



Longview Independent School District

JOB DESCRIPTION DEAN OF INSTRUCTION

JOB TITLE:	Dean of Instruction	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	TERMS:	226 Days
DEPARTMENT:	High School	PAY GRADE:	Administrative 4

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:

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.

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. Participates in the setting of instructional goals and objectives for the school.
2. Coordinates the implementation of District approved curriculum in all courses.



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Coordinates the acquisition and distribution of current curriculum guides and other instructional materials.
4. Coordinates analysis of available test data for a detailed profile of academic/instructional strengths and weakness; coordinates departmental action plans to enhance strengths and overcome weaknesses.
5. Assumes primary responsibility for staff development: facilitates departmental activities directed toward implementation of action plans for instructional improvement.
6. Drawing upon the specialized expertise of department chairperson as needed, assesses teachers and provides assistance tailored to individual needs.
7. Provide ongoing assistance with classroom management and use of varied instructional strategies.
8. Assist in assignment and scheduling of teachers, as requested.
9. Assist with the orientation of new teachers.
10. Provides direction and support for substitute teachers.
11. Coordinates and supports all levels of standardized test preparation sessions.
12. Comply with district policies, as well as state and federal laws and regulations.
13. Adhere to the district's safety policies and procedures.
14. Maintain confidentiality in the conduct of district business.
15. 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).
16. Demonstrate regular and prompt attendance.
17. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required



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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 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 and duties that may be assigned or 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: AUG., 2020