

Position Title:	Regional Lead - K-12 Continuous LEA/School Improvement	Code:	
Department:	Executive Director's Office – Statewide Projects Team	Group:	Act 93, Zone 29
Reports to:	State Lead for K-12 Continuous LEA/School Improvement	Date:	March 2025

PURPOSE OF POSITION:

Provide critical leadership and expertise in the development, delivery and continuous improvement of statewide services for Pennsylvania's Statewide System for LEA and School Improvement for schools, which have been identified in need of Comprehensive Support and Improvement (CSI). This work will be done in partnership with the Pennsylvania Department of Education (PDE) executive leadership, PDE program offices, IU Project Partners, state project team members, LEA/district executive leadership and school leadership teams at the request of PDE and in the context of Pennsylvania's Plan for Every Student Succeeds Act (ESSA).

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high-quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high-quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
 - ***professional and courteous verbal and nonverbal communication***
 - ***proactive problem solving***
1. Provide responsive, differentiated supports to schools, LEAs/districts, Intermediate Unit Improvement Teams, and others who serve schools designated for Comprehensive Support and Improvement (CSI), through identification of needs and utilization of various tools including (but not limited to) the use of the Data Dashboard, LEA/school case management model, and the School Turnaround Competencies.
 2. Support the agenda and focus of the accountability and quality monitoring routines for supports to the schools and the state team in consultation with the state project team and senior leadership team at the Pennsylvania Department of Education to ensure effective progress monitoring of the continuous LEA and school improvement initiatives.
 3. Support the implementation of the Intermediate Unit Improvement Team model by identifying the specific needs of assigned LEAs and schools through the CSI improvement process with LEA/district and other school leaders,
 4. Provide feedback and employ ongoing communications to School Improvement Facilitators (SIFs). This includes development of a communication system for the SIF supporting each school.
 5. Communicate resources available on the Continuous Improvement website and ongoing opportunities from PATTAN, IUs, PDE, LEAs within PDE's Statewide System of Support, other statewide organizations, as well as opportunities with other PDE/state teams (CDT, PVAAS, etc.) which focus on displaying and communicating high quality resources, supports, tools, professional development materials and learning opportunities as the point of contact for the CSI schools/LEAs/district and Intermediate Unit Improvement Team members.
 6. Provide expertise both internally and throughout the statewide network as well as in collaboration with support teams at other federally designated schools/LEA's, in informing the development, shaping, and

This is not a complete itemization of all facets of this position.

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refinement of new and ongoing services, supports, tools, resources, projects, and professional learning opportunities to meet the needs of LEAs/districts and schools.

7. Support administrators of LEA/districts and schools, and school teams in the implementation of Pennsylvania's Cycle of LEA and School Improvement to build the capacity for improvement at the LEA/district and school levels. This includes co-facilitating supports for school and district level improvement cycles in coordination with the state team, PDE executive leadership, as well as the Intermediate Unit Improvement Teams.
8. Serve as the state team point of contact for each respective LEA with a CSI school, the respective CSI school(s) themselves and the Intermediate Unit Improvement Team for the identified school(s) to build capacity of staff for continuous improvement by providing resources, tools, supports, and collaborative learning opportunities in the context of LEA/district empowerment and accountability.
9. Attend trainings and conferences for professional learning related to the PDE LEA and School Continuous Improvement initiatives, stay informed regarding state-of-the art evidence-based practices, and present state project work/results as requested by and in coordination with PDE.
10. Provide support to, and work with, PDE's Federal Programs and other PDE Program Offices on matters including, but not limited to, school improvement planning, implementation, and technical assistance.
11. Adheres to the established work schedule through regular and consistent attendance.
12. Performs other related duties as necessary.
13. Contributes to the effective team management of all problems, issues, and opportunities.
14. Follows all federal, state and local laws/ requirements pertaining to privacy practices, including but not limited to, FERPA and HIPAA. In addition, knows, observes and adheres to all LLIU policies and procedures.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

Education required: Master's Degree in Education or related field

Experience required: 5 years of experience in a related field. A deep understanding of the context and needs of CSI schools.

Other qualifications:

- Broad knowledge of federal and state laws and regulations and public policy with regard to ESSA
- Strong oral presentation skills; effective written communication skills
- Work experience in the dynamic environment of state, IU, and school district organizations
- Ability to prioritize and work independently with direction from PDE and IU state project leadership
- Ability to lead, manage and flexibility adjust project plans for a large-scale PDE statewide project based on the needs of PDE and CSI Schools and their respective LEAs.
- Effective use of a range of technologies to leverage project and project/systems communications and services to PDE LEAs/districts, CSI Schools and Regional Improvement team members.
- Ability to work with varied constituencies and multiple demands
- Valid PA driver's license and use of personal vehicle is required

This is not a complete itemization of all facets of this position.

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SUPERVISION OF PERSONNEL:

N/A

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities: Sit: 40%
Walk/stand: 30%
Driving to other locations: 30% Travel to LEAs and schools within the state required.

Lifting: Up to 20 lbs. - Lifting of light boxes and office material (unless otherwise noted below)
Occasional lifting of 40-50 lbs.

Vision: Close concentration; frequent viewing/use of computer screen

Mental Demands: Decision-making, interpret, analyze, and problem solve; Systems thinking, develop systems, implement services, problem-solve project/service implementation, sensitive communications

Environment: School, office and virtual settings. Statewide travel required.

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