

**General Responsibilities:**

The Director of Student Improvement shall at all times strive to improve the relations between the public, Board, administrative staff, employees, parents and students. His/Her relationship with all aspects of his/her job shall be positive and constructive.

Oversee Federal programs such as Title I and others as assigned. Assist in the coordination of the preschool program, 5043 plans, special education, professional development, achievement gaps, interventions and compliance issues.

**Purpose:**

The individual is a generalist in instruction who must necessarily assume the leadership role of a change agent in order to satisfactorily coordinate these instructional services. Supervising as a supportive function in the teacher-learning process is a broader concept which deals specifically with the identification and solution of problems/issues impacting student improvement (p-12).

**Specific Responsibilities/Duties:**

- Assist in the supervision and professional development of principals, teacher, and other administrative positions to reach the goals of the school system.
- General responsibility in preschool through twelve to aid the principals, teachers, and administrative staff in upgrading the educational program.
- Assist teachers/admin in determining appropriate methods of instruction to accomplish goals.
- Advise teachers on specific instructional materials available.
- Work with the total staff in planning in-service programs dealing with identified weaknesses in all curriculum areas.
- Encourage and orient new teachers to our instructional programs, resources, and services.
- Assist teachers through classroom visits and conferences.
- Assist teachers in the development of standards for self-development.
- Suggest reading in professional journals and books for professionals.
- Assist schools with the scholastic audit/review process.
- Assist teachers in determining and meeting objectives in each curriculum area.
- Encourage teachers to experiment with new materials, learning activities and tests.
- Assist principals and teachers in revision and evaluation of curriculum and supporting resources.
- Assist in the recruitment and selection process as needed.
- Assist principals as needed in the selection and supervision process.
- Assist SBDM councils as needed.
- Establish Advisory Council for Family Resource Center and Youth Service Center in the district.
- Assist in the establishment of Family Resource Centers and Youth Service Centers through grant preparation and needs assessment.
- Coordinate training programs as needed for the professional development of staff members and/or potential staff members. Any other duties deemed necessary by the Superintendent.

My signature below indicates that I have been given a copy of my job description.

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Signature

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Date