

SCHOOL IMPROVEMENT CHAIRPERSON/CO-CHAIRPERSON AND COMMITTEE MEMBERS Administrative Guidelines

I. Qualifications for School Improvement Chairperson/Co-Chairperson

- A. Candidates for the position of school improvement chairperson/co-chairperson in the Fitzgerald Public Schools shall meet the following qualifications prior to the semester of nomination:
 - 1. A master's degree is preferred, but not required.
 - 2. Three (3) years of successful teaching experience.
- B. In considering candidates for school improvement chairperson, the following questions shall also be considered.
 - 1. Does the candidate have a breadth and knowledge of experience in the school improvement processes?
 - 2. Has the candidate demonstrated the ability to work harmoniously and effectively with others in the best interest of the school district?
 - 3. Is the candidate approachable?
 - 4. Can the candidate develop a working atmosphere which encourages teacher participation in group planning?
 - 5. Can the candidate accept criticism and profit from it?
 - 6. Does the candidate's teaching exhibit professional leadership?
 - 7. Is the candidate engaged in other activities which would limit his/her effectiveness as chair?

II. Method of Selection

- A. A Job Posting Notice that certain chairs are open.
- B. A written letter of interest should be submitted to the building principal.
- C. Interview by the building principal.
- D. The building principal notifies the curriculum office of the

chairperson/co-chairpersons.

III. Compensation

See "Salaries" in Collective Bargaining Agreement.

All School Improvement Chairpersons/Co-Chairpersons must submit an end of year report to the Director of Academic Services and the building principal by June 1 of each school year. Payments will be disbursed on the last paycheck in June of each academic year.

IV. Length of Term of Office

- A. The term of office shall be for three (3) years, non-tenured. Chair will be evaluated at least every two (2) years.

Chair's annual continuance in office will be dependent upon his/her receipt of evaluation ratings that are at least at the satisfactory level. A chair may be reappointed for more than one (1) term of office.

- B. Replacement

In case of resignation, removal, or vacating of the chair, designation of a new chair will be filled by the standard procedures outlined in II above to complete the remainder of the term of office.

School Improvement Committee

I. Composition of School Improvement Committee

- A. Each building shall have at least 15% of certificated staff represented on the school improvement team, with a maximum of 20%. If additional staff members over the 20% would like to serve on the team, they can do so on a volunteer basis.

II. Method of Selection

- A. By September 30 of each school year, building administration and/or school improvement chairs will create a school improvement committee.
- B. Teachers will first have the option to choose to be on the committee. In the event that there is not enough voluntary participation, content/department chairs will be appointed to the committee based on areas that are not represented on the school improvement team.

III. Compensation

See "Salaries" in Collective Bargaining Agreement.

IV. Length of Term of Office

The School Improvement Committee will serve for one school year. Members are able to serve on the committee for multiple years.