



**SCHOOL IMPROVEMENT SPECIALIST HIGH SCHOOL**

**GENERAL RESPONSIBILITIES**

The primary responsibilities of the position include: overseeing the intervention, remediation, and tutorial activities at the school site; serving as the School Test Coordinator (STC); analyzing assessment data as it relates to the school, to individual student achievement and to the improvement of instruction; and serving as a member of the school's Plan for Continuous Improvement Leadership Team. The School Improvement Specialist (SIS) reports to the principal; however, the job responsibilities and duties are defined by the Chief Strategy and Innovation Officer and the Chief Academic Officer

**ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plan and coordinate school intervention, remediation, and tutorial programs/classes.
- Identify appropriate remediation services and students eligible for such services.
- Communicate with parents.
- Schedule intervention, remediation, and tutorial activities
- Maintain all necessary and appropriate records.
- Obtain tutors for services and secure substitutes for absent tutors.
- Review and track attendance and academic progress of students being served in remediation, intervention, and tutorial programs to determine progress and the need for adjustments.
- Serve as the School Test Coordinator for all national and state assessment programs.
- Coordinate and implement building-level testing procedures and protocols for national and state testing, and for local testing as applicable.
- Conduct procedural training for all school test examiners and proctors.
- Prepare all necessary orders for testing materials.
- Maintain security of testing materials while materials are in the building.
- Count, distribute, collect, and package testing materials.
- Assist administrators in reporting irregularities.
- Organize Standards of Learning (SOL) testing for retake students.
- Maintain records of students using substitute tests for SOL verified credits. ☐ Oversee the distribution of test results.
- Track student SOL failures and test retakes for the SOL assessments and alternate assessments.
- Assist with data collection and data record keeping associated with the Plan for Continuous Improvement, as appropriate.
- Serve as the Southeastern Association of Colleges and Schools (SACS) contact person.
- Assist with analyzing assessment data as it relates to the school, to individual student achievement and to the improvement of instruction.
- Review assessment data with teachers, individually and with departments.
- Conduct parent, teacher, and student information sessions concerning testing, remediation, and tutorial programs/classes.
- Attend, as necessary and appropriate, training sessions and site meetings related to assigned responsibilities.
- Serve as a liaison between the school administration and central office administration and the school administration and teachers, students and parents for areas identified as assigned responsibilities and essential functions.
- Perform additional duties related to assigned responsibilities and essential functions as approved by the Chief Strategy and Innovation Officer for the Department of Planning, Innovation, and Accountability, and the Chief Academic Officer for the Department of Teaching and Learning, or other duties as assigned by the principal in extenuating circumstances.



**KNOWLEDGE, SKILLS, AND ABILITIES**

Strong knowledge of instructional classroom strategies, student academic assessment, remediation activities/strategies, and data use, analysis, interpretation and display; strong communication, organizational, and writing skills; ability to motivate, encourage, challenge students to participate in remediation, intervention, and/or tutorial programs; demonstrate initiative and the ability to handle multiple tasks simultaneously; leadership qualities to provide professional development; knowledge of the school improvement process; knowledge of the Virginia Assessment System and its programs, protocols, and procedures; technological proficiency with Windows, Microsoft Office, and experience using spreadsheets and database systems; and familiarity with the Virginia Standards for Accrediting Schools and the SACS standards.

**EDUCATION AND EXPERIENCE**

**Required:**

Bachelor's Degree.

Must be eligible for or possess a five-year-renewable Virginia Teaching License.

Three (3) years of successful experience in classroom instruction, testing, tutoring, and/or remediation services.

**Preferred:**

A comparable amount of training and experience maybe substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, climbing, and driving. Ability to lift up to 20 pounds frequently and up to 50 pounds rarely Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 9/11, 3/17, 7/20
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