

**Human Resources Section**  
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**School Support/School Improvement Specialist (429)**  
**Office of Educational Support, Hodge Building, Oklahoma City**

*(Applications will be accepted for this unclassified vacancy until position has been filled)*

**GENERAL DESCRIPTION**

Under the direction of the Executive Director of School Support/School Improvement, support school improvement initiatives for Oklahoma public schools in alignment with the requirements of the *Elementary and Secondary Education Act (ESEA)*. Assist with the research, development and implementation of research-based instructional programs and high quality professional development administered by the Office of Educational Support.

**MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university with a master’s degree [*official transcript(s) required*]
- Possession of a valid standard teaching certificate
- Five years of experience teaching
- Experience as an instructional coach, principal, and/or other leadership position (preferred)

**KNOWLEDGE/SKILLS/ABILITIES**

- Knowledge of state, federal laws, including school improvement.
- Considerable knowledge of modern teaching techniques, methods, and practices; trends, and sources of information in educational instruction.
- Ability to establish and maintain effective working relationships with other employees, school officials, the general public, and the United States Department of Education; to express clearly and concisely the philosophies, practices, and policies of the Oklahoma State Department of Education, as well as ideas, strategies, and programs relating to instruction; to judge a situation and adopt an effective course of action; to conduct needs-based in-service.
- Knowledge of technology and software (Webinars, Interactive White Boards, Microsoft Office) and ability to use it to maximize efficiency and services.
- Applicants must be willing and able to perform necessary job-related travel, in state and out of state.
- Conscientious commitment and willingness to provide courteous, consistent, efficient service through the performance of the prescribed job duties.
- Applicant must be able to multi-task and be well organized; to work and serve as a productive member of a team; collaborate and communicate in an effective manner; and to create, construct and revise necessary job related documents.

**EXAMPLES OF WORK PERFORMED**

- Provide leadership for improved student achievement and instructional best practices.
- Assist with the implementation of the *C<sup>3</sup> Standards*; recommend research proven strategies to educators.
- Organize and conduct workshops to disseminate current ideas, methods, techniques and research proven strategies to elementary, middle and secondary levels.
- Represent the agency as consultant, presenter, and speaker for educators.
- Collaborate with other members of the School Improvement Office and other departments on joint projects including supporting schools in improvement, corrective action, restructuring, and/or School Improvement Grant (SIG) schools.
- Provide technical assistance in the implementation of technology based school improvement plans.
- Assist with reading and approving school improvement plans, grants, budgets, and monitoring as required by USDE.
- Assist with reading and writing grants as assigned.
- Provide technical assistance and support to schools in improvement and SIG schools.
- Serve on multiple School Support Teams.
- Assist with all other duties as assigned.

**COMPENSATION**

Annual Salary - \$47,985      Retirement Contribution - 7% of annual salary      Insurance (health, life, dental, disability) - \$7,691  
*Additional benefits include 10 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.*

Code: 7152

Posted: February 21, 2013

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