Job Description: District Program Coordinator (DPC)

Essential Functions: Train, Monitor, Facilitate, Data collection & dissemination including uploading to the District or ScLS site (if retained) lesson plans, management strategies, etc.

- Along with BPLs help cover classes so teachers can observe each other in action.

- Collect positive examples and solutions, both of lessons and management strategies. Assist BPLs in collecting & uploading data, lessons, and management strategies to an electronic forum (ScLS' or District's).

- Share new Best Practice initiatives with BPLs and teachers.

- Assist with ScLS or Lead in training new BPLs.

- As long as ScLS is under any retainer, continue uploading data, plans, etc.

- Collect discipline information quarterly from administration to gauge this aspect of the program's effectiveness over time. (If retained, share data with ScLS.)

- Develop, maintain, and share with ScLS a chart to track appropriate metrics to assess the effectiveness of the program and look for patterns.

  - GPA: average of each grade level or list of GPA numbers without personal identifiers
  - Discipline (incident type, number of, and severity)
  - Graduation rate
  - Retention/Drop-out rate
  - Number and percentage of students advancing to the next grade level.

- Regularly visit buildings and observe classrooms. Talk directly with BPLs and teachers.
  - Always follow up any observation with a positive note, call, or brief meeting to give any feedback, focusing on being positive and encouraging.

- Share new initiatives and best practices.

- During the Third Quarter do an assessment of both the DPC and BPL work load:

  - Are tasks and expectations appropriate?

  - Is there adequate time to excel and have a balanced life?

  - Is the DPC or BPLs underutilized? How could that time be used better?