



LA JOYA INDEPENDENT SCHOOL DISTRICT
201 East Expressway 83
La Joya, TX 78560

Job Title: TTIPS Grant District Shepherd **Wage/Hour Status:** Non-Exempt
Reports to: Assistant Superintendent for **Pay Grade:** Instructional/Administrative
Professional Administration and Finance
Dept/School: Central Office

Initiated Date: August 1, 2010

Revised Date: April 28, 2011

District Primary Purpose: To assist and promote La Joya ISD in implementing a rigorous curriculum/instructional program that supports student success and achievement.

Department Primary Purpose: To oversee and coordinate all activities pertaining to the TTIPS Grant

Qualifications:

Education/Certification: Master's Degree from accredited University or higher; Standard Principal, Assistant Principal, Mid- Management or other appropriate Texas certificate; five years experience in administration

ILD/PDAS Certified Preferred but not required, other qualification as deemed necessary or acceptable by the Board

Experience/Knowledge: Five years of classroom teaching experience, knowledge of curriculum and instruction, effective organizational, communication and interpersonal skills; well-versed in current educational research; grant writing/management and data submission experienced required

Major Responsibilities and Duties:

1. Lead the ongoing campus efforts in successfully implementing the TTIPS Grant.
2. Assist campuses achieve Federal and State accountability standards.
3. Establish and monitor successful systemic protocols for student academic monitoring.

4. Assist campuses in identifying student instructional needs and developing and monitoring instructional planning and programs to address identified needs with TTIPS Grant funding.
5. Monitor the implementation of the two campuses' TTIPS Grant and provide thorough feedback for continuous improvement.
6. Maintain records the TTIPS Grant and monitor implementation, facilitate data submissions and comply with all TEA guidelines and timelines for it.
7. Ensure that appropriate TTIPS Grant information and resources for campuses are available to implement all TTIPS Grant requirements and activities as stipulated by said Grant.
8. Assist in planning and implementing effective campus-based staff development programs that meet the TTIPS Grant goals and addresses the needs of the staffs.
9. Assist campus principals in planning and implementing effective supervision and evaluation of the TTIPS Grant.
10. Work collaboratively with principals and their respective campus staff to develop and maintain a positive school climate as it pertains to the TTIPS Grant.
11. Keep abreast of educational development and literature on the TTIPS Grant and utilize the research to make recommendation for change.
12. Maintain records of TTIPS Grant activities through the completion and monitoring of required 90 Day Plans.
13. Maintain records of TTIPS Grant activities through the completion and monitoring of quarterly reports.
14. Maintain records of TTIPS Grant activities through the completion and monitoring of annual evaluations.
15. Prioritize LEA's services in order to meet the needs of the campuses.
16. Have on-going communication with the principals, PSPs, central office and the TEA regarding the campuses Transformational progress.
17. Promptly respond to principals' requests for assistance in all facets of their students' academic progression.
18. Provide campuses a direct line of communication with the Superintendent.
19. Perform other tasks and assume other responsibilities related to the Grant as assigned by the Superintendent.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policies, procedures and data; maintain emotional control under stress.

Physical Demands/Environmental Factors:

Frequent district and occasional statewide travel, occasional prolonged and irregular hours.

POSITION WORKING DAYS: 207 Days

DATE POSTED:

DEADLINE: Until Filled

All applications must be submitted on line for professional and clerical positions to the La Joya I.S.D. Office of Human Resources Department. (www.lajoyaisd.com)

Applicants currently employed by the La Joya I.S.D need to submit an application, letter of intent and resume online. (www.lajoyaisd.com)

I, _____, certify that the foregoing statements describe the general purpose and responsibilities assigned to this job. Any other duties assigned must pertain to the Texas Title I Priority Schools (TTIPS) Grant. I understand that this position is contingent upon a specific Federal Grant that has been awarded to the LA Joya ISD and does not obligate the La Joya ISD to employ me once the Grant has ended. I understand the requirements and acknowledge that I have received a copy of this job description.

Employee Signature: _____

Date: _____