

SREB Director Position

State Project Director of Florida Schools of Innovation and Improvement (FLASII) – a joint project between the Florida Department of Education (FDOE) and the Southern Regional Education Board (SREB)

Application Deadline: June 23, 2009

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Salary Range: \$60,000 to \$80,000 for a 12-month performance period

The State Project Director will be a full-time, 12-month, position dedicated to the FLASII/SREB initiative. The position will report directly to the Deputy Chancellor of School Improvement and Student Achievement. In collaboration with the Deputy, the person in the position will coordinate all activities between the FDOE, SREB, and the participating schools in the network. The position will be responsible for all facets of implementing, administering, supervising, and evaluating all project activities and objectives. Specific duties include:

1. Managing the FLASII/SREB project and submitting reports as required
2. Supervising staff assigned to the project and performing activities required to accomplish all project outcomes
3. Working with SREB and districts to establish benchmark indicators for implementation of the interventions
4. Working with SREB and district coaches to support schools in implementing the major interventions with fidelity
5. Assisting schools to streamline state and SREB reporting
6. Providing leadership for school Technical Assistance Visits (TAVs) and Reviews
7. Developing TAV reports that will become the basis of school coaching visits
8. Providing coaching to identified schools in Leon County School District
9. Providing staff to shadow SREB coaches in other districts
10. Assisting SREB in planning and disseminating information about upcoming professional development sessions
11. Assisting SREB in facilitating professional development sessions
12. Collaborating with other divisions within FDOE to implement the SREB School Leadership project
13. Providing networking opportunities for local teams – composed of superintendents, district coaches, high school and middle grades school leaders, SREB leaders, and state leaders to discuss progress, identify challenges, and formulate actions to address those challenges
14. Working with Deputy Chancellor of School Improvement and Student Achievement to align the priorities and activities of the FLASII/SREB project with Differentiated Accountability (DA)
15. Assisting schools to understand and implement the alignment of the FLASII/SREB project with School Improvement Plans (SIPs) and with DA
16. Overseeing the collection and analysis of project data and uses data for planning and evaluation
17. Completing the bi-weekly senior management report, as requested
18. Maintaining accurate budgetary records and control of program invoices, including developing project budgets for upcoming years
19. Serving as liaison between the FDOE, SREB, and public schools to facilitate project success
20. Scheduling and facilitating meetings with advisory groups, schools teams, SREB staff and maintaining an effective working relationship with all stakeholders
21. Developing and distributing information as appropriate for FLASII/SREB parents, school personnel, community groups, and others as appropriate

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The following minimum training and experience requirements are necessary for a position as State Project Director:

Masters Degree or certification in Educational Leadership.

- At least one year as a principal in a low-income secondary school
- At least five years experience in any combination of the following: district administration, assistant principal, or teacher

Priority will be given for:

- Effective school level administration that resulted in systemic change in student achievement
- District level administration directly involved in school reform
- Understanding of the culture and social conditions for lower performing, low-income schools
- Experience in curriculum development
- Experience in implementing a schoolwide reform agenda within a secondary school
- Experience in managing federal or state grants related to school reform
- Understanding of state and federal compliance and auditing procedures necessary to keep projects out of auditing exceptions

The knowledge, skills and abilities required to perform the duties and responsibilities of this position include:

Knowledge

- Knowledge of statewide school improvement efforts and programs
- Knowledge of district and school policies that affect student achievement
- Knowledge of the strategies for planning, implementing, and evaluating educational programs
- Knowledge of the strategies for planning, implementing, and evaluating federal grant programs
- Knowledge of federal and state compliance for projects being implemented with the program
- Knowledge of budgeting and assuring projects stay within budgetary parameters
- Knowledge of short and long-range student planning
- Knowledge of school level strategic planning
- Knowledge of Florida's Sunshine State Standards and Florida's Comprehensive Assessment Test
- Knowledge of the requirements of state statutes and State Board of Education Rules as they relate to student achievement, especially in lower performing schools
- Knowledge of High Schools That Work (HSTW) and Making Middle Grades Work (MMGW) school reform programs

Skills

- Must be proficient in human relations and interpersonal skills
- Must have a positive, outgoing, and highly motivated personality
- Must be proficient in written and oral communication
- Must be able to problem-solve and multi-task
- Must be able to negotiate difficult situations between all project stakeholders, if necessary
- Must be able to collaborate with district level personnel
- Must have a strong work ethic
- Must be an instructional leader with a record of improving student achievement in low-income schools
- Must be able to work independently, with limited supervision

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- Must be able to supervise the activities of on-site and off-site personnel to ensure the implementation of the Florida Schools of Innovation and Improvement program with fidelity
- Must be able to oversee the achievement of project outcomes in a timely fashion
- Must be proficient in the use of Microsoft Office Suite programs

Abilities

- Ability to coordinate and oversee all project activities between the FDOE and SREB
- Ability to work collaboratively with employees, school administration, and staff and maintain effective working relationships
- Ability to work collaboratively with employees and staff within the FDOE as necessary to set up processes and other procedures necessary to keep the project on task and on time
- Ability to train, supervise, manage, and evaluate personnel assigned to the position
- Ability to provide training to adult learners and other program stakeholders
- Ability to plan, organize, and coordinate work assignments of on and off-site personnel
- Ability to meet regularly with program coaches and state staff to assess progress and take any action necessary to keep the project on task and on time
- Ability to manage multiple assignments under tight timelines
- Ability to organize and present at school and state workshops
- Ability to communicate effectively both verbally and in writing
- Ability to develop reports and evaluate data related to the identified schools in the project
- Ability to present reports and other project findings to senior leadership at the FDOE, to the U.S. Department of Education, and/or the State Board of Education, as necessary
- Ability to perform administrative tasks in the areas of business and public relations, operations, program development, program implementation, and finance
- Ability to advocate, facilitate, and monitor the use of an integrated management system