**Director of Academics**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Executive Director of Curriculum and Instruction

**Dept/Campus:** Instructional Services **Paygrade**: P-6

**Wage/Hour Status:** Exempt **Revised**: May 2022

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Direct and provide leadership for the design, delivery, and ongoing improvement of the academic (ELAR/SLAR, mathematics, science, and social studies) curriculum and instruction programs of the District. Perform administrative duties and provide leadership with primary responsibility for the research, planning, development, implementation, and evaluation of the academic curriculum functions for the district.

**QUALIFICATIONS:**

**Education/Certification:**

Master’s degree in Education Administration or Curriculum and Instruction

Texas Mid-management or other appropriate Texas certificate

Certified TTESS Appraiser

**Special Knowledge/Skills:**

Knowledge of curriculum and instruction in the four core academic areas

Ability to evaluate instructional program and teaching effectiveness

Ability to manage budget and personnel

Ability to interpret policy, procedures, and data

Ability to coordinate district function

Strong communication, public relations, and interpersonal skills

Calm and patient demeanor with students and others

**Experience:**

Three years’ experience as a classroom teacher

Five years’ experience in instructional leadership role

**Major Responsibilities and Duties:**

***Leadership***

1. Provide leadership and direction to the district for instructional, curricular, and educational matters for core academics.
2. Articulate the district’s mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing the district’s mission. Use appropriate and effective techniques to encourage community and parent involvement.
3. Ensure that district goals and objectives are developed using collaborative processes and problem-solving techniques when appropriate.
4. Participate in the district-level decision-making process to establish and review the district’s goals and objectives and major classroom instructional programs of the district, and actively support the efforts of others to achieve goals, objectives, and campus performance objectives.
5. Build internal/external partnerships that support district goals and enhance student learning.
6. Maintain open/effective communications and use problem-solving techniques to tactfully address and resolve questions/concerns.
7. Serve school personnel as technical consultant and adviser regarding curriculum and instruction.
8. Attend board meetings as needed and prepare reports for board approval as requested by administration.
9. Communicate effectively with all members of the school district and community.
10. Assist in the recruiting, interviewing, and recommending of qualified candidates for positions in the district.
11. Prepare, review, and revise job descriptions for areas under supervision of this position.
12. Evaluate job performance of employees to ensure effectiveness and monitor the activities and routines of all departmental personnel that this position supervises.
13. Demonstrate behavior that is professional, ethical, and responsible, and serve as a role model for all district staff.

***Curriculum and Instruction***

1. Direct the development, revision, and alignment of academic curriculum based upon continuing systematic review and analysis.
2. Interpret the present curriculum and proposed curriculum changes to the board, the administration, and the staff.
3. Plan, implement, and evaluate instructional programs with teachers and principals, including learning objectives, instructional strategies, and assessment techniques.
4. Provide leadership in the development of curriculum for any academic course newly mandated by the legislature or the State Board of Education.
5. Analyze data to examine and improve curricula that support continuous and measurable improvements in student achievement.
6. Collaborate with institutions of higher learning to ensure that the curriculum prepares students for college and career readiness.

***Professional Development***

1. Participate in collaborative planning and delivery of effective professional development programs that improve teaching outcomes and student learning.
2. Coordinate and monitor professional development for instructional staff.
3. Improve the efficacy and build capacity of instructional coaches through collaboration, coaching, and development.
4. Observe teachers in their classrooms and offer insights for the enhancement of effective instruction.
5. Actively seek training and information, which will enhance skills and knowledge related to responsibilities.

***Research***

1. Monitor education laws, rules, and regulations.
2. Ensure that assigned school programs and activities conform to federal, state, and district guidelines.
3. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum and instruction areas.
4. Apply current research to ensure effective learning experiences for all students.
5. Compile, maintain, and file all reports, records, and other documents required.

***Program Direction***

1. Direct the English Language Learner program for the district, including English as a Second Language and bilingual education.
2. Direct the operation of elementary and middle school library services.

***Instructional Materials***

1. Monitor instructional materials and resource selection used in the academic programs in the district.
2. Collaborate with instructional staff in evaluating and selecting instructional materials to meet student learning needs.

***Budget***

1. Request the appropriation of services needed for sufficient management of assigned programs.
2. Provide the Executive Director of Curriculum and Instruction with documentation and support for budget preparation.
3. Approve the purchase of supplies and equipment related to curriculum and other supervised programs.

**Supervisory Responsibilities:**

Supervise the Coordinators of ELAR, Mathematics, Science, and Social Studies, the Coordinator of Multilingual Education, the Coordinator of Bilingual Curriculum and Instruction, the Coordinator of Elementary and Middle School Library Services, the Reading Academy Facilitator, and support staff in the Instructional Services Department as assigned.

**WORKING CONDITIONS:**

**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 will be made if necessary:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facility. Duties also typically include considerable walking, standing, stooping, bending, and moderate lifting. Normal office environment as well as inside and outside duties; frequent district wide and occasional statewide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date