



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: School Improvement Specialist

Supervisor: Superintendent

Qualifications:

- WV Professional Administrative Certificate
- Master's Degree Required
- WV Professional Teaching Certificate
- Knowledge of/Experience in School Improvement
- Five years of successful administrative experience
- Knowledge of Federal Program Administration
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

Job Goals:

Collaborate with school and district staff to enhance teacher effectiveness and increase student achievement.

Duties/Responsibilities:

- Supports the goals, objectives, strategies and programs of the district.
- Serves as a communication link between the district and school sites
- Develops and/or provides professional development
- Disseminates and discusses pertinent information to/with site administrators and/or teachers
- Assists with the development, implementation, monitoring and evaluation of the school's improvement plan
- Assists and supports staff in providing effective instruction and improving student achievement
- Coordinates and provides on-site professional development
- Attends site-based leadership team, grade-level, and/or staff meetings
- Assists staff with the understanding and interpretation of assessment data to inform instructional decisions
- Assists with coordination of parental involvement meetings, workshops, family academic events, curriculum nights