

# Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Senior Director, Academic Services		Academic Services	Chief of Elementary Schools and Chief of Secondary Schools	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Administrative - Instructional	7	226	Exempt	April 2026

**Primary Purpose:**

Establish clear program goals and performance objectives for district, campus, and student outcomes.  
 Develop, organize, support, and facilitate the day-to-day operations of the academic program.  
 Ensure that the development and delivery of curriculum and the instructional program is effective and efficient, incorporates district goals, and supports student achievement.  
 Administer functions related to curriculum, instruction, professional learning, and talent development.

**Qualification Guidelines:**

**Education/Certifications:**

Master's degree in Educational Administration or related field  
 Valid Texas Principal Certification

**Experience:**

Two years of campus principal experience  
 Three additional years of successful experience in a teaching, leadership, administrative or supervisory role

**Special Knowledge/Skills/Abilities:**

Knowledge of curriculum, instruction, and assessment  
 Ability to interpret data and evaluate instructional programs and teaching effectiveness  
 Ability to manage budget and personnel  
 Ability to implement policy and procedures  
 Strong organizational, communication, public relations, and interpersonal skills

**Supervisory Responsibilities:**

All Curriculum Coordinators, MTSS Director, and additional Academic Services staff as assigned

**Mental/Physical/Environmental Demands:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals; fax machine, scanner; projection devices

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

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**Environment:** Occasional prolonged or irregular hours; frequent districtwide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress; ability to communicate effectively (verbal and written); interpret policy, procedures and data; coordinate district functions

## Major Responsibilities and Duties:

### School Climate

1. Provide a two-way communication channel with principals, teachers, staff, parents, and community.
2. Ensure that district goals and objectives are developed using a collaborative process and problem-solving techniques when appropriate.
3. Demonstrate skill in conflict resolution with administrators, parents, teachers, facilitators, staff, and community.
4. Coordinate services with other district departments as appropriate.

### School Improvement

5. Participate in the district-level decision process to establish and review the district's goals and objectives and major classroom instructional programs of the district.
6. Actively support the development and successful implementation of school improvement plans.
7. Obtain and use evaluation findings, including student outcome data to examine curriculum/instructional program effectiveness.
8. Provide direct, individualized support and coaching to campus leadership teams and staff.
9. Deploy support staff and resources as needed to ensure campuses are on track to meet campus and district goals.
10. Support the coordination and organization of districtwide leadership and academic institutes.
11. Direct the district's MTSS program to ensure program goals are met.

### Instructional Management

12. Direct instructional and curriculum services to meet student needs.
13. Plan, implement and evaluate instructional programs with teachers, facilitators, and principals, including learning objectives, instructional strategies, and assessment techniques, in alignment with the district's numeracy and literacy frameworks.

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14. Apply research and district studies to improve the content, sequence and outcomes of the teaching-learning process in alignment with the district’s academic playbook.
15. Work with appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis.
16. Lead instructional staff in evaluating and selecting instructional materials to meet student learning needs.
17. Manage instructional resources, including textbooks, to ensure all students have access to high quality instructional materials.
18. Facilitate the use of technology in the teaching-learning process.
19. Plan the necessary time, resources, and materials to support accomplishment of educational goals.

## Personnel Management

20. Serve as the direct supervisor for assigned Academic Services staff.
21. Evaluate principals, if assigned, using the Texas Principal Evaluation and Support System (T-PESS).
22. Assist, as appropriate, with the Texas Teacher Evaluation and Support System (T-TESS).
23. Secure consultants, specialists, and other community resources for principals and supervise instructional staff to assist in attaining objectives.
24. Create, facilitate, and organize effective staff development activities by using the mission of the district, program evaluation outcomes, and input from teachers and others.
25. Conference regularly with assigned staff to discuss work performance and effectiveness; jointly develop improvement objectives to identify professional growth opportunities.
26. Prepare, review, and revise job descriptions of staff assigned to Academic Services, as needed.

## Administration and Fiscal/Facilities Management

27. Ensure that programs are cost effective, and funds are managed prudently.
28. Compile budgets and cost estimates based upon documented program needs.
29. Implement and comply with the policies established by federal and state law, State Board of Education rule and local Board Policy.
30. Compile, maintain and file all reports, records and other documents required.

## Student Management

31. Demonstrate support for the district's student management policies and expected student behavior related to instructional programming.

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## Professional Growth and Development

32. Utilize information provided through formal and informal assessment data and a professional growth plan to improve professional skills and knowledge.
33. Participate in professional organizations.
34. Perform duties professionally, ethically and responsibly as defined in the TEA Code of Ethics for Educators.

## School/Community Relations

35. Articulate the district's mission, instructional philosophy and curriculum implementation strategies to the community and solicits their support in realizing the mission.
36. Demonstrate awareness of district community needs and initiate activities to meet those identified needs.
37. Demonstrate the use of appropriate and effective techniques for community and parent involvement.

## Other

38. Maintain confidentiality.
39. Perform all other duties as assigned.

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