

JOB TITLE
COORDINATOR SIG ASSESSMENT

DIVISION
ADMINISTRATION

REPORTS TO
EXECUTIVE DIRECTOR
ACCOUNTABILITY, RESEARCH
AND PLANNING

SALARY SCHEDULE & GRADE
I I/IV, GRADE 11

LENGTH OF WORK YEAR
260 DAYS

DATE
DECEMBER 13, 2010

SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of the school improvement grants that impact the District's Tier I, II and III schools; monitors progress in implementing the comprehensive reform initiative; and reports on the impact of both fiscal and human resources allocated to persistently low achieving schools.

PERFORMANCE RESPONSIBILITIES

1. Coordinates the quarterly reports for the Tier I, II, and III schools with school improvement grants.
2. Maintains communication and works closely with district staff, local school staff and Kentucky Department of Education representatives regarding the implementation of the school improvement grants.
3. Evaluates the effectiveness of the educational recovery in the Tier I and II schools.
4. Assists with data collection procedures for external benchmarking assessments (i.e. MAP) implemented in SIG schools.
5. Accumulates and researches data, documents and other pertinent information regarding the progress of the Tier I, II, and III schools.
6. Assures compliance with school improvement grant requirements as applicable to assignment.
7. Assists in the development of school improvement grants.
8. Assists in the development of the district corrective action plan.
9. Coordinates the quarterly progress reports for the district corrective action plan.
10. Performs other duties as assigned by the Executive Director Accountability, Research and Planning.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. Master's degree with area or major in area of assignment
2. Three (3) years successful experience in the analysis and management of technical data
3. Proficiency in use of computer technology

DESIRABLE QUALIFICATIONS

1. Certificate in Supervision and/or Administration

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