Waco Independent School District
JOB DESCRIPTION

Job Title: Dean of Instruction (Middle School)  Wage/Hour Status: At-Will/Exempt
Reports To: Campus Principal  Pay Grade/Days: 104/226
Dept./School: Assigned Campus  Date Revised: July 2018

Primary Purpose:
Assist the school principal in overall administration and supervision of instructional programs and campus level operations.

Qualifications:
Education/Certification:
Bachelor’s degree in Education or Related Field
Master’s degree in Education or Related Field (Preferred)
Teaching Experience in a Texas Public School
Certified T-TESS Appraiser

Special Knowledge/Skills:
Extensive knowledge of curriculum design and implementation of best instructional practices
Ability to evaluate instruction programs and teaching effectiveness
Ability to analyze data for the purposes of decision making and planning
Ability to implement and oversee formative assessment model
Capacity to supervise others in a fashion that leads to quality performance in a team atmosphere
Strong organizational, communication, and interpersonal skills
Ability to coordinate and oversee campus support operations

Minimum Experience:
Two years of experience as a classroom teacher
Two years of experience as an instructional specialist, assistant principal, or in a campus leadership role (Preferred)

Major Responsibilities and Duties:
Instructional Management
1. Participate in development and evaluation of educational programs.
2. Encourage and support development of innovative instructional programs, helping staff pilot such efforts when appropriate.
3. Promote the use of technology in teaching/learning process.
4. Manage and oversee the accuracy and implementation of all testing processes.
5. Oversee the development and maintenance of a master schedule of classes.
6. Oversee instructional activities including PLC schedules, planning and data meetings.
7. Reinforce expectations for staff performance with regard to instructional strategies and classroom management.
8. Facilitate, through the professional growth of teacher and staff, improved student performance as measured by the standardized tests, state accountability and student achievement.
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School/Organizational Climate
9. Promote a positive, caring climate for learning.
10. Deal sensitively and fairly with persons from diverse cultural backgrounds.
11. Communicate effectively with supervisors, parents, students and staff.

School/Organizational Improvement
12. Participate in development of campus improvement plans with staff, parents, and community members.
13. Help principal develop, maintain, and use information systems to maintain and records to track progress on campus performance objectives and academic excellence indicators.

Personnel Management
14. Observe employee performance, record observations, and conduct evaluation conference. As needed, serve as second appraiser for designated teacher appraisal system.
15. Assist principal in interviewing, selecting, and orienting new staff.

Administration Management
16. Supervise reporting and monitoring of student attendance, create interventions as necessary.
17. Monitor, develop, and implement effective records management practices.
18. Compile, maintain and file all reports, records, and other documents as required.
19. Comply with policies established by federal and state law, State Board of Education, and the local board policy.

Professional Growth and Development
20. Participate in professional development to improve skills related to job assignment and remain current regarding best instructional practices, district policy and initiatives, and state/federal compliance.
21. Assist in the planning and implementation of staff development programs designed to fulfill the professional growth of staff.

School/Community Relations
22. Articulate the school’s mission to community and solicit its support in realizing mission.
23. Demonstrate awareness of school-community needs and initiate activities to meet those needs.
24. Use appropriate and effective techniques to encourage community and parent involvement.
25. Ensure effective communication with parents and community members about school operations and programs, including overseeing social media communication.
26. Foster collegiality among staff members. Encourage their active involvement in decision-making process.
27. Other duties as assigned.

Supervisory Responsibilities:
Share supervisory responsibility for professional staff with school principal. Supervise teachers, custodians, paraprofessionals, clerical personnel, and others as assigned.
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**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**
Maintain emotional control under stress. Work with frequent interruptions. Occasional districtwide travel; occasional prolonged and irregular hours.

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<th><strong>Note:</strong> This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.</th>
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**ACKNOWLEDGMENT**

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

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**Printed Name**

**Employee ID #**

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**Non Discrimination Statement**

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, please email titleixcoordinator@wacoisd.org or contact Waco ISD Assistant Superintendent of Human Resources and/or Waco ISD Coordinator of Student Management at 254-755-9410 and/or Waco ISD Director of Athletics at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Assistant Superintendent of Human Resources at 254-755-9410. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Director of Special Education at 254-755-9431 or; P.O. Box 27, Waco, TX, 76703.