
QUALIFICATIONS

School Support Leaders

- A minimum of 10 years of experience as an educator or administrator.
- Experience assisting schools with the school improvement planning process as demonstrated by working with schools identified as schools needing improvement.
- Ability to communicate well with schools, districts, and OSDE personnel.
- Utilize technology and be proficient in current software (Microsoft Word, Microsoft Outlook, Google Drive and use of Excel tables and Microsoft Word tables).
- Poses exceptional writing skills.
- Poses effective organizational skills.
- Ability to complete required tasks according to deadlines provided by OSDE.
- Have a history and documentation of experience in working with low performing schools, schools in need of improvement or SIG schools.
- Submit resume including experience and qualifications.
- Demonstrate knowledge of current research in best practices supporting Oklahoma Initiatives that will support schools in need of improvement.
- Provide a minimum of three references, to include; name, address, phone and email for each reference.
- Willing to participate in an interview (via phone or in person) before awards will be made.

School Support Leaders Duties

School site visits consist of the following:

Meets with Leadership:

- Leadership consists of the following:
Principals, Assistant Principals, Superintendents, Assistant Superintendents
- Reviews the flexibility of leadership.
- Looks at how the funds awarded are used for that specific school. (Use of Federal State and Local Funds).
- Looks closely at the school culture.
- Recommends areas of improvement to leadership.
- Offers Technical assistance at each site assigned.
- Makes sure that each site is on track and provides support as needed.
- Documents recommendations and task on each visit.

Meets with Teachers:

- Discuss instructional strategies and ways to improve.
- Discuss professional development needs.
- Conducts data reviews from data-driven decision-making.
- Conducts classroom visits to collect data and offers help in areas identified as needs improvement.
- Offers Technical assistance and Professional Development.

Meets with SDE (Assistant State Superintendent and Executive Director):

- Talks about site visits and what is going on at the sites that are assigned.
- Turns in completed reports on each site (reports are due after each visit).
- Maintains an electronic file of each report.
- Attends Regional meetings to collaborate on schools assigned.
- May need to present a session as needed on specific topics as they relate to schools identified as needs improvement, etc.

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- Attends required meetings as scheduled (times and locations to be determined each year).
 - Collaborates with School Support team on best practices and concerns as well as, what is working or not working in schools.
 - Submits a summary on each assigned school site after each visit.

Yearly SDE requirements:

- Review Applications submitted for School Improvement Grants.
- Evaluate the grant using a rubric (standard rubric SDE uses)
- Makes a recommendation (approve or deny application for funding).