

## District Coordinator of School Improvement Job Description 2016-2017

### Overview

District coordinators of school improvement (DCSIs) are district-level leaders designated by a district to ensure support for the academic achievement of low-performing campuses. DCSIs oversee the implementation of all district-level accountability and/or Performance-Based Monitoring Analysis System (PBMAS) intervention requirements and serve as a key member of the district leadership team (DLT). A DCSI is a required member of the campus intervention team (CIT) assigned to campuses with low performance in the state accountability system as stipulated in Texas Education Code (TEC) §39.106(a) and/or serves to support priority schools identified under the USDE flexibility waiver. The DCSI should be in a leadership position in school improvement, curriculum and instruction, or in another position with responsibility for student performance.

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.

### Characteristics of an Effective DCSI

- Possesses expertise in planning, implementing, and managing improvement efforts at the campus and/or district level.
- Has the time to effectively fulfill this role as an integral part of his/her responsibilities.
- Accountable for the success of campuses and/or the district in improvement.
- Supports all components of the Texas Accountability 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.
- Understands current state accountability systems, federal requirements, and PBMAS.
- Is a positive change agent. Uses failures as opportunities, and celebrates success.
- Maintains results-orientation. Promotes the achievement of goals in a spirit of collaboration.
- Practices strong communication skills.
- Skilled in data and root cause analysis.

### Roles and Responsibilities of DCSI

- Partners with the professional service provider (PSP) to improve student performance that results in positive change in the campus and/or district accountability ratings or PBMAS staging.
- Ensures the participation of all relevant staff in the TAIS continuous improvement process and, if applicable, additional intervention requirements.
- Ensures campuses are provided operational flexibility.
- Ensures effective implementation of all components of the TAIS continuous improvement process.
- Monitors the progress of targeted improvement plans. Facilitates the analysis of qualitative and quantitative data to make conclusions and take timely actions toward meeting annual goals.
- Possesses extensive knowledge of data analysis and process monitoring.
- Effectively and regularly communicates and meets with staff of campuses identified for improvement and/or DLT members.
- Removes district barriers that may hinder the improvement process.
- Provides support and feedback to the principal as needed or requested.
- Takes an active role in problem-solving with campus and/or district leadership teams.
- Attends campus and/or district leadership meetings regularly or coordinates the work of other district personnel who are responsible for attending campus/district leadership meetings.
- Assists principals in maintaining effective staff.
- Assists in efforts to increase community and parental involvement.
- Has knowledge of all school and/or district improvement requirements.
- Partners with campus staff to generate a positive school culture.
- Attends required TEA trainings.
- Has knowledge of board policies and procedures.
- Ensures that all campus and/or district documentation is reported to the Texas Center for District and School Support and the Texas Education Agency through the Intervention and Stage Activity Manager (ISAM) in a timely and concise manner.

*For the purposes of uploading information into ISAM, the DCSI should be entered on the district contacts page. If the 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 pages of the specific campuses they represent.*