



<b>TITLE:</b>	<b>Dean of Instruction - Middle School</b>	<b>STATUS:</b>	<b>Exempt</b>
<b>REPORTS TO:</b>	<b>Campus Principal</b>	<b>TERMS:</b>	<b>223 Days</b>
<b>DEPARTMENT:</b>	<b>Assigned Campus</b>	<b>PAY GRADE:</b>	<b>AP6, Chapter 21 Contract</b>

**PRIMARY PURPOSE:**

To ensure increased student achievement and improved classroom instruction by assisting the Principal in the coordination and administration of various programs of the school within the framework of the philosophy, goals, and policy established by the Board.

**QUALIFICATIONS:**

**Education/Certification:**

Master’s Degree from an Accredited college or university  
 Valid Texas Teaching Certificate  
 Valid Texas Principal Certification  
 Certified in the state appraisal system

**Special Knowledge/Skills:**

Demonstrated ability as an instructional leader  
 Proven Leadership skills  
 Ability to interpret data  
 Ability to evaluate instruction programs and teaching effectiveness  
 Knowledge of curriculum design and implementation  
 Effective communication and interpersonal skills  
 Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

**Experience:**

Five years of administrative or instructional coaching experience at the secondary level preferred  
 Three years teaching experience (secondary preferred)

**WORKING CONDITIONS:**

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

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

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse

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

**Environment:** Frequent districtwide travel; occasional statewide travel

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

**Essential Functions:**

1. Participate in the development and evaluation of instructional programs.
2. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts as appropriate.
3. Facilitate teacher implementation of concepts and content in all instructional areas.
4. Assist with curricular and staff development planning and implementation.
5. Collaborate with instructional coaches, department heads, and support services (intra-district and inter-district) to maintain and improve the instructional program.



6. Assist faculty and staff in identifying, defining, and solving instructional related problems.
7. Serve as lead contact for STAAR interventions and mentoring.
8. Assist the principal in the review, development, and revision of all subject area programs and related curriculum documents and materials, including course guides, course syllabi, and teaching plans.
9. Coordinate the AP, dual credit and gifted and talented program.
10. Promote a positive, caring learning climate.
11. Assist the principal in the development and management of the campus instructional budget.
12. Participate in the development of campus improvement plans with staff, parents, and community members.
13. Disaggregate benchmark and additional academic data (STAAR and MAP) and provide reports and suggested interventions to faculty and staff.
14. Utilize data-driven decision making in the evaluation and revision of target academic programs.
15. Conduct instructional observations, record observations, and conduct conferences with staff that result in diagnostic and prescriptive feedback for growth and improved performance.
16. Assist the principal in interviewing, selecting, and orienting new staff members.
17. Comply with federal and state laws, SBOE rules, Board policy, and regulations.
18. Interact effectively with students to promote positive attitudes towards school programs.
19. Stay up-to-date professionally through the selection of quality staff development opportunities for personal growth.
20. Demonstrate awareness of school-community needs and initiate activities to meet those needs.
21. Use appropriate and effective techniques to encourage parent and community involvement.
22. Share supervisory responsibility for professional staff with school principal, supervising staff members as assigned.
23. Develop growth plans for teachers in need of assistance in cooperation with the supervisor.
24. Manage and utilize data effectively for systemic process and program analysis.
25. Account for the accuracy and verification of all student program data and reports.
26. Implement data-driven decision making for improvement efforts based on best practices.
27. Account for the verification of the correct policy regarding all decisions and correspondence.
28. Implement effective policy-driven decision making.
29. Research district policy, precedent, and current practices prior to taking action.
30. Participate as an effective team member who contributes to district, department, and content goals.
31. Display proficient levels of technology applications.
32. Development of the master schedule and continuously processing, updating, correcting all materials related to the school's master schedule and grade reporting.

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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.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in 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 functions.*

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

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Signature

Printed Name

Date