

CLEVELAND INDEPENDENT SCHOOL DISTRICT

Job Description

316 EAST DALLAS STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

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|--------------------|-------------------------------------|-------------------|----------|
| TITLE: | Dean of Instruction - Middle School | STATUS: | Exempt |
| REPORTS TO: | Principal | TERMS: | 220 Days |
| DEPARTMENT: | Assigned Campus | PAY GRADE: | AD5 |

PRIMARY FUNCTION

Responsible for overseeing the academic program, under the direction of the campus principal, ensure sound implementation of curriculum and staff development to improve student achievement.

QUALIFICATIONS

Education/Certification:

Master's degree in educational administration

Valid Texas principal or other appropriate certificate

Certified Texas Teacher Evaluation and Support System (T-TESS) appraiser

Special Knowledge/Skills:

Working knowledge of curriculum and instruction

Ability to evaluate instructional program and teaching effectiveness

Ability to manage budget and personnel

Ability to implement policy and procedures

Working knowledge in Texas Essential Knowledge and Skills (TEKS) Resource System

Ability to interpret data

Excellent organizational, communication, public relations, and interpersonal skills

Experience:

Two years classroom teacher experience

Two years instructional leadership experience

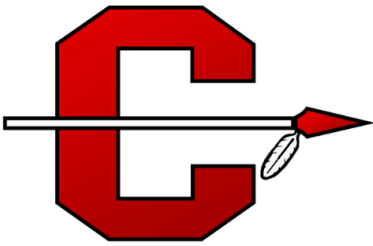
Such alternatives to the above qualifications as the Board may find appropriate

EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of personnel.

ESSENTIAL JOB FUNCTIONS:

1. Assist the school principal with the overall administration of the instructional program at the campus level and coordinate assigned student activities and services.
2. Provide leadership in the identification, evaluation, and selection of instructional programs, resources, and equipment for increased student achievement.



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3. Facilitate improved student performance through the professional growth of teachers and staff as measured by course work and assessment data.
4. Provide quality instructional support and feedback on the instructional effectiveness of the campus.
5. Work with the principal to develop and implement the master schedule.
6. Assist in designing and providing professional development based on data analysis and campus needs.
7. Meet regularly with academic department heads and assistant principals to ensure vertical and horizontal alignment of curriculum.
8. Manage Response to Intervention (RTI) programs including assisting with the identification of at-risk students and coordinating early intervention strategies.
9. Plan and coordinate tutorials, interventions, additional support and resources, and other instructional programs for students in need of assistance.
10. Facilitate and assist with the development of an effective campus improvement plan based on student needs.
11. Ensure that student progress is evaluated on a regular, systematic basis and that the findings are used to make instructional programs and services more effective.
12. Conduct conferences with parents, students, and teachers.
13. Increase awareness of the school's guidelines and expectations for student learning and achievement among students, staff, and parents.
14. Maintain confidentiality.
15. Reliable attendance and punctuality.
16. Follow district safety protocols and emergency procedures.
17. Participate in staff development activities to improve job-related skills.
18. Comply with state, district, and school regulations and policies.
19. Attend and participate in faculty meetings and serve on staff committees as required.
20. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
21. Perform other duties as assigned by supervisor and the Superintendent of Schools.

WORK ENVIRONMENT

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

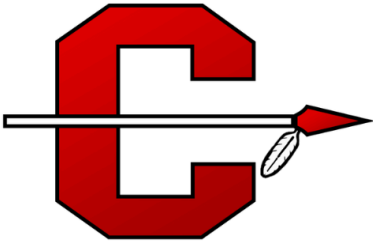
Lifting: Occasional light lifting and carrying (less than 25 pounds)

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

Environment: Indoors including but not limited to: classroom, cafeteria, library, or other campus location.

Outdoors (exposure to sun, heat, cold, and inclement weather). Exposure to noise. May work prolonged or irregular hours. A remote location in the event of a declared emergency, temporary closure, or closure.

Personal Protective Equipment may be required.



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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed to the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Employee Signature

Date