



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Senior Director, School Improvement  
FLSA Status: Exempt  
Salary Grade, if non-union: SG22  
Pay Grade, if union:  
Non-Union or Specific Collective Bargaining Agreement: Non-Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to provide leadership, direction, feedback and monitoring to School-based Administrators and staff. Target schools include those that are listed as being a school in need of improvement based on the criteria in Florida's Differentiated Accountability Model based on performance criteria. The Senior Director's overall goal will be to assist the school in achieving Adequate Yearly Progress for all NCLB sub-groups.

### Essential Functions of this Job

Responsible for the implementation of prescribed initiatives and programs designed to restructure struggling schools, ultimately improving performance to acceptable levels. Will work closely with the Associate Superintendent, Teaching and Learning Services, Regional Assistant Superintendents, building Principals, Assistant Principals, and staff members to ensure progress is made toward significant and sustainable improvements.

This includes but is not limited to the following:

Ability to read, interpret and enforce Florida's Differentiated Accountability Plan, State Board Rules, School Board Policies, Code of Ethics, and appropriate State and federal statutes; provide leadership for and implement school improvement initiatives; develop, implement and evaluate instructional programs; implement processes to ensure a safe and orderly learning environment; participate in the process of interviewing and selecting qualified personnel to be recommended for employment; assess progress of School-based Administrators; assess the provisions identified for all staff professional growth, coaching and feedback; oversee the management of all fiscal processes; and oversee the responsibilities of School-based Administrators to include linking students to appropriate services; managing the school plant; coordinating

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the supervision of all co-curricular school programs and activities; and facilitating parent and community involvement in the school.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Demonstrated ability to ensure student sub-groups achieve adequate yearly progress.

Demonstrated ability to analyze student performance data and recommend appropriate intervention strategies. Ability to critically observe teacher performance and provide feedback relative to increasing student engagement. Demonstrated behaviors related to each of the essential performance criteria for the position of a Florida School Leader as follows: Student Learning Results, Student Learning as a priority, Instructional Plan Implementation, Faculty Development, Learning Environment, Decision Making, Leadership Development, School Management, Communication, and Professional and Ethical Behaviors in relation to performing the major functions and tasks of the principal. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Master's degree from an accredited educational institution, with certification as a School Principal. Proven success in leading Principals. Experience as a School-based Administrator is preferred.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the District. Opportunity to make decisions without supervision. Responsible for work outcomes and results. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds. Requires travel to schools and work sites within the District.

Local Code: 9973  
EEO5: 3  
Approval Date: 2009-04-28  
Date Last Revised: 2013-08-27

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*