

# COORDINATOR OF SCHOOL IMPROVEMENT

## Office of Accountability

### BASIC JOB DESCRIPTION:

Carry out the responsibilities involved with the design, development, implementation, coordination, and evaluation of the Office of Accountability's School Performance Review Program.

### TYPICAL FUNCTIONS:

- Plans, organizes, and coordinates the procurement of services for school performance reviews and related follow-up services;
- Develops and implements agency policies, procedures, protocols, rules, regulations, and standards related to the school performance review program;
- Conducts public relations activities for school boards, administrators, and staff at local board meetings, professional development sessions, administrator meetings, and conferences in order to recruit districts to the program;
- Develops contract specifications, requests for proposals, and evaluation instruments;
- Evaluates contractor and consultant proposals;
- Works with vendors, contractors, and consultants throughout the review process including: (a) implementing the contract; (b) reviewing district operations onsite; (c) delivering, editing, and presenting review reports; and (d) processing invoices;
- Represents the agency during onsite evaluations, meetings, presentations, and other functions related to the program;
- Edits reports and communicates with vendors, contractors, and consultants regarding necessary changes, additions, deletions, and additional areas of investigation in the review reports;
- Oversees the formatting, printing, binding, and distribution of the final review reports;
- Maintains program records including archiving the work papers, drafts, and notes;
- Evaluates vendor, contractor, and consultant performance and deliverables;
- Serves on committees and boards related to education and the review program; and
- Ensures compliance with applicable federal, state, and agency regulations.

### KNOWLEDGE, SKILLS, AND ABILITIES:

All applicants should have knowledge of and/or experience in common education and the various areas of public school operations including: (a) management, personnel, and communications; (b) instructional delivery; (c) business operations; (d) facility use and management; (e) safety and security; (f) food services; (g) technology; and (h) transportation. Applicants should possess knowledge and skills in English grammar and composition, the editing process, and business and technical writing. Applicant skills should include use of Microsoft Word (advanced), Excel, and PowerPoint. Applicants should have an outgoing personality and the ability to effectively communicate both orally and in writing and to establish and maintain effective working relationships with others.

### EDUCATION AND EXPERIENCE:

A bachelor's degree and background in education are required. Preference will be given to applicants with a master's degree and/or experience in public school administration, and/or business/technical writing.

### SPECIAL REQUIREMENTS:

Applicant must be willing and able to fulfill all job-related travel normally associated with this position.

### SALARY RANGE:

Annual salary \$45,000 to \$60,000 commensurate with education and experience. Benefits package is similar to that provided to employees of the State Regents for Higher Education.

### **Interested and qualified candidates should submit their resume and cover letter to:**

Oklahoma State Regents for Higher Education

Human Resources

P.O. Box 108850

Oklahoma City, Oklahoma 73101-8850

Fax#: 405-225-9230

E-mail: [hr@osrhe.edu](mailto:hr@osrhe.edu)