



Mabank Independent School District

<b>Job Title:</b>	Director of Academic Academics	<b>Wage/Hour Status:</b>	Exempt/217 days
<b>Reports To:</b>	Chief Academic Officer	<b>Funded:</b>	100% Title I
<b>Dept. /School:</b>	Administration Building	<b>Date Revised:</b>	6/17/2019

---

**Primary Purpose:**

Provide leadership for the implementation of K-12 Gifted and Talented, Advanced Placement, Dual Credit, College Readiness, and Library Media programs. Work cooperatively and collaboratively with appropriate administrators and other professionals to ensure compliance issues are address.

**Qualifications:**

**Education/Certification:**

- Valid Texas teaching certificate
- Master's Degree
- Valid Texas administrator certification or necessary credentials to be temporarily certified until all requirements are met for permanent certification

**Special Knowledge/Skills:**

- Ability to organize and coordinate district-wide programs
- Ability to interpret data
- Knowledge of curriculum and instruction
- Knowledge of strategies and materials for advanced academic programs including GT, Pre-AP/AP, Dual Credit, and Honors
- Strong organizational, communication, public relations and interpersonal skills

**Experience:**

- Minimum of 3 years of successful secondary and/or AP course teaching required
- Minimum of 3 years of successful experience in school or district leadership positions required
- Minimum of 3 years of curriculum development/program evaluation experience
- Experience in development and delivery of professional development content

**Major Responsibilities and Duties:**

- Contribute to the continuous improvement of the District as a member of the C&I, Assessment, & Accountability Department.
- Remain abreast of local, state, federal, and professional and development trends impacting the analyses and reporting of school district data.

- Develop and revise curriculum supports and provide resources and materials to campus staff to accomplish goals in the State Plan for the Education of Gifted/Talented Students.
- Assist teachers to develop and provide gifted and talented students with alternative course- work through curriculum differentiation, acceleration, etc.
- Develop and conduct or arrange for staff development sessions, including sessions on delivery of instruction, enriched learning in classroom settings, and methods for identifying gifted and talented students (as specified in Title I, Part A, Part 4, Activity 13).
- Develop and coordinate a continuing evaluation of the gifted and talented program and implement changes based on the findings.
- Maintain open and continued communication with the principals for a united approach to serving advanced students.
- Serve as a resource person to the Board of Trustees, Administration, and Community in matters relating to advanced academics and college readiness
- Monitor advanced academic students' progress throughout the school year and guide intervention development as needed.
- Plan and conduct parent meetings, including parent advisory committee meetings (as specified in the Title I, Part A, Part 4, Activity 14).
- Provide guidance on district Creative and Performing Arts Program (programming, curriculum, and personnel) and oversee the identification process of GT Fine Arts Students K-12.
- Provide Credit by Exam for Acceleration (Grades K-12) in accordance with district policy.
- Provide resources and training (SAT & ACT practice exams, PSAT/SAT/ACT institute, National Merit Potentials Group, Duke Seminar) for success with college readiness tests.
- Administer the gifted and talented and advance academic budget and ensure that programs are cost-effective and that funds are managed wisely.
- Comply with policies established by state law, State Board of Education rule, and the local board policy in regards to gifted/talented and advanced academic programs.
- Other duties as assigned.

#### **Supervisory Responsibilities:**

- None

#### **Instructional and Program Management:**

##### **Assessment/Disaggregation of Test Scores**

- Analyze and interpret campus testing data and accountability measures and report to principal(s) and faculty.
- Analyze and interpret district testing data and provide reports to both the Chief Academic Officer and Campus Principals.
- Assist with the disaggregation of the state mandated assessment program as needed.

##### **Consultation**

- Collaboratively work with community groups and the Education Foundation to assist in preparing, developing, and adjusting the structure of the school to accommodate innovative programs and college readiness.
- Consult with counselors on compliance of gifted and talented and advance academic programs and services.
- Consult with district Librarians on literacy projects and library services.

#### **Professional Growth and Development:**

- Maintains awareness of federal and state laws that impact college readiness.
- Projects, plans, and implements needed program revisions and program expansions.

**Policy, Reports, and Law:**

- Recommends and writes policies to improve services.
- Implements policies established by federal and state law and local Board policy.
- Compiles, maintains, and files all reports and documents required.
- Maintains and updates Gifted and Talent and Advanced Academic Program Criteria.

**Working Conditions:**

Mental Demands/Physical Demands/Environmental Factors:

- Maintain emotion control under stress;
- Frequent prolonged and irregular hours;
- Lifting boxes;
- Frequent district wide travel and occasional statewide travel

**Evaluation:**

- Performance of this job will be evaluated annually in accordance with provisions of Board's policy on evaluation of Professional Personnel.

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

**Reviewed and agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_