



JOB DESCRIPTION

Job Title:	Director for Ball Communities: Bio Med, Engineering; Science and Technology	Status:	Exempt
Reports to:	Superintendent	Terms:	226 days
Pay Grade:	Administrative Pay Grade 5	Salary Range:	\$65,294 - \$81,619
Dept./School:	Ball	Date Revised:	August 11, 2017

Primary Purpose:

Serve as Director for the Communities. Direct and manage instructional program. Supervise Communities operations and personnel. Provide leadership to ensure high standards of instructional service and alignment with Communities grant requirements. Oversee compliance with district policies, success of instructional programs, and operation of all Community activities. Establish partnership with community businesses and Institutions of Higher Education and facilitate collaboration of all partners.

Qualifications:

Education/Certification/License:

Master's degree
Texas Educator Certification in Secondary Math, Science, or Technology with 3 years experience
T-TESS Appraiser Certification
Three years experience in instructional leadership roles at district level, preferred
Texas Mid-Management certification or principal certification, preferred

Special Knowledge/Skills and Experience

Experience working with low SES or minority students
Experience managing large projects
Grant management and school/district budget experience
Experience in project based learning
Experience in curriculum writing and alignment
Experience creating assessments
Experience with data disaggregation and interpretation to inform instruction
Small learning community experience
Experience in developing and implementing collaborative projects with businesses and Institutions of Higher Education
Experience evaluating instructional program and teaching effectiveness
Experience in managing personnel

Experience in coordinating campus or district functions
Experience implementing policy and procedures
Strong organizational, communication, public relations, and interpersonal skills
Experience in developing and implementing innovative programs
Classroom experience in Science, Engineering, Technology, or Mathematics

Major Responsibilities and Duties:

Program Management

1. Coordinate with Ball and Communities to develop the curriculum, courses, and innovative scheduling enabling students to complete programs
2. Provide marketing support and outreach events for parents, students, and community members
3. Develop partnerships with colleges and universities, industry and economic development partners, and potential employers
4. Collect all necessary data and information for evaluation of program and guide continuous improvement program
5. Actively promote outreach and recruit students to reach a student population of 100 students per year
6. Secure the sustainability of the Communities
7. Seek designation of the Communities as an independent campus unit
8. Supervise the instructional program of the Communities to ensure that students are successful and the Communities Performance Targets are met

Instructional Management

9. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions
10. Regularly consult the campus-level committee about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate

School or Organization Morale

11. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals
12. Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process
13. Provide for two-way communication with Superintendent, staff, students, parents, and community
14. Communicate and promote expectations for high-level performance to staff and students
15. Recognize excellence and achievement
16. Ensure the effective and quick resolution of conflicts

School or Organization Improvement

17. Build common vision for school improvement with staff. Direct planning activities and put programs in place with staff to ensure attainment of school's mission
18. Identify, analyze, and apply research findings (e.g., effective school correlates) to promote school improvement
19. Develop and set annual Communities' performance objectives for each of the Academic Excellence indicators using the Academy planning process and site-based decision making committee
20. Develop, maintain, and use information systems and records necessary to show Communities' progress on performance objectives addressing each Academic Excellence Indicator

Personnel Management

21. Interview, select, and orient new staff. Approve all personnel assigned to Communities
22. Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public
23. Observe and evaluate employee performance, record observations, and conduct evaluation conferences with staff.
24. Assist assigning personnel
25. Make recommendations to principal on termination, suspension, or nonrenewal of employees assigned to Communities
26. Work with Advisory Committee and Academic Teams to plan professional development activities
27. Confer with subordinates regarding their professional growth. Work with them to develop and accomplish improvement goals

Management of Fiscal, Administrative, and Facilities Functions

28. Comply with district policies and state and federal laws and regulations affecting schools
29. Develop Community budgets based on documented program needs, estimated enrollment, personnel, and other fiscal needs. Keep programs within budget limits. Maintain fiscal control
30. Compile, maintain, and file all physical and computerized reports, records and other documents required including accurate and timely reports of maximum attendance to requisition textbooks
31. Manage use of Communities' facilities. Supervise maintenance to ensure a clean, orderly and safe environment
32. Direct and manage extracurricular and intramural programs including management of multiple activity funds

Student Management

33. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate

- 34. Ensure that rules are uniformly observed and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook
- 35. Conduct conferences about student and school issues with parents, students, and teachers

Professional Growth and Development

- 36. Develop professional skills appropriate to job assignment
- 37. Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all staff

School or Community Relations

- 38. Articulate the Communities' mission to the community and solicit its support in realizing the mission
- 39. Demonstrate awareness of school and community needs and initiate activities to meet those needs
- 40. Use appropriate and effective techniques to encourage community and parent involvement

Other:

- 41. All other duties as assigned by the Superintendent

Supervisory Responsibilities:

Supervise and evaluate the performance of staff and consultants assigned to Communities including assistant principal (s), instructional coaches, including professors of Higher Education, teacher (s), Counselor(s), librarian(s), instructional aides, and clerical support staff

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

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

The Galveston ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law.

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

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____