

## **Hyde County Schools NCSIP Coordinator**

The North Carolina State Improvement Project (NCSIP) Coordinator for Hyde County Schools will work with the Director of Exceptional Children and Federal Programs to assist with overseeing the NCSIP Implementation Plan for each school year.

### **DUTIES AND RESPONSIBILITIES**

- Assist with developing the NCSIP Implementation Plan
- Assist with overseeing the NCSIP Implementation Plan
- Lead Quarterly NCSIP District Implementation Team Meetings to review and revise the plan
- Assist with selection and registration for approved professional development related to the plan
- Collaborate with the District Reading Specialist/Coach and EC teachers on collection of data and proficiency observations for the end of year report
- Other related duties as assigned by the Director of Exceptional Children and Federal Programs

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of school improvement and how it relates to NCSIP
- Knowledge of the program software to build the NCSIP plan
- Ability to organize and lead productive data based meetings
- Ability to coordinate professional development
- Ability to work well with team members and colleagues to implement the plan effectively

**REPORTS TO:** Director of Exceptional Children and Federal Programs