Job Title: Secondary Dean of Instruction

Wage/Hour Status: Exempt

Reports To: Campus Principal

Pay Grade: Admin 4

Dept./School: Assigned Campus

Date Revised: 05/19/2017

Funding Source: Local

The following statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Primary Purpose
Assist in the promotion and improvement of instruction and opportunities for students and teachers by fostering a positive school climate where all students can learn and become successful

Qualifications

Education/Certification
Master’s Degree from an accredited university
Valid Texas Administrator’s Certificate
Certified instructional supervisor and teacher appraiser

Special Knowledge/Skills
Working knowledge of curriculum and instruction
Ability to evaluate programing and teaching effectiveness
Strong communication and interpersonal skills

Experience
Established as an educational leader
Three (3) years of successful experience in teaching

Such alternatives to the above qualifications as the administration may find appropriate and acceptable
Major Responsibilities and Duties

- Provide leadership, direction and support in the implementation of the campus’ instructional and program plan and in necessary adjustments as needed.

- Provide instructional leadership in advancing proven teaching and learning practices.

- Demonstrate skill in “coaching” staff, aiding teachers in areas including TEKS RESOURCE, PLG, INOVA, RTI, SST and data processes.

- Facilitate collaborative planning and problem-solving processes and observe instruction of all teachers and tutorial programs regularly.

- Coordinate the registration and schedule building process for the campus.

- Collaborate with the principal in the planning and implementation of the master schedule.

- Prepare required data reports and serve as a resource to facilitate development of campus plans.

- Collaborate with administrators, teachers, and parents in assessing and planning improvement of the school’s academic programs.

- Demonstrate skill in problem resolution with administrators, parents, teachers, staff, and/or community.

- Monitor and ensure that teachers monitor student growth and achievement.

- Support the development of a network of student support systems through academic advising and scheduling.

- Ensure that continuous improvement is guided by student academic standards, school performance standards, and concrete data from the district and state assessments.

- Ensure that the continuous improvement processes address the achievement of all students and teachers as needed.

- Systematically monitor program activities e.g. Skyward, PEIMS, local policy, etc.; use evaluative findings to determine the quality of programs and services.

- Administer, coordinate and supervise those duties as assigned by the principal that assist in the daily operation of the school and enhance its efficiency.

- Comply with applicable personnel policies and rules.

- Demonstrate high expectations and high regard for all personnel.

- Assist the principal in the screening and selection of staff members for the school.

- Supervise and evaluate staff to ensure quality instruction and student achievement.
• Use the district’s appraisal system appropriately.

• Develop a master schedule for effective utilization of personnel

• Work with department chairs, campus and district strategists to address campus needs.

• Supervise counselors.

• Ensure the maintenance of complete and accurate records for the campus.

• Use effective communication skills to present information accurately and clearly.

• Collaborate in planning for improved student behavior which reflects enhanced opportunities for learning.

• Collaborate in planning for improved student attendance which reflects enhanced opportunities of learning.

• Promote a positive tone for school and community relations.

• Serve as liaison for feeder school and area colleges.

• Assist the principal in building and leading an effective team committed to achieving excellence and attaining campus goals.

• Recognize and build on the strengths of the staff and celebrate improvements.

• Develop and act upon a deeper understanding of the role of effective leadership in the change process.

• Ensure time is devoted to learning and reflecting on one’s own skills and knowledge about leadership and to disseminate that knowledge to other professionals.

• Develop and implement coaching and mentoring practices on the campus that promote continuous growth for all stakeholders.

• Participate in research based leadership initiatives aimed at improving schools.

• Support and monitor the professional development plans of staff to continuously improve instruction.

• Coordinate professional growth opportunities to advance effective teaching and learning practices.

• Consistently demonstrate a professional manner in carrying out duties and responsibilities.

• Assist the principal in setting the standards for student achievement, academic advising and scheduling.
Other

- Perform such other duties and assume such other responsibilities as may, from time to time, be assigned.
- Has demonstrated the district’s established quality customer service standards.

Supervisory Responsibilities
Counselors, campus systems, student records, Master Schedule, Academic policies & procedures

Equipment Used

Working Conditions
Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Frequent districtwide and statewide travel; frequent prolonged and irregular hours.