

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

Job Title: Dean of Instruction

Wage/Hour Status: Exempt

Reports to: Principal
Days)

Admin/Prof Pay Grade:106 (226

Dept./School: High School

Date Revised: 04/06/2022

Primary Purpose:

To ensure increased student achievement and improved classroom instruction by assisting the Principal in the coordination and administration of various programs for the school, including career and technology education 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)

Administration Certification

Special Knowledge/Skills:

Thorough understanding of school operations

Demonstrate ability as an instructional leader

Proven leadership skills

Working knowledge of federal and state code governing career and technology education

Strong organizational, communication, and interpersonal skills

Ability to coordinate campus support operations

Ability to use software (i.e., DMAC) to disaggregate student performance data

Bilingual, preferred

Experience:

Experience in career and technology education

Three years experience as a classroom teacher

Three years experience as an administrator

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.
2. Oversee the development, implementation, and improvement of career and technology instructional programs.
3. Oversee and manage the Wildcat Learning Center under the direction of the high school principal.
4. Monitor and ensure use of aligned curriculum.

GPISD Job Description
Dean of Instruction

5. Assist with the writing and construction of performance criteria and assessment materials.
6. Participate in the development and evaluation of instructional programs.
7. Performs classroom visitations/observations and demonstrates lessons to model strategies and monitors curriculum implementation through effective coaching methods.
8. Facilitates coordination with Response to Intervention (RTI) program and assists in preparation, grouping, tutorials, and after school program.
9. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts as appropriate.
10. Assist with curricular and staff development planning and implementation.
11. Collaborate with the instructional staff, department heads, SLC team leaders, and support services (intra-district and inter-district) to maintain and improve the instructional program. Facilitate regular meetings with the department chairpersons on an individual and group basis in order to facilitate communication and evaluate instruction within the departments.
12. Assist faculty and staff in identifying, defining, and solving instructional related problems.
13. Serve as lead contact for intervention and enrichment programs.
14. Promote the infusion of technology in the teaching/learning process.
15. Facilitate and train instructional staff to effectively collaborate during Professional Learning Community (PLC) meetings.
16. Conduct staff development for teachers in the content areas and instructional strategies.
17. Analyze student data and assist instructional staff with disaggregation of data to make informed instructional decisions in all content areas.
18. Participates in the development and evaluation of the educational programs.
19. Promotes the use of technology in the teaching/learning process.
20. Responsible for the development and maintenance of a master schedule of classes and course catalogs.

School/Organization Climate

1. Promote a positive, caring learning environment.
2. Deal sensitively and fairly with persons from diverse cultural backgrounds.
3. Communicate effectively with students and staff.

School/Organization Improvement

4. Participate in the development of campus improvement plans with staff, parents, and community members.

GPISD Job Description
Dean of Instruction

5. Assist the principal in developing, maintaining, and using information systems to maintain records and track progress on campus performance objectives and academic excellence indicators.
6. Disaggregate academic data and provide reports and suggested interventions to faculty and staff.
7. Utilize data-driven decision making in the evaluation and revision of targeted academic programs.

Personnel Management

8. Conduct instructional observations, record observations, and conduct conferences with staff that result in diagnostic and prescriptive feedback for growth and improved performance.
9. Assist the principal in interviewing, selecting, and orienting new staff members.
10. Share supervisory responsibility for professional staff with school principal. Supervise counselors, clerical personnel, and others as assigned.

Administration and Fiscal/Facilities Management

11. Comply with federal and state laws, State Board of Education rules, Board policy, and regulations.

Student Management

12. Serve as a liaison for students who are academically at-risk.
13. Interact effectively with students to promote positive attitudes towards school programs.
14. Ensure that students are adequately supervised during non-instructional periods.
15. Assist in planning daily school activities by participating in the development of class schedules and teacher assignments.

Professional Growth and Development

16. Demonstrate knowledge and understanding of HB3 and HB5 requirements.
17. Stay up-to-date professionally through the selection of quality staff development opportunities for personal growth.

School /Community Relations

18. Articulate the school's mission to community and solicit its support in realizing goals.
19. Demonstrate awareness of school-community needs and initiate activities to meet those needs.
20. Use appropriate and effective techniques to encourage parent and community involvement.

Other

21. Serve as Campus Summer School Principal
22. Follow district safety protocols and emergency procedures.
23. Has regular in person attendance and complies with notification procedures for absences.

GPISD Job Description
Dean of Instruction

24. Perform other duties as assigned.

Supervisory Responsibilities:

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

Working Conditions:

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

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

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

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

Environment: Travel between assigned campuses; 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 _____