



## The North Carolina State Improvement Project

### Improving Instruction for Students With Disabilities

\*This list is not meant to be comprehensive. These suggested duties can also be divided up between NCSIP LEA teams when one designee is not available.

#### NC SIP Coordinator Description

NC SIP Coordinators\* are responsible for:

- Serving as the site's communication contact to NC DPI staff
- Disseminating NCSIP information to the involved personnel within the site (NC SIP events, expectations, etc.)
- Facilitating the site's Advisory Team Meetings
- Monitoring the site's accomplishment of NCSIP requirements throughout the year
  
- Developing and monitoring a plan for completing fidelity checks
- Coordinating NCSIP professional development events within the site
- Submitting the professional development event forms to NCSIP
- Collecting project implementation data for the NC SIP end of year Developmental Review
  
- Collecting Parent Surveys and submission of these documents
- Collecting student achievement data forms and submitting to NCSIP
- Scheduling the end of year Developmental Review with the site team
- Completing the end of year Developmental Review with the site team **prior** to the scheduled review with NC DPI staff
  
- Scheduling and completing end of year Developmental Review with site team and NC DPI staff
- Maintaining an updated list of Approved Foundations Trainers
- Maintaining a list of potential Reading Foundations Trainers
- Maintain an updated list of teachers involved in data collection