### DENVER PUBLIC SCHOOLS
Job Description Form

Please submit form electronically to Adam_Barnett@dpsk12.org

<table>
<thead>
<tr>
<th>Proposed Job Title:</th>
<th>Date: January 2016</th>
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<tbody>
<tr>
<td>Dean of Instruction</td>
<td></td>
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<table>
<thead>
<tr>
<th>FSLA Status:</th>
<th>Work Year:</th>
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<tbody>
<tr>
<td>(To be completed by HR)</td>
<td>Will be based on the Assistant Principal Work Year</td>
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<table>
<thead>
<tr>
<th>Job Code:</th>
<th>Salary Range:</th>
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<tbody>
<tr>
<td>7888</td>
<td>Exact range varies depending on total work days; work days will align with the AP work year for the specific school. In general, a 212 day schedule would translate to a range of $56,573 to 67,889</td>
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<tr>
<th>Department:</th>
<th>Reports To:</th>
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<tbody>
<tr>
<td>Elementary &amp; Secondary Education</td>
<td>School principal</td>
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</table>

### PHYSICAL/ENVIRONMENTAL CHARACTERISTICS

Essential functions are routinely performed in:

- [ ] General Office Setting
- [ ] Mechanical Setting
- [ ] Outdoors
- [x] Other (Describe) School

Compliance to security and safety procedures, including use of Personal Protective Equipment (PPE) required.

### POSITION OBJECTIVE

Describe general objectives. Include the purpose of the position, expected outcomes and results, and overview of areas of accountability.

The Dean of Instruction will work closely with the principal, assistant principal and team leads, if present, as a part of the school’s Instructional Leadership Team. The Dean of Instruction will support the implementation of a targeted approach to job-embedded professional development to meet the needs of all learners. The dean will build on the strengths and support growth in challenge areas for all instructional staff in order to support dramatic and accelerated improvements in student achievement. The Dean of Instruction will support teachers, team leads and team specialists in the implementation of effective practices to address the needs of all learners, including observing and giving feedback to teacher leaders in their leadership role. The Dean of Instruction may accomplish this by coaching and supporting teacher leaders in the building (team leads, team specialists, team facilitators and the new teacher ambassador) as the teacher leaders work to support teachers through both coaching and facilitating collaborative planning and data teams, while also working with individual teachers directly to improve their instruction. The dean will supervise a team of teachers and/or team leads.

The dean works to develop the capacity of promising teacher leaders who may be interested in applying for a team lead role, to work with the ILT to build the structures to support expansion and strong implementation of teacher leadership.

### ESSENTIAL FUNCTIONS

Describe each of the basic functions and responsibilities of the job.

- Lead with the ILT on implementation of school-wide instructional programs and improvement areas as designated in the school’s UIP
- Support teachers, team leads and team specialists in the implementation of effective practices to address the needs of all learners, including observing and giving feedback to teacher leaders in their leadership role
- Develop protocols and implement calibration activities among the Instructional Leadership Team to ensure that all instructional leaders’ share the same standard for instructional excellence and to support ILT members’ ability to identify the most actionable feedback
- Directly support and oversee the New Teacher Ambassador in service of supporting new teachers. (DEPENDS ON SITE)
- Manage the planning process of teachers, team leads and team specialists as they prepare for collaboration and professional learning experiences; observe and give them feedback on their facilitation of adult learning, including team planning meetings
- Identify 2-3 model classrooms or learning labs for teachers to observe effective instructional practice by content area.
- Develop, with the ILP, a coherent and differentiated professional development schedule for the school aligned to the instructional focus areas and student data.
- Lead the continuation of resource mapping to capitalize on expertise/knowledge in the teaching faculty.
- Work collaboratively and cross functionally the school and school community
- Duties may vary based on site

### LICENSURE & CERTIFICATION

Include licensure and certification requirements, if applicable.

### EDUCATION & EXPERIENCE

Describe the minimum education and experience required for the job.
• Bachelor’s degree from an accredited four-year educational institution. Master’s degree preferred.
• Strong instructional expertise
• Strong experience working with English language learners
• Deep understanding of culturally responsive education
• Successful experience working in urban schools
• Successful experience in working with adults in an instructional coaching situation; experience with the data team process.
• A minimum of three years successful teaching experience
• Excellent interpersonal, oral and written communications skills
• Current and valid Colorado driver’s license

**Desired Experience/Skills**
• Ability to work urgently in a fast-paced and results-oriented environment
• Detail-oriented and self-directed
• Initiator, problem-solver, and creative thinker
• A critical eye for instruction
• Ability to provide feedback in a supportive and constructive manner
• Proven leadership, collaboration, and communication skills; ability to work a diverse group of professionals around a clear goal

**KNOWLEDGE & OTHER QUALIFICATIONS** – Describe specific knowledge and qualifications required for the job.

This position will require flexibility with work hours in order to meet the schedule-related needs of families, including early mornings, evenings and weekends. This position may require travel to business and community partner sites throughout the city.

**EQUIPMENT & VEHICLES USED** – Include the equipment and vehicles used, if applicable.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this classification.*