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Dr. Donna Burge-Tetrick



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Phone 304-872-3611
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Job Description

Position: Federal Programs School Improvement Coordinator

Classification: Professional

Reports to: Director of Federal Programs

FLSA Status: Exempt

Evaluation:

Performance in this position will be evaluated by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and Nicholas County Board of Education Policy GCNA.

Job Summary:

Work with county level administrators, school level administrators, and teachers in a cooperative effort to monitor and improve instruction, complete needs assessments and strategic plans, provide classroom modeling, and/or provide professional development for appropriate teaching staff. Facilitate implementation of programs designed to support student achievement including extended day and extended year opportunities.

1. Work under the direct supervision of the Federal Programs Director.
2. Work in a cooperative manner with administration and staff to provide oversight of curriculum and instruction in each of the schools.

Qualifications:

- Valid West Virginia teaching certificate.
- Master's degree in Administration, Ed. Leadership or Curriculum & Instruction.
- A minimum of five years successful teaching experience in multiple programmatic levels.
- Documented experience with School Improvement Process.
- Knowledge of federal programs including Title I, Title II, Title III, Title IV, Title V.
- Knowledge of Tiered Instruction and Nicholas County Intervention supports.
- Documented experience with 21st Century Community Learning Centers or Save the Children.
- Excellent written and verbal communication skills.
- Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate.
- Valid West Virginia driver's license
- Perform the job duties set forth below.

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgment in the workplace will not be tolerated.

Staff members serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

Responsibilities:

- Attend appropriate local, state, and national trainings and/or meetings;
- Observe classroom instruction and provide positive constructive feedback and support to teachers and administrators;
- Work collaboratively to coach new and veteran teachers to improve instruction;
- Model effective classroom instruction based on best practices and research based strategies;
- Provide support for educators in the following: Classroom Management, School Improvement, Content
- Standards, Professional Learning Communities, Intervention, Technology, Instructional Strategies, Leadership Teams, and Parent Involvement;
- Analyze formative and summative assessment data and facilitate implementation of data-driven decisions to increase student achievement;
- Facilitate curriculum development and alignment at school and county level;
- Provide professional development and/or conduct trainings with adult learners;
- Work collaboratively with LEA and principals;
- Assist staff and administration in selecting research-based instructional material;
- Meet regularly with school and county level administration to monitor progress and make adjustments based on results;
- Offer technical assistance within the schools for assessment coordination;
- Promote use of technology to enhance curriculum;
- Serve as school improvement liaison;
- Coordinate student enrichment events, such as Literature Fair, Math Field Day, Spelling Bee, Social Studies Fair, Science Fair, etc.
- Assume other duties as assigned by immediate supervisor;
- Assume other duties as assigned by the Nicholas County Superintendent.

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk hear, see; use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10- pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or printed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently hold this position and additional duties may be assigned by the Superintendent or his/her designee.

Revised April 14, 2023