

VACANCY ANNOUNCEMENT

Virginia Schools to Watch State Director

Job Description

The **Virginia Schools to Watch Director** serves as the overall coordinator of all activities related to the Schools to Watch designation process, liaison to the National Forum for Middle Grades Reform and the Virginia Middle School Association.

Responsibilities include:

- Working with a team of coordinators from VMSA (see descriptions below) to oversee the STW application, site visitation, designation and celebration processes;
- Providing updates to the website;
- Representing STW at appropriate gatherings, including Forum and VSMA meetings;
- Notifying the Virginia DOE of STW Schools for the year;
- Sending/receiving STW and VMSA Conference information to new and redesignated schools for their participation;
- Working to grow and improve the program;
- Assisting with training for Site Visitation Teams and schools seeking the designation;

Applications Coordinator: check application forms and dates on website, receive electronic, CD, and paper applications, distribute applications to readers, set deadlines for review submission and receive score sheets and recommendations; notify Director and Visits Coordinator of reader recommendations,

Site Visits Coordinator: notify principals of upcoming site team visits; outline expectations for the school for the visit; solicit dates for visits from the principal, notify of final date for the visit; solicit site visitors for schools; assign site visitors to teams; provide teams with instructions and reporting decision. If necessary assists with housing for visitors. Leads principals in preparations for visits: staff survey, lunch with kids, interviews with parents, teams, and other groups, making master schedule and building plan available; reminds principal that team sets classroom visits, not a programmed schedule.

Celebrations Coordinator: work with schools to design and carry out their celebration, encourage publicity, notify site visitors and STW Coordinators of celebration dates and locations; arrange for Banners and Certificates; submit bills for those to VMSA; offers PR practices for local coverage.

Training Coordinator: establish STW training sessions as appropriate; arrange for locations, send invitations and such; arrange for duplication of training materials, keep lists of those trained to add to readers and visitors lists.

The STW Director is a volunteer position, however, the Virginia Schools to Watch initiative is funded by the Virginia Middle School Association. Funding for the Director is provided for expenses related to travel, attendance at conference/meetings, and middle school designation banners.

Qualifications:

- Background in middle level education
- Experience with the STW process
- Skills in presenting in front of various groups
- Strong organizational skills

Interested applicants should forward a letter of interest to Barbarap.nichols@gmail.com

Vacancy open until filled.