

District Coordinator of School Improvement Job Description 2014-2015

Overview

District coordinators of school improvement (DCSIs) are district-level leaders designated by a local education agency (LEA) to ensure district support for the academic achievement a low-performing campuses and implementation of all intervention requirements and/or to serve as a key member of the district leadership team (DLT), which is responsible for overseeing district-level accountability and/or performance-based monitoring interventions. A DCSI is a required member of the campus intervention team (CIT) assigned to campuses with low performance in the state accountability system as stipulated in Texas Education Code (TEC) §39.106(a) and/or serves to support priority schools identified under the USDE flexibility waiver. To help ensure responsiveness of LEA offices to improvement efforts, the DCSI should be in a leadership position in school improvement, curriculum and instruction, or in another position with responsibility for student performance.

In larger districts, the DCSI may coordinate the work of a team of district personnel charged with school improvement efforts. These team members should exhibit the same qualities as the DCSI, and work together to provide a systemic and sustainable approach to school improvement efforts.

Characteristics of an Effective DCSI

- Possesses expertise in planning, implementing, and managing improvement efforts at the campus and/or LEA level.
- Views this role as an integral part of his/her responsibilities.
- Feels responsible for the success of campuses and/or the LEA in improvement.
- Supports all components of the Texas Accountability Intervention System (TAIS).
- Has a direct line of contact with the superintendent and other critical district personnel.
- Has authority to influence central office departmental procedures.
- Has successful leadership and management experience.
- Understands current state and federal accountability systems and the Performance-Based Monitoring Analysis System (PBMAS).
- Views self as a positive change agent.
- Practices strong communication skills.

Roles and Responsibilities of DCSI

- Ensures the participation of all relevant staff in the TAIS continuous improvement process and, if applicable, additional intervention requirements.
- Ensures campuses are provided operational flexibility.
- Ensures effective implementation of all components of the TAIS continuous improvement process.
- Monitors the progress of targeted improvement plans.
- Possesses extensive knowledge of data analysis and process monitoring.
- Effectively and frequently communicates with campuses identified for improvement and/or DLT members.
- Regularly schedules meetings with the improvement campuses and/or DLT members.
- Removes LEA barriers that may hinder the improvement process.
- Provides support and feedback to the principal as needed or requested.
- Takes an active role in problem-solving with campus and/or district leadership teams.
- Attends campus and/or district leadership meetings regularly or coordinates the work of other district personnel who are responsible for attending campus/district leadership meetings.
- Assists in the replacement of ineffective staff and the recruitment and retention of effective staff.
- Assists in efforts to increase community and parental involvement.
- Has knowledge of all school and/or district improvement requirements.
- Partners with campuses to generate a positive school culture.
- Attends required training.
- Has knowledge of board policy.
- Ensures that all campus and/or district documentation is reported to TCDSS and TEA through the Intervention and Stage Activity Manager (ISAM) in a timely manner.
- As a member of the CIT, determines which educators may be retained at a campus subject to reconstitution as required in TEC §39.107 and TAC §97.1064.

For the purposes of uploading information into ISAM, the DCSI should be entered on the district contacts page. If the DCSI is also providing direct support to a campus, the DCSI should be entered on that campus' page. For larger districts with a support team, the DCSI should be entered on the district page, and the district support team members will be entered onto the pages of the specific campuses they represent.