

## SCHOOL IMPROVEMENT OFFICER

### Purpose Statement

The job of School Improvement Officer is done for the purpose of planning, organizing, supporting and managing the instructional and operational functions of schools or assigned departments and programs. Provide leadership, direction and supervision to the site principals and other assigned staff.

### Essential Functions

- Provide leadership, direction, support and accountability to principals to ensure that instructional and curricular programs approved by the Board of Trustees are fully and appropriately implemented in all assigned schools.
- Evaluate the performance of principals at designate sites; review performance evaluations of assistant principals, teachers and other site staff; provide mentoring, coaching, counseling and assistance as required, assist in the employment, observation, and evaluation of other site certificated and classified staff as appropriate.
- Work with principals to ensure effective utilization of all funds allocated to sites.
- Supervise, train and evaluate the performance of principals for all assigned district schools based on campus performance, academic growth and operations management.
- Plan, direct, and coordinate, with site principals, comprehensive articulation between programs and between school levels within a designate area; initiate plans and implement activities designed to make schools more effective and efficient.
- Provide professional and leadership development to principals and other leadership teams.
- Provide coaching, counseling and assistance to site administrators with management issues, including those related to the operation functions of building maintenance, finance, human resources, transportation and nutritional services.
- Address and resolve conflicts that are referred from other schools; assist in facilitating communication within the district senior management team; work collaboratively with other School Improvement Officers.
- Ensure compliance of assigned schools with all pertinent federal and state regulations and requirements related to school operations; plan and organize methods and procedures for disseminating information on district-wide policies and procedures related to operational issues.
- Initiate and maintain ongoing and effective communication with community and parents regarding student achievement and school program; support parent outreach programs and strategies to engage parents in student learning.
- Review informal and level-one formal grievances originating within assigned schools and make recommendations to site principals and/or labor relation as to resolution.
- Direct and/or provide the preparation and maintenance of a variety of records and reports.

- Prepare and present reports to the Board of Trustees; confer with District Leadership to clarify pending issues and recommend appropriate action.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Ensure effective two-way communications are maintained with parents, students, community, and district office staff.
- Attend and conduct a variety of meetings as assigned
- Identify and recommend site administrative personnel through the board-approved recruitment and selection process.
- Supervise and evaluate the performance of assigned staff.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: leadership; developing effective working relationships; operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program activities; preparing and maintaining accurate records; and administering policies and procedures.

KNOWLEDGE is required to compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: organizational development principles and practices; applicable sections of California Education Code and other applicable codes, laws, rules, and regulations related to assigned activities; programs and issues that affect district schools; public education systems and county and community resources and agencies; techniques and strategies for managing a large, diverse organization; district curriculum and school instructional programs; pertinent laws, codes, policies, and/or regulations; programs and issues that affect district schools; effective staff development programs; standard business practices; basic budgeting; and contract administration and communications systems.

ABILITY is required to organize a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Ability to provide assistance to support instructional programs and operations in district schools. Ability to provide leadership, direction and accountability in the administrative and instructional functions of the district. Ability to analyze problems, make decisions, and be responsible for those decisions. Maintain current knowledge of applicable provisions of federal, state, and district laws, rules and regulations. Provide accountability and support to the instructional programs and operations for District schools. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working

with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is continual opportunity to significantly impact the Organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

### **Physical Requirements**

Hearing and speaking to exchange information and make presentations; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

### **Education and Experience**

A master's degree in education leadership or related field is required. A Minimum of five years of leadership in a school district or a large and complex organization. Knowledge and experience as an instructional leader and school operations is highly desirable.

### **Required Testing**

None Specified

### **Certificates Required**

California Teaching Credential  
California Administrative Services Credential  
Valid Drivers Licenses

### **Continuing Educ./Training**

None Specified

### **Clearances**

Pre-placement Physical Exam; TB Clearance; and  
Criminal Justice Fingerprint/Background Clearance

*Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410*