



COMPREHENSIVE SUPPORT AND IMPROVEMENT (CSI) COORDINATOR

ABOUT TEACH PUBLIC SCHOOLS

TEACH Public Schools is a growing non-profit Charter School Management Organization designed to significantly increase college entrance and graduation rates for underserved students in Los Angeles. Our mission is to create a high quality, innovative teaching and learning environment that focuses on literacy; integrating state-of-the-art technologies across the core curriculum to achieve academic proficiency for all students. Currently, TEACH Public Schools operates 3 tuition-free, open-enrollment public charter schools in the South Los Angeles area.

POSITION DESCRIPTION & OPPORTUNITY

ESSENTIAL DUTIES AND RESPONSIBILITIES, LISTED BUT NOT LIMITED, BELOW:

Position Overview:

The CSI Coordinator will play a critical role in leading a detailed needs assessment and root cause analysis to identify key factors impacting school performance. This position is designed to develop and implement strategic interventions that align with the Local Control and Accountability Plan (LCAP) objectives. The Coordinator will work closely with teachers, students, and other stakeholders to ensure the sustainability of initiatives beyond the grant period. This position reports directly to the school principal and is contingent upon grant funding for a period of one year.

Key Responsibilities:

- **Needs Assessment and Analysis:** Conduct comprehensive assessments to identify areas for improvement in student achievement and school performance.
- **Data Management and Reporting:** Collect, analyze, and manage educational data. Use insights from data to drive decision-making and report on progress to stakeholders.
- **Direct Engagement with Teachers and Students:**
 - Facilitate professional development and training for teachers to adopt new strategies and tools.
 - Organize student feedback sessions to integrate student voice into program development and assessment.
- **Program Sustainability:**
 - Develop and document standard operating procedures and training materials for ongoing use of implemented strategies.
 - Mentor school staff to build internal capacity for continued program management.
 - Seek additional funding and develop community partnerships to support ongoing initiatives.
- **Stakeholder Collaboration:** Engage regularly with all school stakeholders to ensure broad support and alignment of school improvement strategies with community needs and expectations.
- **Resource Evaluation and Optimization:** Identify resource gaps and develop strategies to use existing resources more effectively to support targeted interventions.

QUALIFICATIONS & COMPENSATION

Required Qualifications:

- Bachelor's degree in Education, Administration, Data Science, or a related field.
- Minimum of three years of experience in educational settings with a focus on program evaluation, strategic planning, and stakeholder engagement.
- Demonstrated capability in data analysis and educational program development.
- Strong leadership and communication skills, capable of fostering collaboration and driving change.

Preferred Qualifications:

- Master's degree in a relevant field.
- Experience in grant management or working within grant-funded projects.
- Knowledge of LCAP requirements and educational policy.

Compensation:

- Competitive salary based on experience.
- Comprehensive benefits package including health, dental, and vision insurance.
- Retirement plan options and stipends for additional responsibilities.

How to Apply:

Interested candidates should submit a resume, cover letter, and two professional references detailing how their experiences align with the key responsibilities and qualifications of this role. Applications should be sent to hr@teachps.org.

DISCLAIMER: This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between the Institution and its employees.