

**Brinkley School District      DIRECTOR OF SCHOOL IMPROVEMENT**

**Reports To:** Superintendent

**Dept/Campus:** High School

**Wage/Hour Status:** Exempt

**Length of Contract:** 240 days

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**PRIMARY PURPOSE:**

Under the direction of the assistant superintendent, provide ongoing support to administrators and teachers at the building level on the use of data to inform of instructional practices to meet the needs of all students and to assist school in disaggregation of student achievement data generated from formative and summative assessments to impact instruction.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor's degree; Master's degree in Education Leadership preferred  
Must hold a current Arkansas teaching certificate

**Special Knowledge/Skills:**

Cognitive coaching and meeting facilitation experience preferred  
Mastery level knowledge of effective instructional strategies and practices  
Ability to model effective instruction for whole class and small groups  
Demonstrated data analysis required  
Knowledge of how to evaluate and shape school cultures  
Knowledge about district demographics and relevancy to education  
Written and verbal communication skills, organizational skills, and problem-solving skills  
Knowledge about the science of school turnaround

**Experience:**

Minimum of five (5) years in school administration, supervision, leadership, and/or curriculum

The Board may find appropriate and acceptable alternatives to the above qualifications.

**EVALUATION:**

Directors employed by the district will be evaluated annually.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Demonstrate relentless commitment to academic achievement of all students.
2. Demonstrate effective customer service strategies to all district patrons.
3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.
4. Communicate and promote expectation for high-level performance from staff and students; hold staff and students accountable for high performance; recognize excellence and achievement.
5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.
6. Coach small groups of teachers and/or instructional facilitators in analyzing data and using data to differentiate instruction.
7. Keep abreast of all new development in areas of data analysis and disseminate current information to all teachers and administrators.
8. Provide ongoing professional development for teachers and administrators in the areas of data collection and analysis.
9. Facilitate meetings of instructional teams (PLCs).
10. Train and support teachers in the use of formative assessments.
11. Oversee intervention, remediation, and tutorial activities at the school site.
12. Analyze assessment data as it relates to the school, to individual student achievement, and to the improvement of instruction.
13. Serve as a member of the school's improvement team.
14. Serve as a liaison between the school administration and central office administration and the school administration and teachers, students, and parents for areas identified as assigned responsibilities and essential functions.
15. Serve as the Arkansas Consolidated School Improvement Plan (ACSIP) (Indistar) process manager.

16. Plan and coordinate school intervention, remediation, and tutorial programs/classes.
17. Maintain all necessary and appropriate records.
18. Review and track quarterly attendance and academic progress of students being served in remediation, intervention, and tutorial programs to determine progress and the need for adjustments.
19. Assist with data collection and data recordkeeping associated with the school improvement plan (PIP or TIP).
20. Assist with analyzing national, state, and local assessment data as it relates to the school, to individual student achievement, and to the improvement of instruction.
21. Review assessment data with teachers, individually and with departments, grade levels, or instructional teams.
22. Facilitate parent, teacher, and student information sessions concerning testing, remediation, and tutorial programs/classes.
23. Attend, as necessary and appropriate, training sessions and site meetings related to assigned responsibilities.
24. Perform additional duties related to assigned responsibilities and essential functions as approved by superintendent, curriculum director, and/or other duties as assigned by the principal in extenuating circumstances.

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; coordinate functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner

**Physical Demands:**

Frequent district-wide and occasional state-wide travel; occasional prolonged and irregular hours

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**JOB DESCRIPTION**  
**Director of School Improvement**  
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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

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Employee

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Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date