

Job Title: Dean of Instruction

Wage/Hour Status: Exempt

Reports To: Campus Principal

Pay Grade: Administrative – Professional - 6

Dept./School: Assigned Campus

Revised: 09/06/2024

Primary Purpose:

Supports and assists the principal in the effective management of the students that involves the coordination of programs, supervision of students, serving on committees, and providing support and resources to staff.

Professional Qualifications:

- Master's Degree
- Certified in Principal as Instructional Leader (TExES 268)
- Certified in Texas Teacher Evaluation and Support System (T-TESS)
- Two years experience as a classroom teacher

Major Responsibilities and Duties:

- Supervises and monitors student attendance, writing parent letters, making phone calls, serving on attendance committees to review extenuating circumstances and completing student reports
- Supervises and monitors all areas of the school, which include cafeteria, halls, classrooms, restrooms, parking lot, bus pick up areas and all school functions and activities
- Supervises approximately 25 teachers which involve classroom observations, writing and holding conferences
- Supervises and maintains discipline for high school students; assigns appropriate discipline that is consistent with district policy and state laws
- Coordinate development of interdisciplinary projects for all students
- Conducts conferences with students, parents and teachers
- Serves at assigned special education ARD meetings as Chairperson
- Supervises school events and functions, which include athletics, fine arts, PTA, UIL and community/school involvement relating to freshman as assigned by the principal
- Supervises and oversees building repairs, key control inventory, locker issuance and inspection, climate control, building maintenance, and scheduling of building usage
- Supervises various student organizations, such as cheerleaders, drill team, student council, National Honor Society, and class coordinator as it relates to the Freshman Academy
- Performs related duties as designated by the principal

Supervisory Responsibilities: students and teachers

Working Conditions: Supervision of student activities may be inside or outside of a building.

Mental Demands/Physical Demands/Environmental Factors:

- Maintain emotional control under stress. Occasional prolonged and irregular hours.



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The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

I understand I work for Abilene ISD and assigned to the _____ Department. The foregoing statements describe the general role and responsibilities assigned to this job. I understand this is not an exhaustive list of all responsibilities and duties that may be assigned; other duties may be assigned as needed.

EMPLOYEE SIGNATURE _____ Date: _____