

# **SOUTH SIOUX CITY COMMUNITY SCHOOLS**

## **DIRECTOR OF PROGRAMS AND IMPROVEMENT**

<b>Reports to:</b>	<b>Superintendent</b>
<b>Classification:</b>	<b>Certified</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Terms of Employment:</b>	<b>Days according to school calendar as approved by board policy</b>
<b>Evaluation:</b>	<b>Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy</b>
<b>Compensation:</b>	<b>Reviewed and established annually by the Board of Education</b>

### **JOB SUMMARY**

To provide and make available highly specialized services in the areas of program evaluation, analysis, and reporting strategies to support schools, Professional Learning Communities, and district departments to achieve district goals and priorities.

### **PERFORMANCE RESPONSIBILITIES**

- Manifests a professional code of ethics and values, and models commitment to best practices and evidence-based & data-informed decision making.
- Models the routine, intentional, and effective use of technology in daily work, including communications, organization, and management tasks.
- Devise, maintain and report such records and reports as necessary for successful execution of responsibilities.
- Provide input to the Superintendent, Director of Secondary Education and Director of Elementary Education to assist in planning professional development for all staff.
- Work with principals, directors, coordinators and staff to develop quality programs for students at all buildings.
- Write or cause to be written grants that would be beneficial to the district's programs.
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- Manage and oversee assigned program evaluation projects consistent with the district's management philosophy and systems as well as professional standards for program evaluation to ensure accuracy and timeliness.
- Identify the disparity between "what is" (current condition) and "what ought to be" (desired position) regarding the district priorities for assigned evaluations.
- Assist staff of schools, Professional Learning Communities, and district departments in developing plans to eradicate identified disparities between "what is" and "what ought to be".
- Provide expertise and support to schools, Professional Learning Communities, and district departments in the areas of program evaluation, research, and school improvement to facilitate student learning.
- Direct supervision of building staff.
- Develop and implement program evaluation and research designs including application of appropriate program evaluation procedures, research design procedures, data analysis, and interpretation of results identified as necessary for district-wide functions.
- Develop a system of feedback and assessment of program evaluation services to determine priorities and responsiveness to the needs of the Professional Learning Communities and district departments.
- Provide leadership through sharing information and providing expertise regarding current trends and best practices.
- Provide leadership in working with and through people at the schools, Professional Learning Communities, and district departments to identify practices and programs that achieve the district's desired results.

- Keep the superintendent, other directors and other key people informed of critical issues about which they should be aware.
- Develop leadership in subordinates.
- Provide leadership through sharing information and providing expertise regarding current trends and best practices in reporting requirement, technology advances, and customer needs.
- Responsible for maintaining timely and accurate information and accountable for the quality of information.
- Responsible for self-development and keeping up to date on current research, trends and best practices relevant to the area of responsibility.
- Perform other duties and responsibilities as assigned by the superintendent.

**EDUCATION AND/OR EXPERIENCE**

- Valid Nebraska Administrative and Supervisory Certificate
- Master’s Degree
- Experience in teaching and building administration
- Demonstrated success working with people to establish goals and objectives, conduct analysis of data, and develop action-plans to produce expected results
- Such alternatives to the above qualifications as the board may find appropriate and acceptable.

**SUPERVISES**

The Director of Programs and Improvement supervises Welcome Center and building staff.

<b>Physical Requirements Director of Programs</b>		Item is not a requirement of the job NE	Occasional – up to 33% of time NE	Occasional/Essential -- up to 33% of time, absolutely essential to the job E	Frequent -- between 34% - 66% E	Continuous -- over 66% of time E
<b>E = Essential</b> <b>NE = Non-Essential</b>						
<b>Stamina</b>						
1.	Sitting				X	
2.	Walking				X	
3.	Standing		X			
4.	Sprinting/Running	X				
<b>Flexibility</b>						
5.	Bending or twisting at the neck more than the average person		X			
6.	Bending or twisting at the trunk more than the average person		X			
7.	Squatting/Stooping/Kneeling		X			
8.	Reaching above the head		X			
9.	Reaching forward		X			
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)		X			
<b>Activities</b>						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)	X				
12.	Hand/grip strength	X				
13.	Driving on the job			X		
14.	Typing non-stop		X			
<b>Use of Arms and Hands</b>						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)		X			
16.	Finger dexterity (typing or putting a nut on a bolt)		X			
<b>Lifting Requirements</b>						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead		X			
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				

	Shoulder to overhead	X				
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
<b>Pushing/Pulling</b>						
23.	25 to 50 pounds	X				
24.	51 to 75 pounds	X				
25.	76 to 90 pounds	X				
<b>Carrying</b>						
26.	10 to 25 pounds		X			
27.	26 to 50 pounds	X				
28.	51 to 75 pounds	X				
29.	76 to 90 pounds	X				