SCHOOL IMPROVEMENT ADMINISTRATOR

QUALIFICATIONS:
   Master’s Degree
   State of Indiana principal license
   Experience as a building principal
   Experience working with children and families in poverty
   Experience working with special education

REPORTS TO:
   Assistant Superintendent for Curriculum and Instruction

SUPERVISES AND EVALUATES:
   Fairview administrators and staff in conjunction with the Superintendent

POSITION GOAL:
   (1) To provide the Fairview principal and staff with the needed support to focus on instructional leadership.
   (2) To assist with any learning program designed to close the achievement gap for students.

PERFORMANCE RESPONSIBILITIES

Consultation
   1. Consults in an on-going manner with respect to the role of monitoring classroom instruction to insure a guaranteed and viable curriculum rooted in the Indiana Academic Standards and Indicators.

Collaboration
   2. Collaborate with and advise the Fairview Leadership Team.

Evaluation
   3. On-going consultation with the principal, Assistant Superintendent for Curriculum and Instruction, and Superintendent with respect to the evaluation of the professional staff and the role of evaluation as a professional growth experience.

PBS Program Implementation
   4. Reviews, Revises, and supports the implementation of the School Wide PBS plan; monitors student behavior and referrals to the office.

Title I
   5. Maintains compliance issues with Title I with a focus on School Improvement.
Personal Relationships
6. Develops personal relationships that promote collegiality and encourage team-building among the teaching faculty and administration. Motivate faculty and staff. Develop effective relationships with families and community.

Articulation
7. Meets with the Assistant Superintendent for Curriculum and Instruction on a bi-monthly basis to insure articulation, coordination, and direction.

Leadership
8. Monitors classrooms and leadership practices that promote teaching and learning.

Support
9. Supports the efforts of the principal.

Communication
14. Serves as a direct line of communication with the MCCSC central office.

Data and Assessment
16. Monitors and interprets student data on a regular basis.

Public Relations
19. Serves as a liaison between Fairview and the community at large.

Other
21. Performs other duties as may be assigned by the Assistant Superintendent or the Superintendent of Schools.

Work Year/Compensation
22. The work year and compensation shall be established in the administrators’ salary schedule for the Monroe County Community School Corporation.

Adopted 7/11/08