

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Dean of Instruction

Job Description

December 2016

Reports to: Campus Principal

Term: 226 days

Status: Exempt

Primary Purpose:

Under the direction of the campus principal, the Dean of Instruction leads in the development, implementation, evaluation and/or review of innovative programs for the campus. Assist in the supervision and implementation of district instructional programs and initiatives while maintaining congruency between all academic activities. Serves as a campus appraiser for instructional staff and assists in identifying professional development needs and developing long-range professional development plans. Works with instructional staff to develop and implement effective remediation plans for students demonstrating a need. Oversees the implementation of the campus Honors Program. Addresses the social-emotional needs of students through the use of research-based strategies. Helps to maintain a safe, positive and orderly learning environment for staff and students.

Qualifications:

Education/Certification

Master's degree in
education

Mid-management or principal certification

T-TESS Certification

Special Knowledge/Skills

- Thorough knowledge of principles and best practices of current school education and the ability to apply them to the needs of the school.
- Thorough knowledge of current curriculum and instructional practices, TEKS, State testing programs, public school administration and organization.
- Thorough knowledge of school-related operations, e.g., facility maintenance, student transportation, and food services.
- Ability to plan, organizes, and coordinates teaching support services, student services, student activities, and school/community relations programs.
- Ability to establish and maintain effective working relationships with students, staff, other administrators, and the public.
- Ability to multi-task and effectively communicate, both orally and in writing.

Experience

Minimum 3 years classroom teaching experience required.

Campus administrative or district level experience required.

Major Responsibilities and Duties:

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1. Assume a leadership role in all campus administrative responsibilities.
2. Demonstrate in-depth knowledge and understanding of the instructional program.
3. Practice a commitment of professional growth and continuous improvement.
4. Maintain a high student attendance rate by enforcing District attendance policies.
5. Communicate effectively with students, staff, other administrators, parents, and community.
6. Implement effective personnel management strategies to include conducting meaningful staff evaluations and employing documentation practices that encourage professional growth.
7. Provide leadership in the development of campus improvement plans, budgets, master schedule, and other similar projects.
8. Administer all policies and procedures of both the school and the District
9. Practice a commitment of professional growth and continuous improvement.
10. Maintain a high student attendance rate by enforcing District attendance policies.
11. Communicate effectively with students, staff, other administrators, parents, and community.
12. Implement effective personnel management strategies to include conducting meaningful staff evaluations and employing documentation practices that encourage professional growth.
13. Provide leadership in the development of campus improvement plans, budgets, master schedule, and other similar projects.
14. Administer all policies and procedures of both the school and the District.
15. Perform other duties as assigned.

Supervisory Responsibilities:

Incumbents may perform many of the same duties as assigned to assistant principal positions but are generally assigned school-wide responsibilities that relate to instruction and assessment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

- Work is generally confined to the school or campus, requiring those activities common to the environment.
- Work requires sufficient mobility to patrol halls and school grounds, and to climb stairs in some buildings.
- Lifting light objects may be necessary

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- Work environment may be noisy.
 - Work may involve maladaptive student behavior and may require intervention and/or restraint techniques.
 - Work is subject to deadlines and may require tailoring programs to meet the needs of many divergent groups.
 - Work may include extensive evening, nighttime, and weekend responsibilities.
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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____