



An Equal Opportunity Employer

Flint Community Schools

Human Resources

Employee Job Description

Job Title: School Improvement Coordinator

Job Summary:

The School Improvement Coordinator works collaboratively with the building's school continuous improvement team and Principal to provide academic support for the teaching staff, implementing the best practices of instruction that utilize state and local assessment data. The School Improvement Coordinator is instrumental in shaping the educational environment, supporting staff, and fostering student achievement.

Essential Functions (May include, but not limited to):

1. Monitor curriculum including instructional program, advanced programming, and college and career readiness.
2. Mentor the school's continuous improvement leadership team members in process of developing measurable and sustainable improvement plan.
3. Provide feedback for instructional decision-making and to monitor student learning.
4. Support the development of data driven tools and mechanisms to assess continuous improvement strategies' implementation and impact.
5. Assist teachers in process of administering and interpreting assessment data to improve student achievement in a timely manner.
6. Provide professional development opportunities including professional learning communities (PLC), coaching, modeling, planning support, aligned with building continue improvement plan (CIP) and District strategic goals.
7. Provide feedback to teachers based on classroom observations and evaluations.
8. Collaborate with the building principal, district support staff, and teacher leaders to oversee and ensure effective implementation and monitoring of the CIP.

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9. Work with the building principal and teacher leaders to develop, disseminate information on, implement, and monitor the school Title I Budget.
10. Monitor the performance of targeted at-risk students focusing on academic achievement, attendance, and behavior, and ensuring that appropriate interventions are in place.
11. Collaborate with school administration to maintain accurate records and data documenting all activities, services provided, and progress toward school improvement goals.
12. Supports paraprofessionals and other instructional staff, providing guidance and professional development to enhance their roles in support student learning.
13. Perform other duties as assigned.

Qualifications:

Education:

Master's degree in the field of Education is required. Valid Michigan Secondary Teacher certification for placement in high school or middle school level required. Valid Michigan Elementary Teacher certification for placement in elementary school level required. State of Michigan School Administrator Certification required (see note below).

**NOTE: Pursuant to MCL 380.1246 subsection (3), a person employed as a school administrator, after January 4, 2010, will have six months to enroll in a program leading to certification as a school administrator and three years to meet certification requirements.*

Per the School Administrator Certification Code, a person employed as a school administrator, whose primary responsibility is to administer instructional programs, must hold a valid Michigan School Administrator Certificate or work under a valid school Administrator Permit. Administrators not possessing a School Administrator Certificate at time of hire must obtain annual School Administrator permit and demonstrate progress toward certification.

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Experience:

Minimum of 5 years of successful certified teaching experience at a level appropriate for corresponding building placement (elementary versus secondary) is required. Minimum of 2 years of experience in an educational leadership role is preferred. Minimum of 2 years of experience as an academic coach, instructional specialist, or curriculum coordinator is preferred. Experience in grant management and data interpretation and analysis preferred.

Skills/Other:

Understanding the role of Title I and Continuous Improvement in K-12 education. Exemplary presentation skills, organizational skills and communication skills, including speaking, listening, technology, and writing. Demonstrated knowledge of curriculum and instruction. Demonstrated knowledge of current educational research and ability to translate into classroom and school practice. Evidence of skills analyzing and interpreting student achievement data and utilizing that data to increase student achievement. Experience in using data to drive organizational decision making. Skill as a team member and with motivating others to higher levels of performance. Highly effective leadership and problem-solving skills.

Other Requirements:

Residence within a 60-mile radius of the borders of the district is required; residence within the City of Flint preferred. Must comply with the Student Safety Initiative Legislation, as amended. Newly hired staff are required to successfully complete the following pre-employment screenings: 1) Physical examination by a licensed healthcare provider, 2) Criminal background check, including national and local clearance 3) 5-panel drug screening to ensure drug-free workplace.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Special Job Considerations:

Certification: Required

Type of Certification: State of Michigan School Administrator certification, Michigan Teacher Certificate (Secondary or Elementary, depending on building placement)

Bargaining Unit: Congress of Flint School Administrators

Salary Schedule: Secondary: 220 days. Elementary: 211 days.

Immediate Supervisor: Building Principal

Physical Demands: Sedentary Work (see U.S. Department of Labor Guidelines)

Date: 1/9/2025

TM: tvs

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of race, color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs

923 E. Kearsley Street • Flint, Michigan 48503-1974 • (810) 760-1218

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