



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** Dean of Instruction

**WAGE/HOUR STATUS:** Exempt

**NUMBER OF DAYS:** 211 or 227

**REPORTS TO:** Principal/Associate Superintendent for C & I

**DATE REVISED:** 01/2025

### **PRIMARY PURPOSE:**

- The role of the Dean of Instruction is to improve student achievement by providing programmatic curriculum, instruction, assessment, and professional learning aligned to the campus academic program. The Dean of Instruction will lead department staff with instructional coaching, model teaching, and design of targeted intervention group instruction based on data analysis. The Dean of Instruction will provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth.

### **QUALIFICATIONS:**

#### **Minimum Education/Certification:**

- Master's degree
- Certification as per Texas Education Agency
- 3 years prior successful experience as a classroom teacher

### **MAJOR RESPONSIBILITIES AND DUTIES:**

#### **ROLE 1: INSTRUCTIONAL MANAGEMENT**

1. Leads assigned departments in planning, implementing, and assessing the District curriculum and instructional programs, goals, and objectives, including College, Career and Military Readiness, and special programs.
2. Provides instructional leadership in the assigned content area by using the district instructional coaching model to partner with teachers, providing feedback on instruction, and monitoring the delivery of curriculum.
3. Leads, monitors, and supports academic core and literacy integration and instruction in non-core subjects, including collaborating with non-core department chairs to ensure implementation.
4. Assists in developing, implementing, and assessing best practice teaching methodologies in the classroom.
5. Improves teaching and learning through co-teaching, instructional coaching, collaboration in lesson planning, and facilitating the use of student work and performance data to make informed instructional decisions.
6. Leads administrators and teachers in analyzing campus, district, state, and national assessment data, facilitates the process of implementing data-based instructional decisions, and creating ongoing intervention strategies and student groups based on formative data.
7. Develops curriculum guidelines and standards according to district policies and administrative procedures in accordance with the Texas Essential Knowledge and Skills.
8. Implements TEA requirements relative to graduation plans, course content, and course sequencing.
9. Assists in selecting textbook instructional material (i.e., selecting and coordinating sample copies for review and evaluation according to district continuums).
10. Manages homebound instruction to eligible students according to program guidelines.

## **ROLE 2: SCHOOL/ORGANIZATIONAL CLIMATE & IMPROVEMENT**

1. Serves as a support and resource person to the building principal(s) and Executive Director of C & I regarding program guidelines and student data.
2. Displays a professional image of maturity and emotional control.
3. Assists in developing the master schedule and ensuring that students are appropriately placed in classes that advance students towards graduation goals and post-secondary readiness.
4. Assists with the campus budget relating to departmental needs, staff development, curriculum, instructional delivery, and assessment.
5. Ensures classroom environments are conducive to learning and appropriate for the physical, social, and emotional development of students.
6. Participates in developing, implementing, and evaluating campus improvement plans.

## **ROLE 3: PERSONNEL MANAGEMENT**

1. Plans and facilitates relevant professional development aligned to department, campus, and district-wide initiatives.
2. Mentor's new teachers and works to develop capacity of all teachers in the department.
3. Provides input to the principal regarding staffing needs.

#### **ROLE 4: SCHOOL/COMMUNITY RELATIONS**

1. Develops parent information either as send-home flyers, programs, workshops, or awareness Sessions.
2. Demonstrates the use of appropriate and effective techniques for community and parent involvement.
3. Serves as an administrator at school functions and extracurricular activities.
4. Utilizes effective follow-up approaches and techniques in referring students and parents to available school and community services.
5. Works closely with the Department of Curriculum, Instruction and Assessment, Bilingual, ESL/Migrant, Student Disability Services and College, Career and Military Readiness to promote best practices and to coordinate special programs with the campus program.

#### **ROLE 5: TECHNOLOGY**

1. Uses technology to strengthen the teaching/learning process.
2. Models' utilization of district software programs in accordance with district policy and administrative guidelines.
3. Demonstrates proficiency in the use of the school management and instructional/assessment software for students and staff.

#### **ROLE 6: PROFESSIONAL GROWTH and DEVELOPMENT**

1. Develops needed professional skills appropriate to job assignment.
2. Provides leadership in addressing challenges facing the profession; pursue professional development activities, disseminate ideas and information to other professionals.
3. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.
4. Exhibits punctuality and dependability in performing responsibilities.
5. Projects a positive attitude about self and professional responsibilities.
6. Adheres to and complies with state, district, and school regulations and policies for staff.
7. Adheres to the Professional Ethical and Legal Standards in relationships with students, teachers, parents, patrons, peers, and support personnel.
8. Adheres to FBISD "Hornet Points of Pride" professional district standards.

#### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals.

**Posture:**

Frequent sitting and standing; 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); occasional physical restraint of students to control behavior.

**Environment:**

May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide travel.

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