District Coordinator of School Improvement Job Description 2015-2016

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/or 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
- Views this role as an integral part of his/her responsibilities
- Feels responsible 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 and federal accountability systems and PBMAS
- Views self as 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

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 frequently communicates with campuses identified for improvement and/or DLT members
- Regularly schedules meetings with campus staff 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 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.