

**POSITION:** School Improvement Coordinator - (Secondary Focus)

**REPORTS TO:** Assistant Superintendent of Secondary Curriculum & Operations

**MINIMUM QUALIFICATIONS:**

1. Master's Degree, Michigan Teaching Certificate and four (4) hours of college preparation in School Administration or Curriculum, or equivalent.
2. Minimum of five (5) years of successful teaching preferred secondary experience.
3. Demonstrated leadership qualities (over a significant period) especially with adult learners.
4. Such alternatives to the above qualifications as the Taylor School District may find appropriate and acceptable.

**DESIRED QUALIFICATIONS:**

Demonstrated skills in the following areas:

1. Experience teaching at least one core area: ELA, Mathematics, Science or Social Studies
2. Leadership, management and supervision in curriculum and educational planning
3. Effective communication skills
4. Administration and organization methods
5. Use of technology to aid teaching
6. Theoretical and behavioral science methods
7. Research and design methods related to student/teacher performance
8. Staff development and improvement
9. Developing training and in-service programs
10. Current community, public and governmental affairs and their impact upon the school system's plans and operations
11. Knowledge and experience with State and Federal Programs
12. Data analysis and program design
13. Knowledge and experience of professional coaching and PLC development
14. Experience with core curriculum integration
15. Knowledge and experience with MTSS: Tier 1, 2 and 3 instruction
16. Experience and data study/analysis of District and State testing results

Possess Personal and Professional Qualities, such as:

1. Being well-adjusted at working with all segments of staff and community
2. A high standard of personal and professional integrity
3. Personal initiative with sufficient energy and perseverance to accomplish District objectives
4. Work effectively and cooperatively with all staff personnel

**DUTIES, RESPONSIBILITIES AND EXPECTATIONS:**

Under the supervision of the Assistant Superintendent of Curriculum, the School Improvement Coordinator – will have the following duties and responsibilities:

1. State and Federal Programs: Assist in the development, implementation and evaluation of School and District improvement plans
2. Coordinator for District Teams, such as PreK-12, ECT/SCT, ICC, DSSC-Provide support for team

in the development of curriculum, instructional strategies and assessment; recruit members, plan meetings, set agendas, publish minutes

3. Professional Development for all content areas
4. Coordinator, writer and editor for new grant opportunities
5. Professional Coach K-12 for Train the Trainer Model
6. Provide leadership to all stakeholders regarding District and State assessment
7. Align all programs K-12 regarding District and State assessment
8. Coordinate the annual report data for the District and K-12 buildings
9. Plan and monitor a budget for each area of responsibility
10. Evaluate and inventory curriculum and testing materials
11. Keep abreast of current best practices and research in responsibility and staff development. Approaches include workshops, conferences, seminars, professional memberships etc.
12. Provide reports on a regular basis to the Board of Education, Central Office, District School Improvement Team and all other curriculum teams
13. Assignments and Special Projects as assigned

### **BASE RATE OF PAY:**

Per TACSA Contract (CC) (2024-2025) - \$83,768 - \$95,472 with benefits (198 days per year)

***ONLY THOSE CANDIDATES WHICH PROVIDE THE REQUESTED INFORMATION WILL BE CONSIDERED.***

### **APPLICATION PROCEDURE:**

You must provide your letter of interest, resume and photographic evidence of meeting the minimal qualifications i.e. copies of diplomas, educational transcripts, certifications and licensure via AppliTrack at:

<https://taylorschooldistrictmi.sites.thrillshare.com/page/employment-opportunities>

**All materials received relative to this posting become property of the Taylor School District.**

### **NOTICE OF NON-DISCRIMINATION**

The Taylor School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity, age religion, height, weight, marital status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.