordinated school improvement plans with immediate and long-range goals aligned with the division strategic plan
- Supports and monitors the execution of school improvement plans/grants to ensure principals are managing and monitoring the effectiveness of school-wide initiatives through scheduled outcome focused reviews with division and state leaders such as academic and principal directors
- Develops and/or coordinates a variety of essential school improvement training for principals to support the development, monitoring, and evaluation of school improvement plans
- Collaborates with internal departments to align expectations and develop cohesive systems and supports for school improvement that remove barriers, provide targeted support to highest needs schools and create sustainable change in areas closest to teaching and learning
- Collaborates with the Virginia Department of Education, division data analysts and leaders to identify schools and areas for improvement
- Develops a process within the academic review framework for division and site-level evaluation of findings and recommendations
- Maintains a database and provides reports to leaders at targeted intervals for the purpose of assessing school improvement progress and areas for improvement.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Ensures the timely submission of grant and VDOE requirements

**Qualifications:**

- Master’s Degree and Postgraduate professional license in administration and supervision or a related discipline.
- Minimum of 3 years of successful school or division leadership experience in improving student outcomes.
- Strong strategic thinking, organizational skills, and attention to detail.
- Demonstrated coaching experience in leadership development.

- Commitment to outcome-based accountability, data-driven decision-making, differentiated instruction, and continuous adult learning.
- Demonstrated ability to lead organizational change in large, dynamic institutions.
- Excellent and effective communication skills, including the ability to write well and make clear, concise oral presentations and written reports.
- Extensive knowledge of program management and experience working with school-based teams.