



# Academic Dean Job Description

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**Reports To:** Principal (Primary) and  
Assistant Superintendent of Curriculum, Instruction, & Assessment

**Dept/Campus:** High School

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## **PRIMARY PURPOSE / FUNCTION:**

Ability to:

Evaluate and provide leadership for the instructional program of the high school; Provide for the systemic study and analysis of the teaching-learning process and the development, implementation, and evaluation of instructional programs; Provide for the development, alignment, and implementation of quality curriculum to enhance student achievement; Plan and provide professional development for teachers and staff.

## **QUALIFICATIONS:**

### **Education/Certification:**

Master's degree  
Valid Texas teaching certification  
Valid Texas Administrative/Principal certificate  
Certified in State Appraisal System

### **Special Knowledge/Skills:**

Excellent organization, communication and interpersonal skills  
Knowledge of state and local policies and procedures related to curriculum, instruction, graduation requirements, tech-prep, and related areas  
Capacity to supervise others in a fashion which leads to quality performance in a team atmosphere  
Ability to evaluate instructional programs and teaching effectiveness  
Working knowledge of computer technology and the associated software tools required  
Ability to quickly establish rapport with both students and adults  
Demonstrated zest for learning  
Ability to analyze data for the purposes of decision making and planning  
Calm and patient demeanor with students and others

### **Experience:**

Minimum of five years of successful public school experience as a teacher  
Administrative experience or curriculum/instruction experience preferred

## **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Collaborate with instructional staff in the development and evaluation of campus educational programs to enhance student achievement.
2. Facilitate, through the professional growth of teachers and staff, improved student performance as measured by course work, STAAR, STAAR-EOC, and other assessment data.
3. Collaborate with instructional staff in evaluating and selecting instructional resources to meet student learning needs.
4. Facilitate and assist with the development of an effective campus improvement plan based on student needs.
5. Coach and train teachers to utilize various instructional strategies to meet student learning needs.

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6. Model effective classroom management and instructional techniques which when appropriately implemented by the classroom teacher will lead to improved student performance.
7. Assist in the planning and implementation of staff development programs designed to fulfill the professional growth needs of the junior high school and high school staff.
8. Provide leadership in the identification, evaluation, and selection of instructional programs, resources, and equipment with regard to Increased student achievement.
9. Effectively work with and serve as liaison between the campuses and the curriculum, instruction, and assessment department regarding student assessment, improvement planning, curriculum and instruction, revision and development.
10. Facilitate and assist with the alignment of campus and district curriculum.
11. Attend and participate in appropriate staff development opportunities to increase job performance and effectiveness.
12. Manage and coordinate meetings with the high school lead teachers to plan, design, and implement successful instructional programs and strategies.
13. Coordinate STAAR/STAAR-EOC tutorials, remediation, credit recovery and Response to Intervention processes on campus.
14. Compile, maintain and file all reports, records and other documents required.
15. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.
16. Obtain and use evaluative findings to examine curriculum and instruction program effectiveness.
17. Present for students a positive role model that supports the mission of the school district.
18. Maintain a positive and effective relationship with supervisors and co-workers.
19. Comply with all district and local campus routines and regulations.
20. Effectively communicate with colleagues, students, and parents.
21. Assess and respond to needs related to job responsibilities.
22. Develop and coordinate a continuing evaluation of the programs within the areas of assigned supervision and implement changes based on those findings.
23. Develop and maintain effective individual and group relationships with students and parents.
24. Consult with parents, teachers, administrators and other relevant individuals to enhance their work with students.
25. Develop needed professional skills appropriate to personal growth and professional job assignments.
26. Demonstrate behavior that is professional, ethical and responsible.
27. Articulate to the community the district's mission and goals in all areas of assigned responsibility and solicit its support in realizing the mission.
28. Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.
29. Demonstrate effective customer service strategies to all district patrons.

- 30. Work in a supportive and collaborative fashion with district personnel.
- 31. Articulate a positive image of the school district and school district personnel.
- 32. Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Supervises staff in those areas deemed appropriate by the principal.

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to communicate effectively (verbally and written), instruct and model desirable skills and attitudes, remain productive and maintain control under stress, supervise others in a non-coercive manner, maintain a clear focus on customer service

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the room and/or facility. Duties also include moderate standing, stooping, bending, lifting/transport of up to 50lbs and the ability to work with frequent interruptions. Frequent district wide and statewide travel; occasional prolonged and irregular hours.

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Employee

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Date

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Supervisor

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Date