



**POSITION DESCRIPTION**

**PITTSFIELD, NH SCHOOL DISTRICT  
DEAN OF INSTRUCTION POSITION DESCRIPTION**

<b>A. POSITION TITLE:</b> Dean of Instruction	<b>B. TYPE POSITION:</b> Full time	<b>C. DATE CREATED/UPDATED:</b> 10.3.19
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**D. PURPOSE:** The purpose of the Dean of Instruction is to oversee and support the Pittsfield School District's instructional practices along with the ongoing evaluation and improvement of the district's educational program to ensure that the school's vision and mission of educational excellence and innovation are fulfilled.

- E. PRIMARY TASKS, DUTIES, AND RESPONSIBILITIES**
- Ensure that each and every student has met performance standards and is college or career ready upon graduation
  - Employ and operationalize for own staff, the district values, vision, mission, and guiding principles
  - Establish teaching and learning standards aligned with district standards
  - Provide instructional leadership in the service of meeting standards
  - Ensure the use of technology is being optimized in its application as an instructional strategy and resource
  - Ensure that faculty are fully qualified and performing at a high level
  - Create and maintain a safe and positive climate that facilitates collaboration, teaching, and learning
  - Foster family and community engagement in the student learning process

<b>F. SUPERVISOR:</b> Superintendent of Schools	<b>G. DIRECT REPORTS:</b> <ul style="list-style-type: none"> <li>• CPT/PLC Teams</li> <li>• PES Team Leaders</li> <li>• PMHS Leadership Team</li> <li>• Teachers (PES/PMHS)</li> <li>• Unified Art Teachers (PES/PMHS)</li> </ul>	<b>H. ANNUAL SUMMATIVE PERFORMANCE EVALUATION TIMEFRAME:</b> By June 30 <sup>th</sup> of each year
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<b>I. LEVEL OF SUPERVISION REQUIRED:</b>	Low	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High
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<b>J. MINIMUM QUALIFICATIONS:</b> Master's Degree Principal Certification	<b>K. PHYSICAL REQUIREMENTS:</b> N/A	<b>L. UNIQUE REQUIREMENTS:</b> Advanced leadership and motivating/influencing skills
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- M. KNOWLEDGE, SKILLS, AND TALENTS (KST) REQUIRED**
- Those KSTs considered core and required of all district staff are noted in **BOLD and UPPERCASE** and should be strong considerations when hiring new staff at all levels and in all types of positions.
  - Those KSTs considered "Basic" and critical for position success are noted in **BOLD and lowercase**.
  - Those KSTs remaining are considered "Advanced" and are highly supportive for position success.
  - Letters and numbers in parens refer to the rubric descriptions in the CSSR KST Competency Library



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1. Student Learning and Growth	2. Leadership and Supervision
<ul style="list-style-type: none"> <li>● <b>Assessment</b> (A.1)</li> <li>● <b>Classroom Management</b> (A.2)</li> <li>● <b>Curriculum</b> (A.4)</li> <li>● <b>GROWTH MINDSET</b> (A.5)</li> <li>● <b>Instruction</b> (A. 6)</li> <li>● <b>STUDENT FOCUSED / CENTERED</b> (A.9)</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Collective/Distributive Leadership</b> (B.3)</li> <li>● <b>Delegation</b> (B.7)</li> <li>● <b>Instructional Leadership</b> (B.12)</li> <li>● <b>Leadership</b> (B.14)</li> <li>● <b>Motivating / Influencing</b> (B.16)</li> <li>● <b>Political Savvy</b> (B.19)</li> <li>● <b>Strategic Relationship Building</b> (B.23)</li> <li>● <b>Team Building</b> (B.25)</li> </ul>
3. Interpersonal Skills	4. . Management and Administration
<ul style="list-style-type: none"> <li>● <b>ACCURATE EMPATHY</b> (C.1)</li> <li>● <b>Advising</b> (C.3)</li> <li>● <b>Coaching</b> (C.4)</li> <li>● <b>COLLABORATION</b> (C.5)</li> <li>● <b>COMMUNICATION</b> (C.6)</li> <li>● <b>CULTURAL SENSITIVITY</b> (C.9)</li> <li>● <b>DIPLOMACY / TACT</b> (C.10)</li> <li>● <b>Listening</b> (C.2)</li> <li>● <b>Relationship Building</b> (C.13)</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Performance Evaluation</b> (D.8)</li> <li>● <b>Program Evaluation</b> (D.10)</li> <li>● <b>Talent Management</b> (D.13)</li> <li>● <b>Technical Expertise</b> (D.14)</li> <li>● <b>Technology Savvy</b> (D.15)</li> </ul>
5. Thinking and Judgment	6. Personal Characteristics
<ul style="list-style-type: none"> <li>● <b>DATA-BASED DECISION MAKING</b> (E.4)</li> <li>● <b>GOOD JUDGEMENT</b> (E.7)</li> <li>● <b>LEARNS FROM EXPERIENCE</b> (E.8)</li> <li>● <b>Problem Solving</b> (E.14)</li> <li>● <b>Systems Orientation</b> (E.17)</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Adaptability</b> (F.1)</li> <li>● <b>CONCERN FOR ACCURACY</b> (F.3)</li> <li>● <b>Courage</b> (F.4)</li> <li>● <b>DESIRE FOR SELF-IMPROVEMENT</b> (F.6)</li> <li>● <b>HIGH STANDARDS</b> (F.7)</li> <li>● <b>INTEGRITY</b> (F.11)</li> <li>● <b>POSITIVE ATTITUDE / EXPECTATIONS</b> (F.12)</li> <li>● <b>Professionalism</b> (F.13)</li> <li>● <b>Results Driven</b> (F.16)</li> <li>● <b>SENSE OF ACCOUNTABILITY</b> (F.18)</li> <li>● <b>SERVICE ORIENTATION</b> (F.20)</li> <li>● <b>STRONG WORK ETHIC</b> (F.22)</li> <li>● <b>TEAM PLAYER</b> (F.23)</li> </ul>
N. SECONDARY TASKS, DUTIES, & RESPONSIBILITIES	
<ul style="list-style-type: none"> <li>● <b>Budget Preparation</b> (D.2)</li> <li>● <b>Compliance</b></li> <li>● <b>Continuous Improvement</b> (D.9), (D.10)</li> <li>● <b>Financial Management</b> (D.6)</li> <li>● <b>Follow State Law</b></li> <li>● <b>Grant Management-Title II</b></li> </ul>	



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- Hiring (C.14)
- Innovation (F.10)
- Multiple Pathways
- Organization for School Board
- Planning and Organizing (E.12)
- Professional Development
- Progression of Support
- Promoting Student Agency (A.8)
- Resource Allocation
- Scheduling-Master (D.12)
- Scheduling-Student (D.12)

**O. TERTIARY TASKS, DUTIES, & RESPONSIBILITIES**

- Community Building (B.4)
- Community Service
- Emergency Management
- ESOL
- Interventions
- Responsibility for Learning
- Special Education
- Transition Management

**P. PRIMARY CONTACTS**

<b>INTERNAL TO DISTRICT</b>	<b>EXTERNAL TO DISTRICT</b>
<ul style="list-style-type: none"> <li>● Advisory Teachers</li> <li>● Building Leadership Team</li> <li>● Consultants</li> <li>● CPT/PLC Teams</li> <li>● Dean of Operations</li> <li>● Department Chairs</li> <li>● Director of College and Career Readiness</li> <li>● Director of Interventions &amp; Title 1 Manager</li> <li>● Director of Student Services</li> <li>● District Leadership Team</li> <li>● PES Team Leaders</li> <li>● PMHS Team Leaders</li> <li>● School Board</li> <li>● School Office Staff</li> <li>● Secretary/Admin Assistant</li> <li>● Site Council</li> <li>● Students</li> <li>● Superintendent</li> <li>● Teachers</li> <li>● Unified Art Teacher(s)</li> <li>● Union Representative</li> </ul>	<ul style="list-style-type: none"> <li>● Community Members</li> <li>● Parents / Guardians</li> </ul>



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<b>Q. SECONDARY CONTACTS</b>	
<b>INTERNAL TO DISTRICT</b> <ul style="list-style-type: none"> <li>• Community Liaison</li> <li>• DLSC Project Manager</li> <li>• IT Manager</li> <li>• Pittsfield Parent Connection</li> <li>• Teacher Mentor</li> </ul>	<b>EXTERNAL TO DISTRICT</b>
<b>R. TERTIARY CONTACTS</b>	
<b>INTERNAL TO DISTRICT</b> <ul style="list-style-type: none"> <li>• Classroom Paraprofessionals</li> <li>• ELO Coordinator</li> <li>• Good to Great Team</li> <li>• Media Specialist/Online Coordinator</li> <li>• Paraprofessionals</li> <li>• Special Education Teachers</li> </ul>	<b>EXTERNAL TO DISTRICT</b> <ul style="list-style-type: none"> <li>• Community Organizations</li> <li>• Civic leaders</li> </ul>
<b>S. AUTHORITY/FINAL WORD (decisions that can be made without approvals)</b>	
<ul style="list-style-type: none"> <li>• Teacher Evaluation</li> <li>• Professional Development Consistency</li> </ul>	
<b>T. SUCCESS MEASURES</b>	
<ul style="list-style-type: none"> <li>• Students enter college/careers without remediation.</li> <li>• Student proficiency in literacy &amp; math</li> <li>• Retention of high-performing faculty/staff</li> </ul>	<ul style="list-style-type: none"> <li>• Completing performance evaluations consistent with PG&amp;E plan.</li> </ul>
<b>U. SUB-ROLE PRIORITIES</b>	
<ul style="list-style-type: none"> <li>• Sub-role priorities: H = High, M = Moderate, L = Low, and X = Not Required</li> <li>• Sub-roles indicators can be found in Resource Booklet</li> </ul>	

<b>Sub-Roles</b>	<b>Import</b>	<b>Sub-Roles</b>	<b>Import</b>	<b>Sub-Roles</b>	<b>Import</b>
<b>Student Learning &amp; Growth Related</b>		<b>Leadership &amp; Supervision Related</b>		<b>Interpersonal Skills Related</b>	
Advisor/Consultant/Expert	H	Behavior Manager	H	Advocate	H
Coach	H	Evaluator	H	Community Builder	H
Designer	H	Instructional Leader	H	Counselor	M
Instructor	H	Leader	H	Facilitator	H
		Motivator	H	Friend	X
				Mediator	M



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				Mentor	M
				Parent	X
Sub-Roles	Import	Sub-Roles	Import	Sub-Roles	Import
Management & Administration Related		Thinking & Judgment Related		Personal Characteristics Related	
Black Hat	H	Negotiator	M	Champion	H
Compliance Monitor/Driver	M	Troubleshooter/Problem Solver	H	Extra Hands	L
Firefighter/Crisis Manager	M			Innovator	M
Manager	M			Politician	H
Professional Developer	H				
Quality Assurance Driver	H				

**V. EEO STATEMENT**

The Pittsfield School District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, sex, race, creed, color, marital status, physical and mental disability, or national origin. In addition to federal law requirements, the Pittsfield School District complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

**W. SIGNATURES:**

This job description has been approved by all levels of management:

Supervising Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position:

Employee: \_\_\_\_\_ Date: \_\_\_\_\_