

TITLE: ADSY PROJECT MANAGER

QUALIFICATIONS: EDUCATION REQUIRED

Master's degree from a recognized, accredited college or university

1. Valid Texas Educator Certification
2. Valid Texas Mid-Management or Standard Principal Certification required
3. Advancing Educational Leadership (AEL) certificate or its equivalent (ILD/ILT) certificate must be obtained within 3 months of start date as designated by the district.
4. T-TESS Certification preferred or must be obtained within the first 3 months of start date

WORK EXPERIENCE REQUIRED

1. Successful experience as a principal or minimum 3 years successful experience as an assistant principal
2. Minimum three years of successful classroom teaching experience

PERFORMANCE RESPONSIBILITIES:

- ☐ Have a strong working knowledge of research-based elementary instructional practices, especially those that work best with highly diverse and at-risk populations;
- ☐ A strong working knowledge of elementary scheduling and content;
- ☐ Actively collaborate with Area Superintendents, principals, district coordinators, interventionists, and campus staff in aligning, developing, and implementing a different calendar;
- ☐ Actively collaborate with Area Superintendents, principals, district coordinators, interventionists, and campus staff in identifying program needs;
- ☐ Actively collaborate with Texas Education Agency, Educate Texas, higher education institutes, industries, other ADSY programs, and nonprofits involved with the development of ADSY programs;
- ☐ Maintain a budget for ADSY development and implementation of ADSY pilots;
- ☐ Be knowledgeable and apt at creating, evaluating, and communicating critical data points (qualitative and quantitative) impacting all phases of ADSY both during development and after implementation – especially state-tested areas by district, campus, and teacher to include, when available, a correlation with data provided by the State of Texas and/or College Board;
- ☐ Have a strong technology aptitude;
- ☐ Assist in research and grant writing related to the needs of the ADSY program;
- ☐ Must be willing to work weekends and some evenings to assist in coordinating ADSY Task Force meetings;
- ☐ Must attend training on ADSY planning, practices, and methodologies and develop and host sessions for ADSY staff and parents;
- ☐ Present at conferences (local, state, and national) and to the local school board, councils, campuses;
- ☐ Work toward the development of pilot ADSY program(s)
- ☐ Any other duties as assigned

WORKING CONDITIONS:

All campuses are temperature controlled with hard surface floors. Job requires physical mobility, standing, prolonged sitting, lifting, carrying, pushing, and pulling (10 pounds minimum). Job may also require climbing stairs, stooping, bending, and reaching over head. Working conditions for diagnosed medical conditions may be modified under the Americans with Disabilities Act (ADA).

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.

---

Employee Signature

---

Date