

## COORDINATOR II, SCH IMPROVEMENT

### **Job Summary**

A grant-funded position through the School Improvement Grant that supports Cohort IV: that will support Vincent High School in the Transformation Network. The School Improvement Monitor provides specific coaching support for principals, assistant principals, leadership teams, instructional coaches, department chairs, and teachers to develop capacity with using data to improve instruction. This position will be responsible for assisting in developing, implementing, and monitoring a comprehensive plan to improve academic achievement for all students. Additionally, this position will monitor progress of each school through on-site school visits and provide monthly reports on the status of each school.

### **(12-month)**

### **Qualifications**

- A minimum of five (5) years of successful teaching experience.
- Master's degree in Education or a related field
- #10 Wisconsin Principal license or the ability to obtain the license within two years
- Experience in providing professional development sessions at the district level, or significant demonstration that goes beyond working with staff at one school alone.
- Experience with coaching adults

### **Responsibilities**

- Collaborates with school administrators in matters relating to instructional program development.
- Works to ensure compliance with educational mandates and the goals of the reform initiative. Uses assessment data to monitor and to improve instruction within the building.
- Coordinate the collection and analysis of student performance data need to closely monitor improvement efforts.
- Conducts weekly fidelity of implementation checks in English, Reading and Mathematics classes. Documents interactions for confidential follow-up with teachers and administrators and monitors implementation activities as suggested.
- Works with school staff to implement approved policies, practices and programs that promote efforts to establish educational practices that address the diverse needs of students.
- Observes instruction a minimum of two times a month, per teacher, at each assigned school.
- Collaborates closely with the Principal and the external providers/vendors to assist with the overall instructional direction of the school.
- Collaborates with the literacy specialist, math specialist and/or vendors to ensure instruction at the school aligns with the district's Comprehensive Literacy Plan and the Comprehensive Mathematics and Science plan.

- Provides on-going feedback to the school principal to support teacher evaluation efforts.
- Works closely with the SIG Specialist, Principal and the Student Performance Coordinator to ensure school adherence to monthly SIG monitoring conferences.
- Utilizes tools and assessments to develop reports that show success of efforts and to track student progress.
- Provides monthly updates to the Senior Director of School Transformation on grant activities and goal related progress toward school improvement.
- Monitors the progress of professional development plans that support teacher training and improved student learning.
- Prepares all required reports and maintains all appropriate recording keeping for the Department of Public Instruction.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.