

**Highland Park Independent School District
Job Description**

Job Title: Director of Academics & Support Services **Wage/Hour Status:** Exempt
Reports to: Assistant Superintendent of Curriculum,
Instruction and Special Programs **Pay Grade:** 4, Director (226)
Dept/School: Curriculum, Instruction, & Special Programs **Date Revised:** August 2010

Primary Purpose:

Directs and provides district coordination for academic initiatives, professional development, district planning, special programs support, guidance and counseling K-12, assessment/research, policy/legislative review, and curriculum/ instructional support. Researches and ensures compliance with state, federal and local requirements. Coordinates provision of needed services and evaluation of programs.

Qualifications:

Education/Certification:

Master's degree in a related area such as Educational Administration, Curriculum & Instruction or Guidance and Counseling
Mid-Management Certification Preferred

Special Knowledge/Skills:

Knowledge of federal and state law
Ability to research and communicate state and federal regulations and law
Ability to implement policy and procedures
Ability to coordinate Professional Development
Knowledge of K-12 Guidance and Counseling
Ability to provide K-12 Guidance and Counseling program leadership
Ability to coordinate strategic, district & campus planning
Ability to lead and coordinate curriculum and instruction projects
Ability to interpret data & utilize findings
Ability to manage budget
Ability to coordinate district functions/operations
Strong organizational, communication, and interpersonal skills

Experience:

Minimum of three years teaching experience
Three years experience in instructional leadership roles

Major Responsibilities and Duties:

Organization/School Improvement

1. Facilitate and Coordinate strategic, district and campus planning.
2. Use evaluative findings to determine the extent to which goals and objectives are met.
3. Identify, design, plan and implement appropriate district professional development and training.
4. Facilitate and ensure implementation of professional development aligned with HPISD Professional Development Framework.
5. Evaluate professional development effectiveness.
6. Develop training options and/or improvement plans to ensure exemplary operations and implementation.
7. Assist in securing consultants, specialists, and resources for professional development and instructional implementation support.
8. Monitor professional research and disseminates ideas and information to other professionals, and provides leadership in identifying trends and problem-solving strategies.
9. Assist in the identification and development of programs that serve student groups such as At-Risk, CTE, Community Education, etc.
10. Provide leadership in working with the Coordinator for campus Student Support Teams.

Instructional and Program Management

1. Facilitate and lead K-12 guidance and counseling program.
2. Coordinate guidance and counseling curriculum development, instructional design, material/resource review, and learning experiences K-12. Ensure that curriculum renewal is continuous and responsive to student needs.
3. Support and coordinate the development and implementation of innovative instructional programming to achieve identified curriculum and student needs.
4. Involve instructional staff in evaluating and selecting instructional materials to meet the learning needs of students.

5. Research and compile findings regarding district studies to improve content, sequence, and outcomes of the teaching/learning process:
 - Evaluation of programs/initiatives
 - Framework of programs/initiatives
6. Support the work of curriculum development and instructional implementation.
7. Monitor and interpret testing data (district, state, and national assessments).
8. Act on and work with staff in utilizing assessment data in a formative/summative manner.

Policy, Reports, and Law

1. Research, interpret, and communicate state and federal regulations and laws.
2. Research and coordinate curriculum/instruction/special programs policy development.
3. Develop processes and ensure compliance with local, state and federal laws and regulations.
4. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

Budget and Inventory

1. Demonstrate responsible fiscal control over assigned program budgets.
2. Ensure that fiscal resources address the mission of the district and are managed prudently.
3. Present program and fiscal needs in the budget development process based on goals and objectives of the district.

Staff, Parent, and Community Communication and Relations

1. Participate and serve as a resource in designated district committee & parent meetings.
2. Use appropriate and effective techniques to encourage community and parent involvement.
3. Design, plan, and implement professional development for parents and community.

4. Design and coordinate suggested communication for parents and community regarding guidance, curriculum, instruction, and special programs issues.

Professional Development and Growth

1. Participate in professional development; disseminate ideas and information to other professionals.
2. Observe professional and ethical standards, in accordance with generally accepted community standards and the Texas Education Agency Code of Ethics.

Additional Responsibilities

1. Perform other job related duties as may be assigned by the Assistant Superintendent of Curriculum, Instruction, and Special Programs.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Occasional district-wide and statewide travel; frequent prolonged and irregular hours.