



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Continuous Improvement Director		Board Approved: 02.21.17
Position Level: Administrative Salary Schedule May be assigned as: 10-month, 11-month, or 12-month	FLSA Status: Exempt	Reports to: Assistant Superintendent for Elementary Curriculum and Instruction and the Regional Executive Director

GENERAL DESCRIPTION

The Continuous Improvement Director (CID) will build district and school capacity to manage performance in School Improvement Grant (SIG) 1003(g).

KEY RESPONSIBILITIES

Support day-to-day implementation of the SIG plan to promote fidelity and enhance effectiveness.
Seek to learn and understand the context and unique needs of the district and school(s) as an embedded observer of professional development, district and school leadership team meetings, common planning time, student enrichment activities, parental and community engagement events, data reviews, instructional reviews, and learning walks.
Coach district in documenting SIG implementation to ensure lessons learned are captured in a format that is meaningful and useful to the school(s), district, Florida Department of Education (FDOE) and U.S. Department of Education (USED).
Assist district in analyzing collected documentation and data at specified checkpoints to determine whether plan is being implemented as intended and having desired impact.
Acquire deep understanding of the SIG plan(s), advocate for the fidelity of the plan, facilitate problem solving when needed to refine the plan, and help the district determine when an amendment is necessary.
Assist district in maintaining alignment of plans (e.g., district improvement and assistance plans [DIAPs], school improvement plans [SIPs], turnaround option plans [TOPs], federal program applications.
Help district understand required procedures and timelines for completing SIG deliverables and submitting amendments to ensure continued funding.
Share lessons learned for sustainability and scalability.
Make connections and promote collaborative relationships between FDOE, DA regional team members, district(s) and school(s).
Acquire and maintain knowledge of the 5Essentials framework and tenants of continuous improvement.
Collaborate with other CIDs and Regional Executive Directors to plan and execute regional or statewide meetings, workshops and professional development for SIG districts and schools.
Perform other duties as assigned by Supervisor.

CLASS SPECIFICATION

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KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	Master’s Degree required with certification in Educational Administration and Supervision, Educational Leadership or School Principal.
<i>Work Experience:</i>	Minimum of 5 years of successful teaching/administrative experience. Experience in research and data analysis, program accountability negotiation/labor relations desirable. Experience as a workshop trainer/facilitator preferred.
<i>Impact of Actions:</i>	Makes decisions and final recommendations, which routinely affect the activities of an entire facility or school. Position duties may include responsibility for developing strategic plans for one or more facilities or schools.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent is typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Highly Complex: Supervision is available to review established departmental, facility, or schoolwide objectives. Independent judgment is required to recommend departmental, facility, or schoolwide objectives, evaluate new approaches to problem-solving, and assess changing facts or conditions.
<i>Communications:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion, and persuasion in gaining the cooperation of others. Requires the handling of delicate relationships and complex situations.
<i>Managerial Skills:</i>	Responsible for making recommendations both within and external to the department in areas of compensation, staff selection, disciplinary action, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation of the unit.
<i>Planning:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department’s annual expenditures and/or revenues.
<i>Job-Related Knowledge and Skills:</i>	Advanced Professional Skills: The professional theory and practice of the level above, but applied at the advanced level of a “seasoned” professional. Requires extensive knowledge of their professional disciplines and a working knowledge of related fields. Understands information in several unrelated professional disciplines.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements. This position will require local and overnight travel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.