



45 School Street  
Philippi, WV 26416

Mr. Eddie Vincent  
Superintendent

**COMMITTED TO LEARNING FOR ALL**

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July 17, 2024

**Request for Formal Bid:**

Barbour County Schools is seeking proposals from qualified individuals or organizations to provide services as a School Improvement Coach at Philippi Middle School. This role is critical in supporting our ongoing efforts to enhance educational outcomes and ensure the success of our students and staff.

**Scope of Work**

The School Improvement Specialist will be responsible for:

- Conducting comprehensive needs assessments to identify areas for improvement.
- Implementing goals from the strategic plans for school improvement.
- Providing professional development and coaching to special education staff
- Monitoring and evaluating the effectiveness of improvement strategies including special education students.
- Collaborating with school leadership to align improvement initiatives with school goals.

**Requirements**

Prospective bidders must meet the following criteria:

- Demonstrated experience in school improvement and educational leadership.
- Proven track record of successful implementation of school improvement plans.
- Strong communication and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders.
- Relevant educational qualifications and certifications.

**Submission Guidelines**

Interested parties should submit a detailed proposal including:

- An overview of your qualifications and experience.
- A description of your approach to school improvement.
- Examples of past successes in similar roles.
- A proposed timeline and budget for the project.
- References from previous clients.

**Deadline**

All proposals must be submitted by 4:00pm on Monday, July 29, 2024. Submissions should be sent to:

Gabrielle Rhodes

Email: [grhodes@k12.wv.us](mailto:grhodes@k12.wv.us)

**Selection Process**

Proposals will be reviewed by a committee of stakeholders. The selection will be based on the past working history in Barbour County Schools, qualifications, experience, approach, and proposed budget.

We look forward to receiving your proposal and partnering with you to drive meaningful improvements at Philippi Middle School.

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Office of Title I and PK – 5 Curriculum and Instruction

Gabrielle Rhodes, Director

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