

# Klein Independent School District

Human Resource Services, 7200 Spring Cypress Rd., Spring, Texas 77379

## JOB DESCRIPTION

**Position:** Executive Director of Secondary Teaching and Learning  
**Pay Grade:** AP 10  
**Duty Days:** 235  
**Salary:** KISD Current Staff Compensation Plan

### Qualifications:

- Master's Degree in education
- Certified as an administrator by the Texas State Board for Educator Certification
- Minimum of three years administrative/curriculum and instruction experience preferred.
- Principal or substantial supervisory experience required.
- Minimum of three years of teaching experience.
- Evidence of instructional leadership.
- Experience in secondary schools required.

### Knowledge/Skills/Abilities:

- Knowledge of curriculum and instruction and effective leadership strategies; systems thinking and continuous improvement philosophy.
- Skill in communication and public relations.
- Ability to evaluate instructional programs; self-direct, organization; coordinate multiple tasks; manage budget and personnel; implement policies and procedures.

### Duties include but are not limited to the following:

- Lead, direct, and plan for instructional and curriculum services to meet the needs of the schools, staff, and students. Work with the executive director of elementary teaching and learning to provide a guaranteed and viable curriculum in the K-12 system that is aligned both horizontally and vertically.
- Plan, implement and evaluate instructional programs with teachers, principals, and the executive director of elementary teaching and learning including learning objectives, instructional strategies and assessment practices.
- Establish effective communication practices for secondary curriculum needs in a thoughtful, systems oriented approach.
- Work with appropriate staff to develop, maintain, and revise curriculum based on systematic review and analysis of research, data, and feedback.
- Involve instructional staff in evaluating and selecting instructional materials (print and digital) to meet student learning needs.
- Develop and utilize feedback loops that support the continuous improvement of secondary teaching and learning.

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- Work cross-functionally to ensure the use of technology in the teaching-learning process through the incorporation of digital material and learning experiences in the curriculum.
- Work cross-functionally to ensure that district goals and objectives are developed using collaborative processes and problem-solving techniques when appropriate.
- Participate and positively contribute in the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs of the district.
- Collaborate with the executive director of elementary teaching and learning to create and implement strategically aligned teaching and learning department goals and objectives consistent with the district's vision, core values, and strategic plan.
- Positively contribute to and actively support the efforts of others to achieve the district goals and objectives and campus improvement plans.
- Secure consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives.
- Collaboratively plan and provide effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and others.
- Conduct regular secondary campus visits to provide support and monitor progress.
- Work cross-functionally to provide direct coaching of secondary principals and leadership teams focused on improved student performance, including targeted goal setting, action plan development and process monitoring.
- Coordinate the district's secondary summer academic programs.
- Administer the curriculum budget and ensure that secondary programs are cost effective, vertically aligned to elementary programs, and funds are managed prudently.
- Implement the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum and instruction area.
- Assist with recruitment, selection, and training of personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.
- Monitor professional research and disseminate ideas and information to other professionals.
- Demonstrate awareness of district-community needs and initiate activities to meet those needs.
- Gather feedback and make recommendations for continuous improvement of program effectiveness.
- Effectively lead and supervise assigned staff.
- Perform all other duties as assigned by the associate superintendent of teaching and learning.
- Report directly to the associate superintendent of teaching and learning.

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## **Mental/Physical/Environmental Demands:**

- Frequently communicates with other employees or public. Must be able to exchange accurate information.
- Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints.
- Ability to organize and prioritize work schedules of others on long-term basis.
- Ability to make decisions which have significant impact on the department's credibility, operations and services.
- Ability to compose material such as detailed reports, work-related manuals, publications of limited scope or impact and to make presentations outside of the immediate work area.
- Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact and to make formal presentations.
- Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours.
- Frequent districtwide, statewide, and out-of-state travel.

**A select number of applicants will be invited for an interview. Only persons with the above credentials and background will be considered.**

## **In-district:**

Please submit a resume and letter of interest to Jenny McGown, Associate Superintendent of Teaching and Learning ([jmCGown@kleinisd.net](mailto:jmCGown@kleinisd.net))

Both In-district and Out-of-district applicants should submit an application, and upload resume and copies of educational credentials and certifications (if applicable) through our online application process.

***The Klein Independent School District does not discriminate on the basis of age, color, disability, national origin, race, religion, or sex in the educational programs or activities which it operates and is an equal opportunity employer.***