

**Roswell Independent School District
Job Description**

Job Title: TURNAROUND LEADER

Reports To: ASSISTANT SUPERINTENDENT FOR INSTRUCTION

General Job Description:

The Turnaround Leader will provide prioritized support and accountability to district turnaround schools, resulting in sustained, rapid improvement in academic achievement. The Turnaround Leader will provide programmatic oversight and supervise the turnaround process at the identified schools.

Essential Duties and Responsibilities:

1. Coordinates and executes actions for turnaround schools by ensuring barriers are removed and prioritized support is provided.
2. Serves as the turnaround coach for principals by providing high-quality instructional leadership in school turnaround strategies and best practices.
3. Visits turnaround schools weekly in order to provide focused feedback on data meetings, classroom instruction, teacher feedback, and other programs.
4. Manages, reviews, monitors and provides feedback on school and principal action plans.
5. Ensures that the turnaround priorities and needs are clearly communicated to key stakeholders, thereby ensuring that key district staff understands the critical role they play in achieving sustainable change.
6. Collects, analyzes, and disaggregates school data to provide a strategic direction to priority school principals.
7. Collaborates with the human resources department to recruit highly qualified staff needed to turnaround schools.
8. Conducts and leads regularly scheduled meetings with principals and staff participating in school turnaround to monitor progress, provide leadership development, and technical expertise.
9. Employs frequent and open communication to ensure that expectations are vertically aligned and laterally supported to include district systems, processes, and practices.
10. Puts comprehensive systems in place to provide targeted support and allow for operational flexibility (including visits, coaching, meetings, and resources) to turnaround schools.
11. Ensures that key resources (people, time, materials, and dollars) are aligned with the turnaround plan and implementation strategy.
12. Supervises and evaluates campus principals.
13. Maintains a high level of personal integrity and strong work ethic.

Other Responsibilities:

1. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
2. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
3. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent or Principal/building administrator and not otherwise prohibited by law or regulation.
4. Display professional behavior toward all staff, students and parents.
5. Ensure that all activities conform to district policies and procedures.
6. Follow established safety procedures.
7. Adhere to educational guidelines as defined by the New Mexico Public Education Department.
8. Support school district goals.
9. Comply with local, state, and federal rules and regulations.

Supervisory Responsibilities:

As assigned by the Superintendent.

Qualifications:

1. Master's degree in education from an accredited college or university.
2. Possesses a current New Mexico PED Administrative License (100).
3. Three years of teaching experience at the secondary level, high school preferred.

TURNAROUND LEADER (CONT'D)

- 4. Two years of administrative or coaching experience.
- 5. Excellent leadership and organizational skills.
- 6. Demonstrates strong instructional leadership.
- 7. Demonstrates initiative.
- 8. Demonstrates knowledge and understanding of:
 - a. Middle school and high school curriculum aligned to college-readiness.
 - b. Data analysis.
 - c. Strategic planning based on data.
 - d. Effective instructional strategies.
 - e. Classroom management.
 - f. Learning assessment and diagnosis to plan appropriate intervention.
 - g. Effective coaching and feedback strategies.
- 9. Demonstrates strong communication skills, both orally and in writing.
- 10. Valid Driver's license and Car Insurance.

Ability To:

- 1. Aptitudes; verbal ability required to understand oral and written instructions.
- 2. Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job.
- 3. Manual and finger dexterity required to operate machines and equipment precisely and rapidly. Temperaments: adaptability to perform in a support role to a diverse population with varying needs.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Various machines and equipment including, but not limited to: computer, tv/vcr/dvd, projector, document camera, and copier. Must be able to drive a vehicle to school sites.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May require site visits as needed. May to work under stressful conditions on occasion.

Terms of Employment:

This is a 242 day work year and salary is to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date