



Longview Independent School District

JOB DESCRIPTION DIRECTOR OF INSTRUCTION

JOB TITLE:	Director of Instruction	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Assistant Superintendent, Campus Accountability	TERMS:	226 Days (Part-Time – 2.5 days per week)
DEPARTMENT:	Curriculum and Instruction	PAY GRADE:	Administrative 6

PRIMARY PURPOSE:

Evaluate and provide leadership for the overall instructional program (PK-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

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. 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. Work with Specialists and staff to develop, maintain, and revise curriculum documents based on systematic review and analysis (such as pacing guides, lesson plans, etc.)
4. Involve instructional staff in evaluating and selecting instructional materials (including textbooks) to meet student learning needs
5. Participate in the district-level decision making process to establish and review the district's goals and objectives and major instructional programs of the district
6. Provide leadership in causing the instructional goals of the school district to be met in assigned areas
7. Secure consultants, specialists, and other community resources for principals
8. Prepare, review, and revise job descriptions in the curriculum and instruction department
9. Evaluate the job performance of designated employees to ensure effectiveness
10. Provide for two-way communication with principals, teachers, staff, parents, and community
11. Meet with the district leadership team
12. Arrange travel to district fine arts programs and approve field trips to ensure academic value
13. Monitor professional research and disseminate ideas and information to other professionals
14. Approve requisitions for SCE, Title, and GT funds as assigned
15. Continue to approve and/or correct errors in Skyward Time for C. & I. and principals



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Community Relations

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

Professional Growth and Development

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

Other

20. Comply with district policies, as well as state and federal laws and regulations
21. Adhere to the district's safety policies and procedures
22. Maintain confidentiality in the conduct of district business
23. 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)
24. Demonstrate regular and prompt attendance
25. 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: AUG, 2020