



## ACADEMIC DEAN ELEMENTARY

### **JOB DESCRIPTION**

Under direct supervision of the campus principal, the position provides coordination to the elementary school instructional program by ensuring sound curriculum development, vertical alignment, and staff development in order to improve student achievement.

This position is funded by Title I Stimulus Funds which are available for the 2009-10 and 2010-11 school years.

This position may only be funded for this time period.

### **EDUCATION AND CERTIFICATION REQUIREMENTS**

- Master's degree
- Texas Principal or other appropriate Texas Administrator Certificate
- Three years experience as a classroom teacher

### **KNOWLEDGE, SKILLS, ABILITIES**

Skill in effectively communicating, both verbally and in writing

### **DUTIES AND RESPONSIBILITIES**

1. Assists administrators and teachers in planning, implementing, and assessing the District curriculum, goals and objectives and the overall instructional program.
2. Collaborates with administration, content area chairpersons, and team leaders in monitoring the delivery of curriculum.
3. Utilizes a clinical supervision model to observe teachers and provide feedback on instruction.
4. Collaborates with campus instructional staff to align vertically and horizontally the curriculum and instructional practices
5. Assists administrators and teachers in planning, implementing, and assisting with staff development programs
6. Assists in developing, implementing, and assessing best practice teaching methodologies in the classroom.
7. Performs demonstration teaching within the classrooms.
8. Assists in developing, implementing, and assessing the Campus Improvement Plan.
9. Collects and disaggregates data and uses a variety of information to support classroom teachers with the growth and development of individual students.
10. Supports campus leadership with selection of appropriate teaching materials for student interventions.
11. Participates in and provides professional development activities for teachers
12. Participates in extracurricular activities as assigned.
13. Interacts and communicates effectively with parents and school staff.
14. Participates in the planning, presentation, and evaluation of various school activities.
15. Assists administrators and teachers in analyzing benchmark, District, and state testing.

16. Assists in identifying at-risk students and coordinates early intervention strategies
17. Attends Campus or District meetings and professional development training as directed.
18. Assists with coordinating the student assessment program and interprets and disseminates test data.
19. Fosters and promotes collegiality and team building throughout the community.
20. Performs other duties as assigned.

### **MENTAL DEMANDS**

Ability to communicate effectively (verbally and written), concentrate, interpret policy and procedures, reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate, compile, compute, instruct, and maintain emotional control.

### **PHYSICAL DEMANDS**

Ability to lift and/or carry light weight (under 15 pounds), stand, climb stairs, stoop, kneel, crouch, reach, perform repetitive hand motions, hear, speak, distinguish colors, and possess visual acuity.

### **TERMS OF EMPLOYMENT**

**SALARY: PE 5**

**WORK DAYS: 202**

I understand funding of this position is contingent on Federal Funds and may not be guaranteed beyond school year 2010-2011.

**The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.**

---