Job Title: Dean of Instruction  
Wage/Hour Status: 

Reports to: Principal  
Pay Grade: 

Dept. / School: Assigned Campus and Level 

Date Revised: 06/04/2019 

Primary Purpose: 

The role of the Dean of Instruction is to provide leadership in the areas of English Language Arts and Reading, Math, etc. and work with other specialists in prescribing scientifically, research-based strategies, techniques and procedures to assure that the curriculum shall be in compliance with the requirements as set forth through local, state, and federal policies and guidelines, coordinating activities in this division with the instructional and administrative services in a manner consistent with Board policy and consistent with statutes and standards of regulatory agencies to support a reduction in the retention rate and increase the graduation rate.

Qualification Requirements: 

To perform this job successfully, an individual must be able to perform each essential function as listed in the evaluation. The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Experience 
- Master’s Degree;  
- Principal’s Certification preferred  
- Valid Texas Teacher’s Certificate;  
- Campus level experience preferred  
- Three (3) years teaching experience 

Preferred: 
- Degree in Education or Curriculum and Instruction  
- Valid Texas Supervisor; Administrator; Mid-Management; or Principal Certificate  
- Experience as a Resource Teacher or Coordinator;  
- Knowledge of curriculum planning, testing, and evaluation;  
- Knowledge of Objective-Based Curriculum System;  
- Experience in in-service training; and  
- Experience in effecting teaching research
Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Skills and Abilities: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works inside. The noise level in the work environment is usually very quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

This document describes the various responsibilities and competencies expected of the Dean of Instruction.
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.

Approved by _______________________________ Date __________

Reviewed by _______________________________ Date __________

Federal Programs Director _____________________ Date __________

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