

## **Killeen Independent School District Job Description**

**Job Title:** Director for Elementary School Support  
**Reports To:** Executive Director of Elementary Schools  
**FLSA Status:** Exempt

### **SUMMARY**

Acts as the school improvement instructional leader for the district by ensuring support for the academic achievement of low performing campuses and by monitoring and coaching the implementation of the curriculum. Ensures compliance with TEA's school improvement framework and requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Partners with the Executive Director of Leadership to promote positive change at the campus through implementation of standards-based, aligned instruction and research-based instructional practices.

Conducts walkthroughs with the Executive Director of Leadership to identify, analyze, and facilitate school improvement efforts for all staff and students.

Plans, implements, and evaluates campus instructional programs and ensures the alignment of those programs with the district instructional expectations and models.

Plans the necessary time, resources and materials to support implementation of the district curriculum.

Promotes professional development that improves the knowledge of teachers, campus leadership and paraprofessionals in content knowledge and research-based instructional practices aligned with district philosophy.

Communicates and leads campus professional development aligned with the district curriculum and instructional models.

Disaggregates campus assessment data to lead and determine instructional adjustments and interventions.

Works with principals and leads campus professional learning communities in order to ensure the alignment of the instructional program with the district curriculum.

Leads campus PLCs in the PLC planning process and data analysis protocol.

Reports progress of school improvement efforts to a wide variety of audiences, including the Board of Trustees.

Ensures action steps identified by TEA school improvement requirements are implemented and intervention updates are completed.

Plans, implements, and manages improvement efforts at identified campuses, including the allocation of funds linked to student success.

Facilitates the development and implementation of the campus improvement plan.

Partners with the professional service provider (PSP) to improve student performance that results in positive change in the campus and/or district accountability ratings or PBMAS staging.

Appraises identified core content teachers on district identified campuses utilizing the T-TESS appraisal system.

Collaborates with Director of Elementary/Secondary Curriculum and Professional Development to supervise and evaluate district assigned instructional coaches.

Provides support, resources, materials, and training to administrators, teachers, and coaches, to include informing stakeholders of required professional development.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; rewarding and disciplining employees; addressing complaints and resolving problems; evaluation of job performance to ensure effectiveness.

### **QUALIFICATIONS**

Demonstrate the following core values: integrity, high expectation, commitment, respect, dedication to teamwork and passion for a student-centered environment.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

Master's degree; five years teaching experience; plus three years campus level administrator experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Principal Certificate required; T-TESS Certified

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability, statistical inference, and advanced statistical theory. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **OTHER SKILLS AND ABILITIES**

Ability to use a personal computer and related software packages.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

**WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate. Individual is expected to spend time in all school environments on at least limited bases and have some interaction with students of all ages. Work schedule extends to evening and weekends, frequently.

**Revised Date:** July 18, 2019

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