

District Coordinator of School Improvement (DCSI) Job Description 2013-2014

Overview

Each LEA will designate a district level coordinator to serve as a support and liaison to campuses in the school improvement process, and serve as a key member of the district leadership team responsible for overseeing district-level accountability and conducting performance-based monitoring interventions. The responsibilities of this person will, as appropriate, include: serving as a member of the campus intervention team (TEC §39.106)*; overseeing the school improvement process; ensuring responsiveness of LEA offices to improvement efforts; providing a direct line of communication to the superintendent and other critical LEA-level leaders, TEA and TCDSS. Throughout the duration of the required improvement interventions, the DCSI will assist in eliminating any LEA-level barriers that may hinder improvement, and serve as a resource and mentor to administrators and campuses engaged in monitoring progress.

Characteristics of an Effective DCSI

- Expertise in planning, implementing, and managing improvement efforts at the campus and/or LEA level
- Invested
 - Views this role as an integral part of his/her responsibilities
 - Feels responsible for the success of campuses and/or the LEA in improvement
 - Supports all components of Texas Accountability and Intervention System (TAIS)
- Has a direct line of contact with the superintendent and other critical district personnel
- Has authority to influence central office departmental procedures
- Has successful leadership and management experience
- Views self as a positive change agent
- Strong communication skills

Roles and Responsibilities of DCSI

- Ensure the participation of all relevant staff in the improvement process
- Ensure campuses are provided operational flexibility
- Ensure effective implementation of all components of the TAIS process
- Monitor the progress of improvement plans
- Extensive knowledge of data analysis and process monitoring
- Effective and frequent communication with campuses in improvement
- Regularly scheduled meetings with the improvement campuses
- Remove LEA barriers that may hinder the improvement process
- Provide support and feedback to the principal as needed or requested
- Take an active role in problem-solving with the campus leadership team(s)
- Attend campus leadership meetings regularly or coordinate the work of other district personnel who are responsible for attending campus leadership meetings.
- Assist in the replacement of ineffective staff and the recruitment and retention of effective staff
- Assist in efforts to increase community and parental involvement
- Knowledge of all school improvement requirements
- Partner with campuses to generate a positive school culture
- Attend required training
- Knowledge of board policy
- 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.
- For the purposes of uploading information into ISAM, the DCSI should be entered on the district contacts page. If DCSI is also providing direct support to a campus, the DCSI should be entered on that campus' page. For larger districts with a support team, the DCSI should be entered on the district page, and the district support team members will be entered onto the page of the specific campus they represent.

Characteristics of the District Support Team

- Invested
 - Views this role as an integral part of his/her responsibilities
 - Feels responsible for the success of campuses in improvement
 - Supports all components of the Texas Accountability and Intervention System (TAIS)
- Has a direct line of contact with the superintendent or DCSI, and other critical district personnel
- Has authority to influence central office departmental procedures

**If the DCSI is a member of the campus intervention team, the district recommends a DCSI in ISAM for TEA approval.*

<ul style="list-style-type: none"> • Has leadership and management experience • Views self as a positive change agent • Effective communication skills
Roles and Responsibilities
<ul style="list-style-type: none"> • Ensure campuses are provided operational flexibility • Ensure effective implementation of all components of the TAIS process • Monitor the progress of improvement plans • Extensive knowledge of data analysis and process monitoring • Effective and frequent communication with campuses in improvement • Regularly scheduled meetings with the improvement campuses • Remove LEA barriers that may hinder the improvement process • Provide support and feedback to the principal as needed or requested • Take an active role in problem-solving with campus leadership teams • Attend campus leadership meetings regularly. • Coordinate with and provide updates to the DCSI • Assist in the replacement and recruitment of qualified staff • Assist in efforts to increase community and parental involvement • Knowledge of all school improvement requirements • Partner with campuses to generate a positive school culture • Attend required training

**If the DCSI is a member of the campus intervention team, the district recommends a DCSI in ISAM for TEA approval.*