

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Director of Secondary Education

Job Description

July 2021

Reports to: Executive Director of Curriculum and Instruction

Status: Exempt

Term: 226 Days

PRIMARY PURPOSE:

Provide leadership for the curriculum, instruction program of the district, grades 7-12. The Director of Secondary Education shall facilitate programs, activities, and systems that support the educational process of students and staff grades 7-12.

QUALIFICATIONS:

Experience

- Minimum of five years of successful secondary teaching experience required. Teaching experience at multiple grade levels preferred.
- Minimum of three years of successful experience in school or district leadership positions required.
- Experience as a campus principal preferred

Education/Certification

- Master's degree in Educational Administration or Curriculum & Instruction
- Mid-Management, Principal's certificate required
- Certified T-TESS and T-PESS appraiser

Special Knowledge/Skills:

- In-depth knowledge of best practices in curriculum, instruction, and assessment
- In-depth knowledge of advanced academic programs including: Advanced Placement, Dual Credit, and Collegiate High School
- In-depth knowledge of high school graduation plans and endorsements
- Ability to evaluate curriculum, instruction, and assessment programs and teaching effectiveness
- Experience in planning and presenting staff development for teachers and staff
- Experience in master schedule planning
- Experience in drop-out prevention and intervention
- Experience in preparing and managing budgets and personnel
- Ability to interpret policy, procedures, and data
- Strong communication, public relations, and interpersonal skills
- Ability to function as a member of a high-performing team
- Ability to multi-task

MAJOR RESPONSIBILITIES AND DUTIES:

Curriculum, Instruction, and Assessment

1. Works with principals and teachers on an on-going basis to analyze student performance and other data to determine student needs in the areas of curriculum, instruction, and assessment.
2. Initiates studies, research, and planning projects to improve school effectiveness.
3. Works with principals and teachers to design engaging work for students.
4. Oversees the implementation of the secondary 21st Century After School programs

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5. Provides assistance with the development, monitoring, and implementation of required improvement plans.
 6. Works with principals and teachers to ensure curriculum, instruction, and assessment practices and programs are aligned horizontally and vertically to eliminate repetition and redundancy.
 7. Works with principals and teachers to ensure understanding of the depth and complexity of the state curriculum.
 8. Coordinates the review, development and revision of all subject area programs and related curriculum documents and materials, including curriculum guides, course outlines and teaching plans.
 9. Evaluates the secondary curriculum and instruction program effectiveness based on evaluative findings (including student achievement data) and recommend changes as needed.

Administrative Management and Budget

1. Develops, recommends, and implements policies and procedures as required to meet curriculum, instruction, and assessment needs and as required by state and federal laws and local policy.
2. Develops and administers budgets as required.

Personnel Management

1. Mentors principals, campus leaders, and campus staff.
2. Assists with the recruitment, retention, and assignment of campus and central personnel as required.

Organizational Culture

1. Communicates openly with all patrons, students, and employees of the district.
2. Works with and for others to create a culture that supports risk-taking and that provides protection from adverse consequences.
3. Assists principals and other administrators in their efforts to run efficient and effective schools by serving as a resource person and problem-solver for students, teachers, parents, and community members.

Professional Growth and Development

1. Seeks opportunities for personal professional growth that align with the district's beliefs, vision, and mission.
2. Assists principals and other administrators in finding opportunities for personal professional growth that aligns with the district's beliefs, vision, and mission.
3. Provides counsel to the Executive Director of Curriculum and Instruction and other central office educators in the design and delivery of professional learning opportunities for district faculty and staff based on identified needs.

Other Duties

1. Participates fully in the development and implementation of the district's efforts to design a student-centered district.
2. Attends and is visible at campus, district, and community functions to support the efforts of students, staff, and patrons.
3. Performs other duties as assigned by the Executive Director of C&I, Assistant Superintendent, or the Superintendent of Schools.
4. Plan and provide staff development for teachers, administrators, and staff.

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5. Observe classroom instruction and provide feedback and assistance to classroom teachers to facilitate improvement and innovation.

WORKING CONDITIONS:

Mental Demands

Effective communication (both orally and in writing); ability to interpret policy, procedures and data; coordinate district functions; ability to function in stressful situations.

Physical Demands/Environmental Factors

Frequent district-wide travel, some regional and statewide travel, frequent prolonged and irregular hours.

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 _____