



# Longview Independent School District

## JOB DESCRIPTION DIRECTOR OF RESEARCH, PLANNING, AND ACCOUNTABILITY

<b>JOB TITLE:</b>	Director of Research, Planning and Accountability	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Assistant Superintendent, Campus Accountability	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Curriculum and Instruction	<b>PAY GRADE:</b>	Administrative 6

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### PRIMARY PURPOSE:

Develop, implement, and evaluate a local accountability system that ensures legal compliance with state and federal mandates, provides assessment and evaluation services, assures training for instructional staff, and develops organization capacity through strategic planning and data-driven decision making

### QUALIFICATIONS:

#### Education/Certification:

Master's degree in Education Administration or Curriculum and Instruction  
Texas Mid-Management certification or appropriate supervisor certification  
Certified Texas Teacher Evaluation and Support System (T-TESS) appraiser

#### Special Knowledge/Skills:

- Thorough knowledge of curriculum and instruction
- Ability to evaluate instructional programs and teaching effectiveness
- Ability to manage budget and personnel
- Ability to coordinate district functions
- Ability to interpret policy, procedures, and data
- Strong communication, public relations, and interpersonal skills

#### Experience:

Three years successful experience as a classroom teacher  
Five years of experience in instructional leadership roles, preferred



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### MAJOR RESPONSIBILITIES AND DUTIES:

#### Instruction and Program Management

1. Direct instructional and curriculum services to meet students' needs
2. Monitor campus improvement plans
3. Chair district improvement team and develop district improvement plan
4. Direct student assessment program, including benchmark testing and the state assessment system (TEKS, alternative assessments, RPTE), etc.
5. Serve as member of the instructional resource team and participate in the strategic planning process
6. Plan, implement, and evaluate instructional programs with teachers, principals, and district-level instructional staff, including learning objectives, instructional strategies, and assessment techniques
7. Apply research and district data to improve the content, sequence, and results of the teaching-learning process
8. Work with appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis
9. Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs
10. Facilitate the use of technology in the teaching-learning process
11. Plan the necessary time, resources, and materials to support accomplishment of educational goals
12. Participate in the district-level decision making process to establish and review the district's goals and objectives and major classroom instructional programs of the district
13. Actively support the efforts of others to achieve district goals and objectives and the campus performance objectives
14. Obtain and use evaluative findings, including student achievement data, to examine curriculum and instructional program effectiveness



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Instruction and Program Management (continued)

15. Secure consultants, specialists, and other community resources for principals and supervise instructional staff to assist in attaining objectives
16. Provide effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and others

#### Policy, Reports, and Law

17. Develop administrative procedures and regulations to manage and implement policies established by federal and state law, State Board of Education rule, and local board policy in the curriculum and instruction area
18. Compile, maintain, and file all reports, records, and all other documents required
19. Administer the curriculum and instruction budget and ensure that programs are cost effective and funds are managed prudently

#### Budget

20. Compile budgets and cost estimates based on documented program needs

#### Personnel Management

21. Prepare, review, and revise job descriptions in the curriculum and instruction department
22. Evaluate the job performance of employees to ensure effectiveness
23. Assist with recruitment, selection, and training of personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal
24. Assist with the implementation of the designated teacher appraisal system
25. Effectively communicate the district's policies, goals and guidelines to principals
26. Provide for two-way communication with principals, teachers, staff, parents, and community



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Personnel Management (continued)

27. Demonstrate skill in conflict resolution with administrators, parents, teachers, staff and community
28. Monitor professional research and disseminate ideas and information to other professionals

#### Community Relations

29. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing the district's mission
30. Demonstrate awareness of district-community needs and initiate activities to meet those needs
31. Demonstrate use of appropriate and effective techniques to encourage community and parent involvement

#### Professional Growth and Development

32. Pursue professional development through reading, attending conferences, and being involved with related agencies or organizations

#### Other

33. Comply with district policies, as well as state and federal laws and regulations
34. Adhere to the district's safety policies and procedures
35. Maintain confidentiality in the conduct of district business
36. 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)
37. Demonstrate regular and prompt attendance
38. Other duties as assigned



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### SUPERVISORY RESPONSIBILITIES:

Supervisor of student assessment, supervisor of instructional technology, coordinator of benchmark assessment; Supervise and evaluate the performance of instructional supervisors and support staff in the curriculum and instruction department as assigned; monitor instructional programs and report to Assistant Superintendent for Campus Accountability

### 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

#### 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.

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

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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: Feb., 2017