

Position Description

SIG Cohort 4 Continuous Improvement Director

Background

Florida's statewide system of differentiated accountability (DA) includes five regional teams who provide on-the-ground support to Priority and Focus schools and their districts. Each team is led by a regional executive director (RED), who is a highly-experienced practitioner responsible for building and maintaining relationships with superintendents and district leads in order to facilitate an environment where the regional teams are received as supportive partners in the work of school improvement. The RED builds a team of specialists through prudent hiring, effective coaching and mentoring; and coordinates, monitors and evaluates the efforts of the team to ensure effective, efficient support and alignment to the mission and vision of the FDOE.

Hiring Process

The CID will be a full-time, district-level employee of the district and also a full member of the Differentiated Accountability (DA) regional team in the respective region. The district will collaborate on the hiring process and delegate supervisory and performance evaluation authority to the respective regional executive director (RED).

The CID will be selected by a hiring committee consisting of one school representative, one LEA representative from the office responsible for SIG and/or turnaround implementation, one SEA representative from the Bureau of School Improvement (BSI), and one regional team member from another region, and be headed by the supervising RED.

This structure will provide the following benefits:

1. Using a uniform interview and selection process will ensure consistently high standards in the selection of CIDs across the cohort.
2. As a full member of the district SIG team, the CID will have ongoing access to the school site and district leadership, providing the CID with the context needed to document the implementation and lessons learned with accuracy, empathy and sufficient detail.
3. The proposed supervisory structure prevents the conflict of interest that might arise from otherwise reporting directly to a district lead, which has been a barrier in prior SIG cohorts. Reporting to the RED will give the CID the flexibility needed to document the full story behind the implementation as well as engage in supportive but courageous conversations with district leadership when changes are needed to improve or sustain performance.
4. As a full member of the regional team, the CID ongoing access to other CIDs working with SIG-awarded schools in other districts, as well as the opportunity to observe and learn from field team members and BSI staff who are working with turnaround schools that are not receiving SIG funding, creating a natural network for sharing and collaboration across the state.

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Primary Responsibilities

Reporting to the RED, the Continuous Improvement Director (CID) will build district and school capacity to manage performance in School Improvement Grant (SIG) 1003(g) awarded districts by:

- Supporting day-to-day implementation of the SIG plan to promote fidelity and enhance effectiveness
 - Seek to learn and understand the context and unique needs of the district and school(s) as an embedded observer of professional development, district and school leadership team meetings, common planning time, student enrichment activities, parental and community engagement events, data reviews, instructional reviews, and learning walks
 - Coach district in documenting SIG implementation to ensure lessons learned are captured in a format that is meaningful and useful to the school(s), district, Florida Department of Education (FDOE) and U.S. Department of Education (USED)
 - Assist district in analyzing collected documentation and data at specified checkpoints to determine whether plan is being implemented as intended and having desired impact
 - Acquire deep understanding of the SIG plan(s), advocate for the fidelity of the plan, facilitate problem solving when needed to refine the plan, and help the district determine when an amendment is necessary
 - Assist district in maintaining alignment of plans (e.g., district improvement and assistance plans [DIAPs], school improvement plans [SIPs], turnaround option plans [TOPs], federal program applications)
 - Help district understand required procedures and timelines for completing SIG deliverables and submitting amendments to ensure continued funding
- Sharing lessons learned for sustainability and scalability
 - Make connections and promote collaborative relationships between FDOE, DA regional team members, district(s) and school(s)
 - Acquire and maintain knowledge of the 5Essentials framework and tenants of continuous improvement
 - Collaborate with other CIDs and REDs to plan and execute regional or statewide meetings, workshops and professional development for SIG districts and schools

This position will require local and overnight travel.

Desired Characteristics

- Servant leader
- Growth minded
- Student centered
- Respectful of all
- Analytical thinker
- Data-driven problem solver
- Active listener
- Clear writer and speaker
- Diplomatic
- Organized

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Continuous Improvement Director Job Description

Required Education and Experience

- Master's or doctoral degree (from an accredited institution) in education or related field with coursework in qualitative research
- Professional experience working on a district or school leadership or state school improvement team
- Professional or academic exposure to the conditions needed to accelerate and sustain school improvement
- Experience with a wide range of quantitative and qualitative methodologies, including journaling, and a working knowledge of analysis software
- Experience with strategic planning and project management