

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Academic Dean, Middle School

Wage/Hour Status: Exempt

Reports to: Principal

Admin/Prof Pay Grade: 105 (226 Days)

Dept./School: Middle School

Date Revised: 11/29/2021

Primary Purpose:

To assist the Principal in the organization, administration, and supervision of all curriculum, instruction, assessment, personnel, budget, parent relations and public administration. To ensure increased student achievement and improved classroom instruction by assisting the within the framework of the philosophy, goals, and policy established by the Board.

Qualifications:

Education/Certification:

Master's degree

Valid Texas principal certification or other appropriate Texas certificate

Certified Texas Teacher Evaluation & Support System (T-TESS)

Administrator Certification

Special Knowledge/Skills:

Thorough understanding of school operations

Demonstrated expertise in content, curriculum development, student learning, test analysis, mentoring, and professional development as demonstrated by an advanced degree, advanced training and/or career experience

Instructional expertise demonstrated through model teaching, team-teaching, video presentations, and student achievement gains

Proven leadership skills

Excellent communication skills and an understanding of how to facilitate growth in adults

Ability to establish positive and productive professional relationships with co-workers, parents, principals, and district administration

Strong organizational and interpersonal skills

Ability to coordinate campus support operations

Ability to use software to disaggregate student performance data

Bilingual, preferred

Experience:

Leadership experience in staff development, curriculum and assessment

Three years experience as a classroom teacher

Two years' experience as an administrator, preferred

Major Responsibilities and Duties:

Instructional Management

1. Serves as a liaison between the district level departments, campus administration, and staff in the delivery of the district wide plan for goals and objectives of the district.

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2. Monitors and assists teachers in the planning and implementation of curriculum, goals, and objectives to provide effective learning experiences for each student and raise student achievement.
3. Monitor and ensure use of aligned curriculum by observing teachers in their classrooms, evaluate performance, and provide feedback.
4. Actively monitor and lead the discussion of the District benchmark assessments results and plans for improvement.
5. Supervise Department Chairs in implementing the District's curriculum and monitoring instruction.
6. Coordinate the student assessment program and disseminates and interprets test data relating to the overall instructional program.
7. Facilitates coordination with Response to Intervention (RTI) program and assists in preparation, grouping, tutorials, and after school program.
8. Works closely with Curriculum & Instruction staff to improve instructional delivery and assists in coordinating special programs (At-risk, Compensatory Education, Title I, Bilingual/ESL, Special Education, Career & Technical Education).
9. Assists in the coordination of planning and implementation of instructional technology programs.
10. Assist faculty and staff in identifying, defining, and solving instructional related problems.
11. Analyze teacher and campus made tests for relevancy, appropriateness, and content.
12. Actively seek to improve course offerings, instructional delivery, and proven strategies to increase student achievement.
13. Facilitate and train instructional staff to effectively collaborate during Professional Learning Community (PLC) meetings.
14. Evaluate teachers using Texas Teacher Evaluation and Support System (T-TESS).
15. Participates in the development and evaluation of the educational programs.
16. Responsible for the development and maintenance of a master schedule of classes and course catalogs and assisting with the planning, coordination, and monitoring of student scheduling.

School/Organization Climate/Improvement

17. Promote a positive, caring learning environment.
18. Coordinates the development and implementation of the Campus Improvement Plan.
19. Assists with planning and implementation of programs and activities for campus parent involvement.
20. Assist the principal in developing, maintaining, and using information systems to maintain records and track progress on campus performance objectives and academic indicators.

Personnel Management

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21. Assist the principal in interviewing, selecting, and orienting new staff members.
22. Share supervisory responsibility for professional staff with school principal. Supervise personnel as assigned by campus principal.

Administration and Fiscal/Facilities Management

23. Assist in the development of the campus budgets relating to staff development, curriculum and instruction.
24. Comply with federal and state laws, State Board of Education rules, Board policy, and regulations.

Student Management/School & Community Relations

25. Conduct conferences with parents, students, and teachers concerning school and student issues.
26. Interact effectively with students and parents to promote positive attitudes towards school programs.
27. Articulate the school's mission to community and solicit its support in realizing goals.
28. Demonstrate awareness of school-community needs and initiate activities to meet those needs.

Professional Growth and Development

29. Assist with planning, coordinating, and implementing staff development programs for teachers to raise their level of instructional effectiveness.
30. Stay up-to-date professionally through the selection of quality staff development opportunities for personal growth.
31. **Other**
32. Serve as Campus Testing Coordinator
33. Serve as Campus Summer School Principal
34. Has regular in person attendance and complies with notification procedures for absences.
35. Follow district safety protocols and emergency procedures.
36. Perform other duties as assigned.

Supervisory Responsibilities:

Share supervisory responsibility for professional staff with school principal. Supervise teachers, paraprofessionals, clerical personnel and others as assigned.

Working Conditions:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

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Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking and standing; repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work inside, may work outside; regular exposure to noise; may work prolonged or irregular hours

Mental Demands/Physical Demands/Environmental Factors: Work with frequent interruptions; Maintain emotional control under stress.

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.

Reviewed by _____

Date _____