



Longview Independent School District

JOB DESCRIPTION

DIRECTOR OF SECONDARY INSTRUCTION

JOB TITLE:	Director of Secondary Instruction	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Assistant Superintendent, Campus Accountability	TERMS:	226 Days
DEPARTMENT:	Curriculum and Instruction	PAY GRADE:	Administrative 7

PRIMARY PURPOSE:

Evaluate and provide leadership for the overall instructional program (6-12 grades) of the district; responsible for the effective and efficient operation of the Curriculum and Instruction Department, which includes curriculum, staff development, testing and evaluation, alternative and special programs, special education, support services, career and technology, and gifted and talented services, I.B., STEM, and other programmatic areas.

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
Three to five years of experience in instructional leadership roles, required
Three to five years of successful experience as a secondary administrator, required



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MAJOR RESPONSIBILITIES AND DUTIES:

Instruction and Program Management

1. Serve as member of the Instructional Resource Team and participate in the strategic planning process
2. Direct instructional and curriculum services to meet students' needs
3. Plan, implement, and evaluate instructional programs with teachers, principals, and district-level instructional staff, including learning objectives, instructional strategies, and assessment techniques
4. Apply research and district data to improve the content, sequence, and results of the teaching learning process
5. Work with appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis
6. Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs
7. Facilitate the use of technology in the teaching-learning process
8. Plan the necessary time, resources, and materials to support accomplishment of educational goals
9. 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
10. Actively support the efforts of others to achieve district goals and objectives and the campus performance objectives
11. Provide leadership in causing the instructional goals of the school district to be met in assigned area
12. Obtain and use evaluative findings, including student achievement data, to examine curriculum and instructional program effectiveness
13. Secure consultants, specialists, and other community resources for principals and supervise instructional staff to assist in attaining objectives



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Instruction and Program Management (continued)

14. 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

15. 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
16. Compile, maintain, and file all reports, records, and all other documents required
17. Administer the curriculum and instruction budget and ensure that programs are cost effective and funds are managed prudently

Budget

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

Personnel Management

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



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Community Relations

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

Professional Growth and Development

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

Other

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

SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate the performance of instructional supervisors and support staff in the Curriculum and Instruction Department as assigned; monitor staff and report to Assistant Superintendent for Campus Accountability



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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.

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