

**Job Title:** Coordinator Improvement Planning      **Wage/Hour Status:** Exempt  
**Reports to:** Director Federal and State Programs      **Pay Grade:** 105  
**Dept./School:** Federal and State Programs      **Date Revised:** November 1, 2024

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**Primary Purpose**

Assist the District administrators and campus administrators with District and Campus Improvement Plans (DIP,CIP) in creating, planning, developing, implementing, and evaluating strategies and performance objectives for student success, support, and post-secondary readiness.

**Qualifications**

**Education/Certification**

Master’s degree from an accredited university  
Valid Texas Teaching certificate or mid-management certificate

**Special Knowledge/Skills**

- Knowledge of strong instructional strategies
- Demonstrated ability in communication, organization, presentations, and implementation skills
- Knowledge of Title fund structures and parameters
- Knowledge of state and federal policies

**Experience**

Three (3) years teaching experience  
Two (2) years administrative experience at campus or central office  
Serving (member or facilitator) on Campus or District Improvement Team

**Major Responsibilities and Duties**

**Program Management**

1. Plan for and organize the calendar timelines for CIP & DIP, aligning Title funds policies and guidelines and district and Board goals.
2. Coordinate the resources, implementation, and monitoring of district and campus Comprehensive Needs Assessment.
3. Coordinate the resources, templates, and support for the development of CIP.
4. Coordinate the creation of the DIP with district departments.
5. Conduct training for Comprehensive Needs Assessment, CIP’s and DIP’s, and the Campus Improvement Team.
6. Adhere and comply with local, state, and federal rules, regulations, and policies.
7. Monitor documentation of Improvement Planning Activities through Plan4Learning platform and Title I Crate.
8. Monitor evaluation of the progress of the CIP & DIP strategies on a quarterly basis and performance objectives on a yearly basis.
9. Assist in providing reports to the administration regarding the progress of the CIP & DIP and Strategic Blueprint.
10. Ensure district and campus improvement performance objectives are presented to the Board for approval and meet posting compliance requirements.
11. Provide a communication link between business services, academic school leadership, and other departments regarding improvement planning.
12. Provide assistance and guidance to campuses and departments with regards to appropriate use of funding aligned to strategies and needs.
13. Keep informed about national, state, and district programs and trends.

**Communication and Community Relations**

14. Maintain high customer service standards.
15. Participate in district and community activities.
16. Promote and provide information to the district and community regarding district improvement.
17. Plan and chair committees and/or meetings assigned by immediate supervisor.
18. Promote and communicate high expectations of teacher and student performance.

**Professional Growth and Development**

- 19. Participate in professional development activities on a continuous basis.
- 20. Stay abreast of the latest TEA and Federal Guidelines regarding Title I guidance and improvement planning.

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; occasional prolonged and irregular hours; frequent local, district and state travel.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

*I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.*

*Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

*I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.*

*Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.