

NAZLINI COMMUNITY SCHOOL, INC.
Position Description

POSITION TITLE: School Improvement Specialist
CONTRACT TERM: 12 Months

CLASSIFICATION: Exempt
DATE APPROVED: 06/08/2021

- **POSITION SUMMARY:** The School Improvement Specialist ("Specialist") performs a full range of data and statistical driven program through knowledge and the exercise of initiative, independent judgment, and decision-making. This position reports to the Principal. Primary responsibilities for this position include inputting and generating data reports for the Academic Program programs, utilizing resources such as Native Star, assisting with DLPA assessment, monitoring COGNIA criteria and certification requirements, PARCC, WIDA, AZMerit to applicable grades, NWEA, NASIS for ELL and Native Star academic program reporting.
- Develops/Coordinates curriculum development, and oversees the activities of, the Kindergarten through sixth grade and Specials Programs to include Culture/Language Program, Wellness and Special Education Academic Program. Supervises and mentors all academic personnel. Maintains quality standards. Acts in absence of Principal with responsibility for ensuring compliance with state, local and federal regulations and requirements and the authority to acknowledge receipt of deficiency notices and to correct deficiencies that constitute immediate threats to children's health and safety.

DUTIES AND RESPONSIBILITIES:

- Implements input and operation of Native Star.
- Implements assessment under the Arizona English Language Learner Assessment ("WIDA").
- Serves as the Schools Test Coordinator.
- Compiles, researchs and maintains data needed to assist School and staff in AdvancED accreditation.
- Collecting and analyzing all academic data.
- Interpreting data and making sure information is correct to ensure instructional decisions are made in accordance to data results
- Presenting results @ school wide activities, PIC meetings, Chapter Meeting, School Board Meeting as requested
- Provide monthly written reports to the Principal
- Provide student academic growth based on data on a month to month basis to allow instructional driven decisions
- Support the goals, objectives, strategies and programs of the School.
- Plans, organizes and directs a comprehensive curriculum and activities for a targeted group of children integrating all required components including basis care, age appropriate learning opportunities, social service, nutrition and parent involvement and education. Plans and coordinates extracurricular and/or outreach programs as needed. Ensures the smooth transition of activities. Keeps appropriate records and confers with licensing, health and safety, and social service personnel as required.
- Plans, develops and administers program curriculum which promotes social, physical, and intellectual growth. Prepares and submits in a timely manner written lesson plans, reports, parent conferences and child and staff evaluations. Reviews and evaluates teachers' lesson plans.
- Provides leadership, guidance and supervision to teachers and volunteers. Leads others in the planning and delivery of direct instruction program services and activities. Sets priorities and timeliness and monitors delivery of direct instruction program services and activities. Assists with resolution of direct instruction questions, problems and/or issues as they arise. Trains and mentors teachers. Evaluates staff performance and provides feedback. Counsels and offers guidance as needed with the Principal/Administrator.
- Plans and coordinates staff development activities with the Principal.
- Consult with Principal on staff scheduling. Schedules and assigns academic staff breaks and meal periods. Conducts with the Principal, academic staff meeting and training sessions.

- Orientates new Academic Personnel in curricula programs.
- Acts in absence of the Principal/Administrator to ensure curriculum program requirements, applicable health and safety regulatory requirements, and accreditation standards for providing care and education. Has authority to acknowledge receipt of deficiency notices with the Principal/Administrator and to correct deficiencies that constitute immediate threats to children's health and safety. Maintains records and documentation and file reports as required by governmental or agency guidelines and regulations.
- Works closely with the Principal and classroom Teachers on individual growth measurements such as data collection using the adopted benchmark assessments, curriculum mapping and all resources to determine the growth of individual students.
- Ensure a reasonable teacher-staff work balance.
- Serves as the academic liaison between parents and department managers/supervisors at NCSI.
- Identifies potential improvements and enhancements to program and recommends corresponding changes in procedure. Gives feedback to Principal/Administrator regarding academic staff issues.
- Assists Teachers and provide guidance in working with students, under a team-based concept, according to approved instructional programs at a rate and level commensurate with expected progress of each child.
- Work with Teachers to Evaluate children, maintaining anecdotal and developmental records as well as progress and incident reports for each assigned child. Meets with parents and Teacher to discuss child's progress, provide counsel or advice, and to devise learning and development strategies as appropriate by sustaining staff performance management using effective systems and incorporating teacher appraisals and targets for school achievement.
- Maintains a suitable learning environment by working with academic personnel, including the appearance and/or decor of the classroom and academic display areas.
- Encourages critical thinking through use of stimulating questions and ideas. Uses a variety of methods and materials.
- Oversees and reviews the ordering of materials and supplies for classrooms.
- Completes annual evaluations for KG-6th Grade, Special Education Program, Culture/Language Program and Wellness Program personnel's annual evaluation.
- Supervises and authorizes leave in accordance to the adopted organization chart.
- Reads and knowledgeable of NCSI Policies and Procedures, Mission and Vision Statement.
- Utilize Accountability measurement and resources in correlation to school adopted policies, goals and school wide program plans
- Complete other duties as assigned.

ORGANIZATIONAL RELATIONSHIP

- This position reports directly to and is evaluated by the Principal.

NECESSARY QUALIFICATIONS:

- Master Degree in Education required
- Arizona State Teacher Certification required
- State Supervisory/Administrator Certification required
- SEI/ESL Endorsement required
- Ability to communicate effectively in Navajo and English
- Minimum of three years successful supervisor experience in academic/education
- Two years or more experience working with various assessments, such as PARCC, WIDA, NWEA, NASIS and Native Star
- Knowledge of the Accreditation Process with COGNIA
- First Aid and CPR training
- Valid Arizona State driver's license required
- Experience working in P.L. 100-297 Grant Schools
- Advanced Computer skills; including web browsing, e-mail, Internet in computer software (Microsoft Excel, Word, PowerPoint with ability to produce graphs, charts using data collection

- Must have strong communication and interpersonal skills (e.g., nonjudgmental, objective, reflective, empathic, patient, tactful)
- Ability to communicate effectively both orally and in writing.
- Knowledge and familiarity with the Navajo language, culture, and people.
- Knowledge with Special Education Programs/IDEA
- Experience as a member of a School Improvement planning team.
- Valid Fingerprint Clearance Card
- Ability to work cooperatively with other staff, especially in a cultural and standards-based learning & teaching environment, development of reading program, school library/resource center, and parent center
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Ability to interpret, apply, and explain rules, regulations, policies, and procedures.
- Exhibits professional attitude, appearance, and demeanor.
- Able and willing to work outside the traditional working hours and calendar of teachers, including evenings, weekends, and summers.
- Possession of a valid Arizona state driver's license.
- Experience: Two (2) year of experience in data collection, mining, large datasets and segmentation techniques.
- Must be highly organized and accountable; be independent and a self-motivated worker.
- Must be able to establish rapport with families and empower them by building on their strengths.

SALARY: To be determined based on education and experience and be placed on the Nazlini Community School, Inc., salary schedule.

NOTE: This position description is subject to review and change.

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

Employee signature

Date

Depending upon the needs of the school, some incumbents of this position may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.