**District Point of Contact: Roles and Functions**

A District Point of Contact (DPoC) functions as a **coordinating force** behind systemwide improvement.

A District Point of Contact:
- has knowledge of **continuous improvement** processes.
- is empowered to make decisions that align systemwide continuous improvement efforts.
- is part of the District Leadership Team.

**Continuous Improvement** is the ongoing process for building capacity in which educators work collaboratively in recurring cycles of collective inquiry and action research to achieve better results for students.

**Coordination** links all **external** and **internal** functions of continuous improvement. Being a coordinating force is not about taking sole responsibility. It is about synchronizing the total efforts of system leaders to ensure the change process yields improvement and sustainability of the system.

**External coordination** is the establishment of relationships with people and organizations who are not part of the system. External organizations include the Kansas State Department of Education (KSDE), the Kansas Learning Network (KLN), and other additional outside support agencies.

**Internal coordination** is the establishment and communication of continuous improvement within the district. It includes coordinating efforts vertically (through grade levels), horizontally (between schools), and to individual schools. Including **direction**, **support**, and **resources**.

A District Point of Contact will:
- convey information from external organizations to designated schools
- Work in partnership with the KLN to:
  - foster engagement in continuous improvement supports and services
  - determine and mobilize supplemental supports and services
  - internally coordinate continuous improvement efforts

**Direction** includes vision, expectations, and processes for continuous improvement

**Support** includes developing, coaching, and monitoring leaders

**Resources** include people, materials, and funding