San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Director of Secondary Instructional Implementation	**Exemption Status:**	Exempt
Reports to:	Asst. Superintendent of Academic Services	**Pay Grade:**	07
Works with:	District Personnel	**Days:**	226
Dept./School:	Administration	**Date Revised:**	08/02/2019

Primary Purpose:

Under the direction of the Asst. Superintendent of Academic Services, is responsible for directing the District's instructional programs for all secondary schools and for providing leadership in the ongoing development and improvement of curriculum and instruction within the district.

Prerequisites:

- Master's Degree in education;
- Professional Mid-Management Certification or Principal Certificate;
- Five years of classroom teaching experience; and
- Three years of experience as a secondary principal.

Special Knowledge/skills:

- Must have thorough knowledge of the areas served and in curriculum planning and implementation.
- Compare, interpret, analyze and generate data and supply basic principles of statistics.
- Listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants.
- Read, comprehend, and prepare various kinds of communication and information, including emails, correspondence, reports, articles, proposals, contracts, policies, charts, spreadsheets, curriculum documents, staff development plans, educational forms and data
- Must have excellent communication and interpersonal skills.
- Apply principles of logical, critical, creative or scientific thinking to define problems collect data, establish facts, and draw valid conclusions.
- Deal with abstract and concrete variables.
- Demonstrate continued professional curiosity and growth.

Major Responsibilities and Duties:

1. Plans, organizes and directs the District's curriculum and instruction design and development. programs, instructional delivery systems, strategies and techniques for achieving optimal educational and instructional results.
2. Provides leadership and coordination for all schools and departments in the development, revision and implementation of the district's elementary instructional programs.
3. Oversee the elementary curriculum and suggests recommendations for correcting overlaps/gaps.
4. Maintains an updated, current working knowledge of laws, regulations, District policies and goals related to curriculum and instruction.

5. Assists in the development and formulation of District policy, goals and objectives as related to curriculum and instruction.
6. Provides guidance to campus principals in reference to the school-wide components as mandated, verifies the effectiveness of the school-wide requirement at the campus, and is an active member of the school support team.
7. Verifies that the instructional programs, activities or strategies are research based.
8. Assists and with the district Comprehensive Needs Assessment, and the development of the District Improvement Plan.
9. Reviews and guide campus principals with the comprehensive needs assessment process, and the campus improvement plan.
10. Provides technical assistance to campus leaders in the area of Title I Requirements.
11. Provides direction and supervision for curriculum and instruction at the elementary level.
12. Provides input in the selection of textbooks, instructional media and materials for curriculum and instructional programs.
13. Verifies and evaluates the effectiveness of programs purchased with Title I funds.
14. Provides input in the selection of textbooks, instructional media and materials for curriculum and instruction programs.
15. Works collaboratively with other Educational Services Directors to assists and coordinate the District summer school and intervention program.
16. Provides assistance and supervision to ensure teachers obtain needed materials to provide instruction.
17. Coordinates and/or assists with district extracurricular activities.
18. Coordinates and assumes responsibility for the state mandated curriculum and the district purchased supplemental curriculum to ensure principals have the needed information at the campus for the effective implementation of the curriculum.
19. Ensures vertical and horizontal planning across the district.
20. Attends meetings and conferences dealing with curriculum and federal guidelines to stay abreast of the latest curriculum and federal law.
21. Assists with supervision of tutorial programs funded with federal funds.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____