

Killeen Independent School District Job Description

Job Title: Director for High School Curriculum and Instruction
Reports To: Principal
FLSA Status: Exempt

SUMMARY

Assists the principal in supervising and facilitating instructional processes and in the daily operation of the campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assists in the implementation of professional development programs for professional personnel.

Assists the building principal in the improvement of individual staff competencies.

Evaluates and reviews the performance of personnel.

Observes teachers in their classrooms and offers suggestions for the enhancement of the teaching-learning situation.

Appraises and conducts short walks for professional building personnel as part of the teacher appraisal system and evaluation processes.

Reviews and evaluates results of testing programs and other evaluative measures used by the schools.

Guides implementation of curriculum and instructional services.

Keeps abreast of developments in curriculum and instruction and determines their appropriateness for inclusion in the district education program.

Communicates the district's curriculum to the professional staff.

Works with principal and teacher committees in organizing and coordinating grade level and departmental meetings and articulates the instructional program throughout the district.

Maintains, distributes, and inventories all curriculum materials among the instructional staff.

Administers district procedures for admissions into the special classes (honors and basic).

Facilitates teachers' professional growth.

Promotes instructional objectives and programs of the district.

Recommends the addition/deletion of courses to the course description book.

Participates in the work of state and local curriculum associations and study groups.

Assists in the development and coordination of the campus budget and grant funds.

Prepares and administers the instructional budget.

Studies, evaluates, and recommends adoption of new instructional materials, methods, and programs.

Acts as communications liaison on instructional matters between the campus, the local news media, and the Coordinator for Communications.

Supervises students' behavior at co-curricular and extra-curricular events.

Supervises the distribution, collection, and recordkeeping procedures for supplementary textbooks.

Participates in program development at the campus and district level.

Facilitates communication within the school and between school and community.

Attends workshops and conventions for professional development.

Maintains regular and on-time attendance.

Assists in the development and structuring of the campus master schedule.

Acts as the testing coordinator, campus improvement plan coordinator, and impact aid coordinator, as needed.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises assigned teachers and staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

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 and three years teaching experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Principal certificate.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common educational and technical journals, law and regulations, financial reports, and legal documents. Ability to respond to common inquiries or complaints from parents, students, regulatory agencies, or members of the community. Ability to effectively present information to administrators, faculty, parents, students, public groups, and/or boards of trustees.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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

Must be familiar with computers, such as word processing, e-mail, and internet.

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 is frequently required to walk, climb stairs/ladders, grasp, squeeze, extend/flex wrist, reach overhead, and drive. The employee must frequently lift and carry (15-44 pounds) and occasional heavy lifting (45 pounds and over). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must occasionally be able to restrain students, without injuring students. Must occasionally be able to run after a student and/or react quickly to violent situations. Additionally, the employee must occasionally deal with students and adults in tense and confrontational situations.

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. Occasional work during the weekends and evenings for special school functions.

Revised Date: October 30, 2018

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.