



Flour Bluff Independent School District Job Description

JOB TITLE: Associate Superintendent for Federal and State Programs

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 227

REPORTS TO: Deputy Superintendent

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- Evaluate and provide leadership for the overall curriculum and instructional program of the district through federal/state/local grants/programs/ projects. Responsible for the effective and efficient operation of the Curriculum and Instruction Department through the special programs of the district including professional development and data analysis for state, federal and local grants/programs/projects, assessment, guidance, and the other areas as assigned.

QUALIFICATIONS:

Minimum Education/Certification:

- Master's degree
- Valid Texas mid-management certificate or other appropriate Texas certificate
- Certification as instructional supervisor and appraiser in T-TESS

Special Knowledge/Skills:

- Working knowledge of curriculum and instruction
- Ability to evaluate instructional program and teaching effectiveness.
- Strong communications, public relations, and interpersonal skills

Minimum Experience:

- Three years' experience as a classroom teacher
- Three years' experience in instructional leadership/administrative roles

MAJOR RESPONSIBILITIES AND DUTIES:

ROLE 1: INSTRUCTIONAL MANAGEMENT

1. Plans, implements, and evaluates the assigned federal/state/local programs and budgets with teachers and principals, including learning objectives, instructional strategies, assessment techniques, evaluation, and reporting.
2. Interprets, develops, guides, and implements operational procedures, and methods as needed for instructional operations of the schools.
3. Applies research and district studies to improve the teaching/learning process of the content, scope and sequence toward defined objectives and district goals.
4. Works with appropriate staff to develop, maintain, and revise program objectives based on systematic review and analysis.
5. Facilitates and models the appropriate use of technology and support resources in the teaching/learning process to meet the needs for all students.
6. Provides assistance and guidance in the selection of technology hardware and software used within district instructional programs.
7. Provides direction to faculty and staff in the use of technology software including individual training and staff development.
8. Remains current on rules, regulations, special programs, and professional practices.
9. Provides effective in-service activities by using the mission and goals of the district, program evaluations, and input from administrators, teachers, parents, and students.
10. Provides for two-way communication with principals, teachers, staff, parents, and community to promote the teaching/learning process as well as the well-being of student and staff.
11. Demonstrates skill in conflict resolution with administrators, parents, teachers, staff, and community.

ROLE 2: SCHOOL/ORGANIZATIONAL IMPROVEMENT

12. Participates in the district-level decision process to establish and review the district's goals and objectives and major classroom instructional programs and strategies of the district.
13. Actively supports the efforts of others to achieve district goals and objectives and the campus/department performance objectives.

14. Monitors student achievement data and interprets, reports, and acts on results related to the assigned special programs.
15. Exhibits skill in planning, organizing, and managing the district's programs and activities that effect instruction.

ROLE 3: PERSONNEL MANAGEMENT

16. Accepts administrative responsibilities relative to overall instructional personnel management policies.
17. Confers regularly with assigned staff to discuss performance; jointly develop improvement objectives to identify professional growth opportunities; supervises and evaluates personnel assigned under direct supervision.
18. Assists, as appropriate, with the Texas Teacher Evaluation and Support System (T-TESS).
19. Secures consultants, specialists, and other community resources for principals and supervised instructional staff to assist in attaining objectives.
20. Implements the policies established by federal and state law, State Board of Education rule, and the local board policy in the area(s) supervised.

ROLE 4: ADMINISTRATION and FISCAL/FACILITIES MANAGEMENT

21. Defines the program and fiscal needs in the budget development process and demonstrates responsible fiscal control or exceeds over assigned program budgets, ensuring that fiscal resources address the mission of the district and meets all compliance and accountability indicators.

ROLE 5: STUDENT MANAGEMENT

25. Ensures that pupil/personnel services are effective in supporting the teaching/learning process.
26. Demonstrates support for district and campus rules, as well as federal/state/local laws.
27. Supports district and campus rules for conduct and responds appropriately to situations that could impair the teaching/learning process of all students.
28. Assists campuses and district with the reporting of accurate data for special programs through the PEIMS system.

ROLE 6: PROFESSIONAL GROWTH and DEVELOPMENT

26. Monitors professional research and disseminate ideas and information to other professionals, and provides leadership in identifying trends and opportunities, as well as solve problems facing the profession.
27. Observes professional and ethical standards, in accordance with generally accepted community standards and the Texas Education Agency code of ethics.
28. Provides leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other professionals.

ROLE 7: SCHOOL/COMMUNITY RELATIONS

30. Communicates program requirements, district curriculum, instructional practices, accomplishments, goals, and instructional initiatives to administrators, teachers, parents, and community; solicits their input on these instructional issues.
31. Communicates the district's mission, instructional philosophy, and curriculum implementation strategies to the Media as requested.
32. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

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:

May work prolonged or irregular hours, frequent districtwide and occasional statewide travel.

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.