

The School Effectiveness Specialist performs confidential specialized duties requiring significant understanding in their area of assignment in order to support with daily operations of the district. Areas of assignment may include: support of departmental operations, customer service, support for internal and external stakeholders of the district, coordination and support of various teams and councils, leadership meeting support, or other areas as assigned.

Chain of Command

The School Effectiveness Specialist reports to the Executive Director of School Effectiveness.

Competencies of the School Effectiveness Specialist

The Specialist should possess the following:

- Exceptional customer service skills
- Exceptional written and verbal communication skills
- Strong organizational and time management skills
- Knowledge of relevant federal and state law regarding public education, school district policies, procedures, organization structure and school requirements
- Ability to establish and maintain harmonious working relationships, demonstrating tact, diplomacy and patience
- Proficiency with various software tools, such as Microsoft Outlook, Word, Excel, PPT and Google Drive

Essential Duties of the School Effectiveness Specialist

The School Effectiveness Specialist performs the following duties, including, but not limited to:

- Under direction of the Executive Director of School Effectiveness, collaborate with other School Effectiveness team members to support the overall operation of the Department and support the needs of schools and departments
- Provide support to a variety of meetings/groups through the distribution of agendas, scheduling of rooms, set up for meetings, preparation of materials, notetaking, distribution of meeting minutes, and follow up tasks
- Interpret District policies and procedures
- Answer questions from both internal and external stakeholders regarding District policies and procedures
- Primary district level contact for school secretaries
- Perform other duties of a similar nature and level, as assigned

Minimum Qualifications

High School Diploma or GED and two years of specialized experience related to the area of assignment are required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements

- AZ Driver's License
- AZ Fingerprint Clearance Card

Date Revised

5.5.2021