

TITLE: School Improvement Plan Coordinator

QUALIFICATIONS:

1. Florida teaching certificate.
2. Current employee of the school district.
3. Prior involvement with the School Advisory Council (SAC).
4. Ability to organize and facilitate meetings
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal/Director or designee

JOB GOAL: To coordinate the development and implementation of the SIP

ESSENTIAL FUNCTIONS:

1. Provides leadership for the writing and implementation of the School Improvement Plan.
2. Attends training opportunities as related to the SIP
3. Assists SAC Chair in assuring that membership is in compliance with State Statute and District Policies.
4. Provides leadership to the SAC in its advisory role to the principal regarding the development of the school budget as it relates to the SIP.

OTHER RESPONSIBILITIES:

1. Assists SAC Chair in providing orientation training to new School Advisory Council members.
2. Conducts a mid-year review as needed.
3. Assists SAC Chair to ensure that meeting minutes are distributed to SAC members, appropriate school staff and other parent groups as appropriate.
4. Performs related work as required. (Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)
5. Adheres to school district policies and procedures.

PHYSICAL REQUIREMENTS:

This position requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Dates for work year based on the district's school calendar. Work year will be 196 days and a supplement to be determined by the Instructional Supplemental Salary Schedule B of the Teacher/District Contract.

ASSESSMENT:

The principal/director or designee will assess the effectiveness of the SIP chairperson annually with respect to the performance of the essential functions.

Adopted: 05-30-2002

Revised: 05-08-2007