



JOB DESCRIPTION

DEAN OF INSTRUCTION/HEAD OF SCHOOL FOR INTERNATIONAL BACCALAUREATE

JOB TITLE:	Dean of Instruction/Head of School for International Baccalaureate	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	TERMS:	226 Days
DEPARTMENT:	High School	PAY GRADE:	Administrative 6

PRIMARY PURPOSE:

As assistant to a secondary school principal, coordinates instructional services and related support activities at a large high school

QUALIFICATIONS:

Education/Certification:

Master's degree in education or education administration with extensive course work in secondary school instruction and counseling instructional supervision

Mid-management certification or principal certification issued by Texas Education Agency

Special Knowledge and Skills:

- Thorough understanding of school operations, curriculum and instruction, and related activities
- Strong organizational, communication and interpersonal skills

Experience:

Considerable teaching, supervisory, or administrative experience, some of which shall have been in Grades 7-12

Or any equivalent combination of education and experience that would provide the above noted knowledge, skill, and ability



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DISTINGUISHING CHARACTERISTICS:

Positions in this classification are assigned only to large high schools. Incumbents may perform many of the same duties assigned to assistant principal positions.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Participate in the setting of instructional goals and objectives for the school
2. Coordinate the implementation of district approved curriculum in all courses
3. Observe employee performance, record observations, and conduct evaluation conferences; serve as second appraiser for designated teacher appraisal system
4. Coordinate the acquisition and distribution of current curriculum guides and other instructional materials
5. Coordinate analysis of available test data for a detailed profile of academic/instructional strengths and weakness; coordinate departmental action plans to enhance strengths and overcome weaknesses
6. Assume primary responsibility for staff development: facilitate departmental activities directed toward implementation of action plans for instructional improvement
7. Drawing upon the specialized expertise of department chairperson/lead teachers as needed, assess teachers and provide assistance tailored to individual needs
8. Provide ongoing assistance with classroom management and use of varied instructional strategies
9. Supervise and assign TxBess Mentors
10. Assist in assignment and scheduling of teachers
11. Assist with the orientation of new teachers
12. Supervise and support all levels of standardized test preparation sessions
13. State accountability



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

14. Comply with district policies, as well as state and federal laws and regulations
15. Adhere to the district's safety policies and procedures
16. Maintain confidentiality in the conduct of district business
17. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
18. Demonstrate regular and prompt attendance
19. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Hazards/Unusual Demands:

- Work environment may be noisy
- Work may involve maladaptive student behavior
- Work may involve exposure to student body fluids
- Work may include extensive evening and/or nighttime and weekend responsibilities

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED DATE: Feb., 2017