

SOUTHWEST GEORGIA REGIONAL EDUCATIONAL SERVICE AGENCY

570 Martin Luther King, Jr. Road, Camilla, Georgia 31730

Telephone: (229) 207-0600 Fax: (229) 336-2888

Serving 15 Southwest Georgia School Systems

Baker * Calhoun * Decatur * Dougherty * Early * Grady * Lee * Miller * Mitchell * Pelham City * Seminole * Terrell * Thomas * Thomasville City* Worth

SWGA RESA JOB DESCRIPTION/EVALUATION

POSITION TITLE: **School Improvement Specialist**

REPORTS TO: Executive Director

PRIMARY FUNCTION: To provide leadership, assistance, and support to member systems and schools in the area of Social Studies, CCGPS instruction and school improvement.

REQUIREMENTS:

- 1) Education Level: Masters or Higher
- 2) Certification/License Requirement: T-5 Certificate
- 3) Physical Activities: Routine physical activities that are required to fulfill job responsibilities
- 4) Proficient Skills: Written and Oral Communication, Leadership Experience at Building or Central Office Level Desired, Organization, Public Relations and Technology

ESSENTIAL DUTIES:

1. _____ Demonstrates prompt and regular attendance
2. _____ Supports the SWGA RESA Executive Director in creating and maintaining a positive work environment within the agency
3. _____ Assists assigned schools in identifying and addressing specific needs improvement issues related to the school narrow achievement gaps over time
4. _____ Assists in the development of professional learning communities within schools
5. _____ Plans and facilitates professional learning opportunities such as courses and workshops as needed
6. _____ Develops new professional development activities based on identified needs and requests of local schools and members systems
7. _____ Assists assigned schools with the development, implementation, monitoring and revisions of school improvement plans and/or actions plans as needed
8. _____ Assists with the development, implementation, and maintenance of the SWGA RESA Continuous Improvement Plan
9. _____ Interacts in a professional manner with all personnel involved in SWGA RESA activities and services
10. _____ Performs other professional duties and responsibilities assigned by supervisor
11. _____ Collaborate with the Department of Education and other entities to plan and to coordinate services to address systems and school needs