

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Dean of Student Support Services

Job Description

Reports to: Campus Principal

Status: Exempt

Term: 217 days

Primary Purpose:

Under the direction of the Director of Curriculum and Accountability and the campus principal, the Dean of Student Support Services leads in the development, implementation, evaluation and/or review of instructional programs for the campus. Assist in the supervision and implementation of district 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 Pre-AP 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.

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 preferred.

Major Responsibilities and Duties:

1. Assume a leadership role in all campus instructional programing.
2. Improve campus performance by increasing teacher capacity.
3. Work with teachers in the delivery of effective engaging lessons in alignment with the district's curriculum
4. Work with district and school staff to develop, implement and monitor a school wide academic improvement plan
5. Develop intervention plan including identifying student needs and schedule
6. Monitor and direct the work of campus math and reading interventionists
7. Work with campus instructional specialist to monitor that student instruction is delivered with fidelity
8. Attend planning meetings

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9. Conduct walk-throughs
10. Provide assistance for teachers struggling with classroom management and/or instruction
11. Practice a commitment of professional growth and continuous improvement
12. Provide leadership in all campus instructional projects that support improved student growth and learning.
13. Communicate effectively with students, staff, other administrators, parents, and community.
14. Implement effective personnel management strategies to include conducting meaningful staff evaluations and employing documentation practices that encourage professional growth.
15. Provide leadership in the development of campus improvement plans and other similar projects.
16. Administer all policies and procedures of both the school and the District

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.

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.

The foregoing 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.

Approved by _____

Date _____

Reviewed by _____

Date _____