

**SCHOOL DISTRICT OF LEVY COUNTY
JOB DESCRIPTION**

DIRECTOR OF TURNAROUND SCHOOLS

REQUIRED QUALIFICATIONS

1. Master's degree or higher with certification in Administration and Supervision or Educational Leadership
2. Successful experience in administration as a School Principal and/or District Level Administrator
3. Demonstrated ability to lead successful school improvement/reform efforts
4. Demonstrated success in improving student achievement in low-performing schools
5. Extensive knowledge of Florida's Differentiated Accountability model and requirements
6. Demonstrated ability to work with diverse groups and effectively communicate, both orally and in writing
7. Knowledge of current computing technologies and software applications appropriate to reviewing and producing appropriate charts and reports
8. Critical thinking and analytical skills for in-depth data analysis, problem solving, and school improvement initiatives

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of national, state, and district educational goals and standards
- Knowledge of effective school concepts and principles
- Knowledge of state-of-art research and proven best practices in areas of responsibility
- Knowledge of principles and concepts for continuous quality improvement in education
- Knowledge of learning theory, program planning, curriculum development, staff development, management of instructional programs, and Response to Intervention
- Knowledge of statutory and regulatory requirements in areas of Differentiated Accountability
- Ability to supervise people
- Ability to plan and present information to the public
- Ability to facilitate various size groups using facilitative leadership skills
- Excellent interpersonal and communication skills
- Ability to analyze statistical data for trends and performance in various programs and to develop strategies for improvement

REPORTS TO:

Assistant Superintendent

JOB GOAL

To provide schools with intensive supports to meet school improvement goals that aligns with Differentiated Accountability requirements.

PERFORMANCE RESPONSIBILITIES:

1. Facilitate the school improvement planning process for the district.
2. Assists in the staffing of lowest performing schools and evaluation of personnel.
3. Participates on the district's instructional team.
4. Builds schools' capacity to support school improvement.
5. Uses various forms of data to diagnose and assess school needs.
6. Assists school administrators in using a variety of walk-through templates to help Leadership Teams assess and evaluate how the faculty prepares students for purposeful learning.
7. Increases schools' capacity to seek, critically assess, and selectively incorporate new ideas and practices.
8. Helps interpret and respond to state and federal legislation.
9. Coordinates school visits of State Regional Director for Differentiated Accountability.

Director of Turnaround Schools(continued)

10. In collaboration with State Regional Team continually assesses and evaluates progress and growth at the school level.
11. Directs schools in effectively using data to make adjustments to instruction and informed school improvement decisions.
12. Guides schools in tailoring instruction and interventions to meet individual needs.
13. Provides training on data analysis and curriculum alignment.
14. Helps schools, parents, students, teachers, and the community make critical use of data (summative, formative, performance assessments, etc.), with the end result being an informed school community.
15. Facilitates developing a positive school culture .
16. Promotes a positive school learning climate that protects instructional time, maintains high visibility, provides incentives for teachers and provides incentives for learning.
17. Collaborates in creating Professional Learning Communities and Learning Team Meetings / Lesson Study Groups at the school level.
18. Develops new knowledge, skills, and program coherence.
19. Sets expectations by setting ambitious targets; supports by assisting others to develop new competencies
20. Identifies effective, long lasting professional development that will act as a change lever and ensures professional development is intensive, targeted, ongoing and embedded.
21. Monitors and assists with the Florida Professional Development Evaluation Protocol (FPDEP).
22. Assists with the alignment of all professional development with evidence of the FPDEP standards: Planning, Delivery, Follow-up, and Evaluation.
23. Coaches school leadership teams on improving data analysis, classroom instruction, and tiered interventions.
24. Helps schools tailor a coaching program based upon their needs assessment.
25. Assists District Instructional Team in designing both principal coaching or mentoring and teacher instructional coaching to address meaningful goals for student learning.
26. Applies effective coaching programs.
27. Works with principals to help overcome the barriers to change (structures, skills, systems, supervisors).
28. Provides an objective view on the necessary organizational and instructional needs at the schools and is persistent in garnering district support for such changes.
29. Helps schools develop a strategic plan that drives change.
30. Uses problem solving that is strategic and collaborative to achieve tangible student outcomes within targeted schools.
31. Seeks continual feedback, reshaping plans and working with change as a process rather than as a product.
32. Creates high expectations and support to overcome inertia and status quo.
33. Provides new experiences, time, practice and reflective learning to assist schools to develop skillfulness with change.
34. Values and promotes in others the qualities of adaptation, problem solving and flexibility while staying focused on School Improvement Goals.
35. Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Director of Turnaround Schools(continued)

Job Description Supplement Code

DOE Job Code 63005

Board Approved 06/01/2010

Revised Board Approval 04/11/2017