

**Job Title:** Director of Instruction

**Wage/Hour Status:** Salary

**Reports to:** Executive Director

**Pay Grade:** 226

**Date Revised:** January 26, 2024

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**Primary Purpose**

Provide instructional leadership to teachers through coaching and support for student achievement and development of high academic standards.

**Qualifications**

**Education/Certification**

Master's Degree

Valid Texas Mid-Management Administrator Certification and/or Supervision

Valid Instructional Leadership Development (ILD) and/or Advancing Educational Leadership (AEL) (recommended)

**Special Knowledge/Skills**

- Leadership ability with strong instructional foundation.
- Thorough understanding of curriculum, instruction, and other student related services
- Ability to use computer technology in administrative and educational settings.
- Excellent organizational, problem solving, and consensus-building skills.
- Excellent oral and written communications skills
- Effective human relations skills
- Knowledge of data driven accountability performance models as they apply to school improvement.
- Thorough knowledge of the various class scheduling options with ability to describe pros and cons to each option.
- Strong analytic ability and inductive thinking are frequently required to devise new approaches to situations where previously accepted solutions have proven inadequate.

**Experience**

Five (5) years school administration experience or board approval

**Major Responsibilities and Duties**

1. Assist the Executive Director to administer the School's Instructional Program so that campus goals can be achieved.
2. Assist teachers with the improvement of instruction in areas identified by the formal performance indicators.
3. Assist the Executive Director in oversight and participate in staffing school effectively and efficiently.
4. Interact positively and collaboratively with school members to ensure standards of excellence are met.
5. Provide leadership that assure quality implementation of the school's instructional programs, to include curriculum development and implementation, based on best practices.
6. Assist in accountability for the implementation of the school's Academic Programs.
7. Assist in guiding the school professional development training for staff.
8. Assist departments and the school in continuous, overall student improvement, performance, and outcomes through development, implementation, and monitoring of School-wide strategic plans, policies, and programs/initiatives that support the School's Mission.

9. Produce statistics and metrics that monitor the assigned area of school's success in fulfilling their mission and objectives.
10. Perform other duties as assigned by the Executive Director.

#### **Student Management**

11. Assist in ensuring student management programs and procedures are effective in promoting acceptable student conduct and social growth.
12. Assist in ensuring systems and procedures are in place to provide campus safety.
13. Assist school with the compliance of the Student Code of Conduct Manual.
14. Work closely with the Executive Director throughout the appeals process for discipline and parent complaint/grievance.

#### **Policy, Reports and Law**

15. Participate in regular dialogue with assigned staff and the Executive Director in development and support of school-wide policies, practices, and procedures.
16. Ensure assigned staff understands, communicates, and implements Board policies and guidelines inherent in those policies.

#### **Budget and Inventory**

17. Assist in coordinating the development and administration of the campus budget and ensure that the campus spending plans are based on established priorities.
18. Participate with the Executive Director in school budget development processes.

#### **Personnel Management**

19. Ensure staff is evaluated annually according to school guidelines.
20. Provide leadership to assigned personnel to ensure departments deliver educational services efficiently and effectively.
21. Assist staff with issues, problems, and concerns raised by school stakeholders.
22. Establish an environment that empowers staff to execute responsibilities as instructional leaders.
23. Lead others in resolution of highly sensitive and confidential academic issues.
24. Promote organizational climate that fosters positive staff morale, openness, and collaboration.

#### **Communication and Community Relations**

25. Provide optimal customer service to all students, employees, parents, community members and any other stakeholders of the school
26. Foster positive relationships to facilitate achievement of the School's Mission.
27. Demonstrate a high level of professional and personal integrity, a collaborative leadership style, and high ethical standards.
28. Communicate with the Board in accordance with guidelines established by the Executive Director.
29. Serve as a representative of the school as requested by the Executive Director.
30. Attend meetings of the Board of Directors and prepare reports as requested.

#### **Professional Growth**

31. Promote professional growth among staff.
32. Develop personal and professional growth plans to enhance performance of assigned duties and responsibilities.
33. Keep abreast of current research results, trends, and developments in private education.

#### **Supervisory Responsibilities**

Supervise assigned personnel

#### **Equipment/Tools Used**

Standard office equipment including personal computer and peripherals.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Occasional outside work with exposure to extreme hot and cold temperatures. Work is non-standardized and widely varied, involving complex and significant variables. Significant time spent planning, evaluating, addressing, and negotiating issues.

**Terms of Employment**

226 days; salary to be established by the Board of Directors

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_