



Longview Independent School District

JOB DESCRIPTION

DIRECTOR, LONGVIEW EARLY COLLEGE HIGH SCHOOL

JOB TITLE:	Director, Longview Early College High School	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal/Assistant Superintendent for Secondary Programs	TERMS:	226 Days
DEPARTMENT:	Longview High School	PAY GRADE:	Administrative 4

PRIMARY PURPOSE:

Direct and manage Longview Early College High School instructional program and supervise operations and personnel at campus level; provide leadership to ensure high standards of instructional service; oversee compliance with district policies, success of instructional program, and operation of all campus activities

SECONDARY PURPOSE:

Assist Campus Administration in instructional and curriculum supervision in areas where LECHS and LHS opportunities coincide

QUALIFICATIONS:

Education/Certification:

Master's degree in Educational Administration from an accredited college or university
Texas Mid-Management or other appropriate Texas certificate
Certified Texas Teacher Evaluation and Support System (T-TESS) appraiser

Special Knowledge/Skills:

- Working knowledge of curriculum and instruction and of the dual credit program
- Ability to evaluate instructional program and teaching effectiveness
- Ability to manage budget and personnel
- Ability to coordinate campus functions
- Ability to interpret policy, procedures, and data
- Strong organizational, communication, public relations, and interpersonal skills

Experience:

Five years experience as a classroom teacher
Five years experience as an administrator at the secondary level



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MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Management

1. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions
2. Regularly consult the LECHS Steering/Advisory committee about planning, operation, supervision, and evaluation of campus education program; include students and community representatives when appropriate

School or Organization Morale

3. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals
4. Foster collegiality and team building among staff members; encourage their active involvement in decision-making process
5. Provide for two-way communication with superintendent, staff, students, parents, and community
6. Communicate and promote expectations for high-level performance to staff and students; recognize excellence and achievement
7. Ensure the effective and quick resolution of conflicts

School or Organization Improvement

8. Build common vision for school improvement with staff; direct planning activities and put programs in place with staff to ensure attainment of school's mission
9. Identify, analyze, and apply research findings (e.g., effective school correlates) to promote school improvement
10. Develop and set annual LECHS performance objectives for each of the academic excellence indicators using the campus planning process and site-based decision making committee
11. Develop, maintain, and use information systems and records necessary to show LECHS progress on performance objectives addressing each academic excellence indicator



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Personnel Management

12. Assist with interviews, selection, and orientation of new staff
13. Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public
14. Observe employee performance, record observations, and conduct evaluation conferences with staff
15. Assign and promote LECHS personnel
16. Make recommendations to superintendent on termination, suspension, or non-renewal of employees assigned to LECHS
17. Work with campus-level planning and decision-making committees to plan professional development activities
18. Confer with subordinates regarding their professional growth; work with them to develop and accomplish improvement goals

Management of Fiscal, Administrative, and Facilities Functions

19. Comply with district policies and state and federal laws and regulations affecting the schools
20. Develop LECHS budgets based on documented program needs, estimated enrollment, personnel, and other fiscal needs; keep programs within budget limits; maintain fiscal control; accurately report fiscal information
21. Compile, maintain, and file all physical and computerized reports, records, and other documents required including accurate and timely reports of maximum attendance to requisition textbooks
22. Manage use of school facilities; supervise maintenance of facilities to ensure a clean, orderly, and safe campus
23. Develop and maintain a partnership with local institutions of higher learning, i.e., colleges, universities, and others



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Management of Fiscal, Administrative, and Facilities Functions (continued)

24. Develop, maintain, and recommend inter-local agreements
25. Accurately maintain and submit all reports (local, state, federal) in a timely manner

Student Management

26. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate
27. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook
28. Conduct conferences about student and school issues with parents, students, and teachers

Professional Growth and Development

29. Develop professional skills appropriate to job assignment
30. Demonstrate professional, ethical, and responsible behavior; serve as a role model for all LECHS staff

School or Community Relations

31. Articulate the school's mission to the community and solicit its support in realizing the mission
32. Demonstrate awareness of school and community needs and initiate activities to meet those needs
33. Use appropriate and effective techniques to encourage community and parent involvement

Other

34. Comply with district policies, as well as state and federal laws and regulations
35. Adhere to the district's safety policies and procedures



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Other (continued)

36. Maintain confidentiality in the conduct of district business
37. 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)
38. Demonstrate regular and prompt attendance
39. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Assist with supervising and evaluating the performance of staff assigned to LECHS including assistant principal(s), teacher(s), counselor(s), librarian(s), instructional aides, clerical support staff, and custodians

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.



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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: Feb., 2017