

School Improvement Specialist (1)

The role of the School Improvement Specialist is to develop data weekly reporting analyses and provide trainings to the Thornwood High School Leadership Teams; collaborate and work with all building stakeholders to ensure continuous improvement efforts are aligned with the district's vision, goals and are in the best interest of students; assist in the development of strategy to engage schools in plan development through implementation, oversight, and progress monitoring; communicate the vision for continuous improvement, required deadlines, and ongoing progress monitoring strategies to school leadership teams.

Responsibilities

- The school improvement specialist has a primary focus on supporting Thornwood High School with support the school in reaching its SIP goals within the Vision.
- Due to loss of learning, weekly progress reports aligning with formative and summative data.
- This position will be responsible for developing materials, resources and presentations that will assist building leaders with school improvement plan development and progress monitoring process, ensuring compliance with all state, district, and/or federal requirements.
- Collaborating with the school teams, the School Improvement Specialist will work in conjunction with the development and training for school improvement requirements.
- Additionally, the School Improvement Specialist will be responsible for guiding stakeholders in meaningful, data-driven decision-making processes, including leading the development of relevant school and District specific supplemental data analyses.
- Collaborates with all levels within school teams to ensure continuous improvement efforts are aligned with the district 205's vision, goals and are in the best interest of TW students.
- Assists in the development of strategy to engage TW in plan development through implementation, management, and progress monitoring.
- Communicates the vision for the SIP continuous improvement, required deadlines, and ongoing progress monitoring strategies.

- Develops a plan for communication using multiple mediums including updates and regular memos.
- Creates data analysis reports to support school teams with using school TWs data effectively as required by federal programs.
- Develops data reporting guides and provide training to school teams on how the school data can be used most appropriately.
- Ensures that all needed data is available for data analysis reporting purposes.
- Maintains flexibility to pivot and shift priorities as needs arise within the school and district in support of key district initiatives.
- Other duties as assigned.

QUALIFICATIONS: Bachelor's degree from an accredited college or university required, Master's preferred.

- Minimum of three (3) years of relevant professional experience including the management/coordination of continuous improvement processes and the use of problem-solving models (i.e., SIS, Excel, SPSS, PowerSchool)
- Experience coaching individuals to help impact personal and/or project development and outcome.
- Ability to use project management skills and tools to plan, execute and evaluate a project with internal and external stakeholders.
- Strong analytical, organizational, interpersonal, and diplomacy skills
- Ability to work independently and manage multiple **work** streams while balancing competing priorities with a high level of attention to detail.
- Strong verbal and written communication skills, including the ability to create communication documents for a wide range of audiences.
- Ability to analyze, synthesize and interpret data sets, identify issues and opportunity, monitor effectiveness of implementation, and adjust accordingly.
- Capable of maintaining flexibility and functioning effectively in ambiguity
- Capable of receiving, internalizing, and responding to feedback from department/senior leadership, manager, colleagues, and external partners

Criminal Justice fingerprint clearance Terms of Employment:

This is an ESSA funded Position.

This position ends June 30, 2027