

**JOB DESCRIPTION**  
**Nogales Unified School District #1**

**SCHOOL IMPROVEMENT DIRECTOR**

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**Purpose Statement:**

The job of SCHOOL IMPROVEMENT DIRECTOR is done for the purpose/s of implementing and maintaining pupil service programs and services in conformance with district and state objectives; providing written support and/or conveying information; serving as a resource to other school personnel, the Board and other districts; and maintaining adequate staffing to ensure that objectives of programs and services are achieved within budget guidelines.

This job is distinguished from similar jobs by the following characteristics: Knowledge of regular, vocational, adult, special/gifted education, grant requirements, instructional/curriculum theory and practice. Knows components of NCLB, effective instruction, strategic planning, developing a professional community of learners. Experience in resource allocation for education programs, human resources, physical/equipment resources, working with teachers, curriculum specialists, principals on instructional/curricular issues, program evaluations, integration of literacy and implementation of standards-based curriculum. Master degree in education. Three years work experience as school administrator. Any equivalent combination of education and experience that meets the minimum requirements.

This job reports to ASSISTANT SUPERINTENDENT CURRICULUM, INSTRUCTION AND ACADEMIC ACHIEVEMENT

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**Essential Functions**

- Analyzes educational studies, student data, test results for the purpose of providing information, and producing reports for site administrators on student progress, as well as to state and federal agencies.
- Assesses district schools identified for improvement and/or scoring below state target levels for the purpose of coordinating appropriate district and state support for the identified school .
- Assists Assistant Superintendent, Principals and Directors (e.g. comprehensive reform work) for the purpose of assisting them with their instructional leadership responsibilities.
- Collaborates with others (e.g. district personnel, community organizations, etc.) for the purpose of implementing and/or maintaining services and programs, and to identify and assess student needs.
- Collaborates with Superintendent's cabinet and program administrators for the purpose of facilitating the use of evaluation findings and recommendations to immediate and long range planning and decision making to determine program's effectiveness.
- Coordinates district's school improvement plan (e.g. set criteria, review process, monitor implementation, results) for the purpose of ensuring the plan is aligned with state and federal standards and meets the district's goals.
- Develops long and short range plans/programs, strategies, and annual budget for the purpose of ensuring that the district's resources are effectively utilized in order to implement education policy directives.
- Evaluates programs and/or projects for the purpose of carrying out and achieving objectives within area of responsibility.
- Evaluates school improvement grants in conjunction with Literacy Coordinator, Language Acquisition Coordinator and Grants Coordinator for the purpose of ensuring program is coordinated and effective.
- Manages and provides oversight of a wide variety of program components (e.g. program design for regular education, writing program, Reading First, AZ Reads, Federal programs - Title I, II, IID, III, IV, V, AZ Learns and AYP) for the purpose of ensuring programs are administered within the policies and procedures of the District and that services conform to established guidelines and regulations.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Monitors projects, grants and programs (e.g. No Child Left Behind) for the purpose of ensuring that the District is in compliance with and services comply with district, state and federal requirements.

- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Researches a variety of information (e.g. current practices, instructional materials, methods, curriculum guidelines, etc.) for the purpose of developing new programs and/or master plans.

### **Other Functions**

- Coordinates staff development activities with Administrators for the purpose of improving student achievement.
- Facilitates meetings, processes, etc. for the purpose of implementing and maintaining programs and services which achieve district's desired objectives.
- Maintains database (e.g. student information - historical and current) for the purpose of providing information to site administration to assist in assessing student progress and areas for improvement.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Provides resources and/or training on scientifically based strategies to schools for the purpose of identifying exceptional students and for intervention in their academic progress.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: analytical skills, applying assessment instruments, diplomacy skills, interpersonal skills - work collaboratively with all stakeholders, planning and managing projects, preparing and maintaining accurate records, quality customer service skills, computer literate and able to use pertinent software applications, excellent communication to include oral, written, listening and processing skills, bilingual preferred, excellent supervisory and managerial skills, organized and quick learner.

KNOWLEDGE is required to utilize theoretical mathematical concepts; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: age appropriate activities, pertinent codes, policies, regulations and/or laws, working knowledge of school system, NCLB, testing requirements and testing assessment systems, strong background in literacy and/or math programs, working knowledge of requirements and regulations regarding AYP, AZ Learns and language proficiency standards, recognized experience in leading professional development and supporting staff in implementing professional development processes to include access, implementation and facilitation, familiarity with current research on school changed based reforms, strong knowledge of scientifically based, effective curriculum, instruction, assessment and assessment practices

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: ability to implement systems to gather data and assess learning outcomes achieved by students and school improvement plans, communicate and provide outreach activities to culturally diverse groups-students, parents, and staff, creating and maintaining climate of respect, establishing effective relationships, maintaining confidentiality, ability to attend meetings in and out of state and communicate information to stakeholders, ability to plan, implement and evaluate effective teaching and learning programs and adapt curriculum to meet needs of students, ability to influence and motivate others. ability to mediate and resolve conflict, ability to manage a budget, utilize current technology, work as part of a team, analyze detailed information/data and present in an understandable format, develop education and extra-curricular after school programs.

#### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience with increasing levels of responsibility is desired.

**Education** Masters degree in job related area.

**Required Testing**

None specified

**Certificates & Licenses**

Arizona Principal Certification

**Continuing Educ. / Training**

Maintain Arizona Certification, Maintain Fingerprint Clearance Card

**Clearances**

Criminal Justice Fingerprint/Background Clearance

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**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**

Administrative A2

Job description available upon request