



Job Title: School Support Specialist

Department: Federal Programs & Special Projects
Reports To: Director of Title I
Grade: Teachers' Salary Schedule
Number of Days: Teachers' Schedule + 19 Days
Security Access: ESC
Current Date: May 1, 2014
Overtime Status: Exempt

Job Objectives: School Support Specialists will provide technical assistance and school improvement efforts at sites receiving Title I funds. Extensive knowledge of school improvement strategies and processes is required. School Support Specialists will assist sites with writing and implementing school improvement plans and will spend 75% of their time in school buildings or providing professional development.

Minimum Qualifications:

- Bachelor's Degree
- Master's Degree preferred
- Oklahoma Teacher Certification

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Design, distribute, and monitor site Title I Comprehensive Needs Assessment.
- Educate and support site leaders as to the completion of and updates to all state reports as required by the ESEA Flexibility Waiver.
- Create and maintain the WISE Resource page located on the TPS website.
- Serve as a liaison between school sites, the District Title I office, and the School Improvement office of the OSDE, maintaining and fostering relationships with OSDE School Improvement/School Support Team members and assisting sites in responding to feedback and implementation requirements of OSDE.
- Communicate with the school improvement website technical system team regarding improvements, updates, and trouble-shooting.
- Conduct District and site professional development.
- Provide direct Ways to Improvement School Effectiveness (WISE) – platform support to schools with an emphasis on strategy sharing that will address needs assessment driven goal attainment within the structure of Oklahoma-specific Indicators of effectiveness.
- Build the capacity of school teams to inform, sustain, track and report school improvement activities based upon the WISE structure.

- Work with the sites' instructional leadership team, the principals and WISE Indicator Implementation teams to create and monitor the efficacy of the schools' site improvement plans.
- Provide technical assistance and support to collect and analyze data (graduation and/or attendance rates, district, building level, classroom assessments, and discipline incidents) for incorporation into the WISE reporting structure that result in designing instructional strategies and interventions to identify and help meet the learning needs of all students.
- Plan and implement relevant professional development opportunities that address both current research and future needs of the assigned buildings.
- Serve as a coach and trainer through the demonstration of effective teaching strategies and the provision of in service experiences as required.
- Assist in planning, implementing and monitoring curriculum and instructional programs.
- Maintain an awareness of current research and curricula trends to provide job-embedded professional development on classroom instructional improvement strategies to teachers.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Strong organizational, verbal communication, written communication and interpersonal skills.
- Ability to navigate a variety of tech platforms.
- Ability to build consensus within teams.
- Ability to assign, monitor, and ensure completion of required reports.
- Coaching, mentoring, professional development, and advising.

Supervisory Responsibility:

- Academic: Coach site principals and school improvement teams on best practices.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Some lifting.

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