

District Coordinator of School Improvement Job Description 2017-2018

Overview

The DCSI oversees the work of school improvement as a required member of the Campus Intervention Team (CIT), participates in the needs assessment, improvement planning, and monitoring processes under the Texas Accountability Intervention System (TAIS), and ensures requirements and submissions are completed on time. The DCSI serves as an advocate for the campus, communicates high expectations, a clear vision and focus on learning, a sense of urgency, assures operational flexibility, and coordinates district support.

District coordinators of school improvement (DCSIs) are district-level leaders designated to ensure support for the academic achievement of low-performing campuses. DCSIs oversee the implementation of all district-level accountability and/or Performance-Based Monitoring Analysis System (PBMAS) intervention requirements. 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 ESSA. 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 district level.
- Possesses the time to effectively fulfill this role as an integral part of his/her responsibilities.
- Assumes accountability for the success of campuses and/or the district in improvement.
- Supports all components of the Texas Accountability Intervention System (TAIS).
- Maintains a direct line of contact with the superintendent and other critical district personnel.
- Is in a position of authority to influence central office departmental procedures.
- Possesses successful leadership and management experience.
- Understands current state accountability systems, federal requirements, and PBMAS.
- Acts as a positive change agent, uses failures as opportunities, and celebrates success.
- Maintains results-orientation.
- Promotes the achievement of goals in a spirit of collaboration.
- Practices strong communication skills.
- Skilled in data and root cause analysis.

Roles and Responsibilities of a DCSI:

- Has knowledge of all school and/or district improvement requirements and board policies and procedures.
- Partners with the professional service provider (PSP) and the local ESC staff to improve student performance that results in positive change in the campus and/or district accountability ratings or PBMAS staging.
- Facilitates learning of the TAIS continuous improvement process and ensures the participation of all relevant staff in intervention requirements.
- Ensures campuses are provided operational flexibility.
- Possesses extensive knowledge of data analysis and process monitoring.
- Understands the Critical Success Factors and how they relate to other components of the TAIS process and supports the campus in using the framework to improve student outcomes.
- Effectively and regularly communicates and meets with the campus PSP, local ESC personnel, TEA, and campus staff identified for improvement and/or DLT members.
- Removes district barriers that may hinder the improvement process.
- Provides support and feedback to the principal.
- Takes an active role in problem-solving with the campus PSP, local ESC personnel, TEA, and campus and/or district leadership teams.
- Monitors the progress of targeted improvement plans in coordination with the PSP and local ESC, and facilitates the analysis of qualitative and quantitative data to make conclusions and take timely actions toward meeting annual goals.
- 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.
- Attends required TEA or ESC trainings.