

Job Title:	Dean of Instruction – Middle School (Project-Based Learning Focus)
Reports to:	Campus Principal
Dept./School:	Assigned Campus
Wage/Hour Status:	Exempt
Date Revised:	June 16, 2025

Primary Purpose

Assist the school principal in providing instructional leadership and implementation of a Project-Based Learning (PBL) model to ensure high standards of student achievement and instructional quality. Oversee compliance with district policies and ensure the success of instructional programs aligned with TEKS, data-driven practices, and authentic learning experiences.

QUALIFICATIONS

Education

Master's degree, required
Texas teaching certification, required
T-TESS certified, preferred
Texas Principal certification, preferred

Special Knowledge/Skills

Experience in Project-Based Learning design and implementation
Knowledge of TEKS, instructional best practices, and PBL-aligned curriculum development
Skilled in coaching, peer collaboration, and adult learning
Strong communication, leadership, and problem-solving skills
Ability to evaluate instructional programs and teaching effectiveness

Experience

Minimum three years of classroom teaching experience
Experience in mentoring, instructional coaching, or curriculum leadership preferred
Experience in implementing or supporting PBL or other student-centered instructional models

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Leadership and PBL Implementation

1. Lead the design, implementation, and monitoring of TEKS-aligned Project-Based Learning units.
2. Support teachers in developing driving questions, authentic assessments, and real-world connections.
3. Provide modeling and coaching on inquiry-based instruction and formative feedback.

Teacher Support and Professional Development

4. Mentor teachers in effective teaching methods, data analysis, classroom management, and PBL facilitation.
5. Lead job-embedded professional development, instructional rounds, and collaborative planning sessions.
6. Facilitate vertical and horizontal alignment to ensure cohesive instructional practices across grade levels and content areas.

Curriculum and Assessment

7. Assist with planning and delivery of campus-wide in-service aligned to student needs and the Campus Improvement Plan.
8. Model and support test data analysis, daily lesson design, and student intervention plans.
9. Work with staff to align PBL experiences with STAAR, local assessments, and district expectations.

Instructional Planning and Teacher Coaching

10. Create an annual instructional action plan tied to student performance data and district goals.
11. Support teachers in developing lesson plans with varied instructional strategies and differentiation.
12. Conduct classroom modeling, co-teaching, and feedback sessions to promote growth in instructional practice.

Campus and District Collaboration

13. Attend and facilitate department meetings, and campus planning sessions.
14. Serve as an instructional liaison between campus staff and the Department of Curriculum and Instruction.
15. Contribute to the development and monitoring of the Campus Improvement Plan.

Leadership and School Culture

16. Promote a culture of innovation, student engagement, and continuous improvement.
17. Build instructional leadership capacity among staff through collaboration and coaching.
18. Lead efforts to ensure equity, rigor, and relevance in all instructional practices.

Documentation and Evaluation

19. Maintain documentation of training sessions, coaching cycles, instructional initiatives, and implementation of PBL practices.
20. Analyze student achievement data to inform instructional priorities and evaluate the impact of professional development.

Additional Responsibilities

21. Attend all required district training and professional development to stay informed of instructional trends and district priorities.
22. Perform other duties as assigned by the principal.
23. Maintain confidentiality of student and staff information.

Supervisory Responsibilities

22. None (supports professional instructional staff through coaching and leadership, not direct supervision)

EQUIPMENT USED

Personal computer, scanner, printer, copier, fax machine, calculator and shredder.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; work with frequent interruptions. Occasional lifting, walking throughout campus, and extended periods of data analysis or collaboration.

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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____