

**Columbia Gorge Education Service District**  
Position Description

**Title:** Director of School Improvement  
**Department:** Administration  
**Supervised by:** Superintendent

**Position Purpose:**

Supports administration and fiscal management of the District's federal or title programs in compliance with federal regulations. Provides leadership in the coordination of district wide assessments and improvement planning.

**Core Job Functions:**

1. Guides the district's compensatory education program, which includes all Federal programs listed in any reauthorization of the Elementary and Secondary Education Act.
2. Coordinates, articulates, and is responsible for the writing and submission of the federal grants.
3. Collaborates in the development of the district's Continuous Improvement Plan
4. Develops and administers the federal programs budgets.
5. Directs the preparation of annual reports as required by state and federal programs
6. Serves as the liaison between the individual schools and other agencies on all projects of a joint community nature that are expected to involve the school and that can be federally funded.
7. Remains current on federal legislation and program requirements that impact district programs.
8. Collaborates with designated committees of work groups of teachers, principals, and laypersons in specific programs, projects, and/or courses of action.
9. Maintains an ongoing evaluation of the program's effectiveness and recommends adjustments and necessary changes.
10. Monitors statewide assessments including staff training and provision of relevant data to stakeholders.
11. Develops a balanced assessment system and calendar across the district.
12. Works collaboratively with district leadership to develop district and school level improvement plans.
13. Provides leadership in the alignment and selection of curriculum.
14. Provides leadership in the direction of district professional development activities for administrative, licensed and classified staff.
15. Attends monthly board meetings.
16. Communicates effectively with district staff and stakeholders.
17. Provides ongoing support to Professional Learning Communities.
18. Maintain regular on-time attendance

**Department Specific Responsibilities:**

1. Attend ESD and School District Board meetings.
2. Attend other meetings as determined by the Superintendent.
3. Performs other duties as may be assigned to support the success of the agency.

**Knowledge, Skills and Abilities:**

- Knowledge of appropriate educational research and ability to act as a resource to department staff and component school districts.
- Demonstrated leadership and organizational skills to plan, budget, and implement multiple projects.
- Strong interpersonal skills to develop collaborative relationships with district personnel and other agency staff.
- Excellent oral and written communication skills to convey information to a variety of audiences.
- Ability to interpret, implement and administer curriculum, federal, state and district policies and administrative rules.
- Working knowledge of state and federal (Title) program requirements and best practices.

**Education and Experience:**

- Master’s Degree in education or related field with emphasis in curriculum development, assessment, instructional improvement and professional development.
- Valid Oregon Administrative License.
- Experience with school improvement initiatives and projects underway in Oregon.
- Minimum of five years administrative experience in public education (or related field) including program development, personnel, and budgeting.
- Experience providing staff development to different audiences, facilitating group problem-solving and decision-making processes, effective schooling practices, program evaluation and student assessment.
- Other alternatives to the above qualifications as the District may find appropriate and acceptable.

**Working Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the core functions of this job. While performing the duties of this job, the employee works with standard office equipment with moving mechanical parts and computers. Position involves sitting and walking and some travel.

The noise level in the work environment is low to moderate.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Columbia Gorge ESD Board policy on evaluation.

**Terms of Employment:**

Number of days per year as per negotiated agreement.

This is to certify that I have read this Position Description and agree with its contents.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

---

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements.

Adopted: \_\_\_\_\_

Reviewed/Revised: \_\_\_\_\_