

Job Title:	Coordinator, School Improvement
Grade Level/Terms of Employment:	Grade 125 /12 Month Contract
FLSA Status:	Exempt
Work Location:	Academic Office
Immediate Supervisor:	Manager, School Improvement

General Description:

The Coordinator, School Improvement collaborates with principals, the Virginia Department of Education (VDOE) and division leaders to coordinate the development and execution of school improvement plans (helps set criteria, review process, monitor implementation, and track results) to ensure the plan is aligned with state and federal standards and meets the division's goals. The Coordinator also supports the execution of grants aligned with the school improvement plans. The Coordinator collaborates with the Manager, School Improvement to communicate 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 the execution of school improvement grants and plans (through trainings, meetings, development of processes, etc.) to ensure principals are monitoring the effectiveness of school wide initiatives through scheduled outcome focused reviews with division and state leaders
- Develops and/or coordinates a variety of essential school improvement trainings for principals to support the development, monitoring, and evaluation of school improvement plans
- Collaborates with internal stakeholders 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 teaching and learning
- Ensures grant and other VDOE timelines and requirements are met
- Maintains a database and provides reports to leaders at targeted intervals for the purpose of assessing school improvement progress and areas for improvement; supports the division and school based evaluation process (findings and recommendations) within the academic review framework
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions

Qualifications:

- Master's Degree and Postgraduate professional license in administration and supervision required
- Minimum of 3 years of successful school or division leadership experience in improving student outcomes
- Demonstrated ability to lead organizational change in large, dynamic institutions
- Demonstrated coaching experience in leadership development
- Strong strategic thinking, organizational skills, and attention to detail

- Commitment to outcome-based accountability, data-driven decision-making, differentiated instruction, and continuous adult learning
- Excellent written and oral communication skills
- Extensive knowledge of program management
- Experience working with school based teams
- Bilingual candidates preferred