



***Other Qualifications:***

High degree of self-motivation and initiative  
Understanding of ESCs and their role in Texas education

**Major Responsibilities and Duties:**

***Program Supervision:***

- Oversee programs and services for the units of mathematics, science, language arts, social studies, assessment and accountability, learning design and programs, special programs including Title I, Migrant, and Bilingual/ESL, counseling, librarians, adult education/literacy, and school support services including services to low performing campuses.
- Organize all data analysis for accountability and program monitoring.
- Create, track and approve budget transactions for the programs of responsibility.
- Oversee and insure development and implementation of new instructional programs and ideas.
- Complete or approve completed applications and compliance reports for state and federal programs.
- Make decisions related to creating and abolishing of services which are no longer effective or necessary.
- Create, organize and deliver training to districts as necessary for program effectiveness (i.e. PBM training, learning design training, etc.).
- Attend TEA and other meetings as necessary to gather information related to program effectiveness and make certain information is delivered to stakeholders.
- Stay current and knowledgeable of laws, guidelines, and research related to programs supervised, including state and federal.
- Seek and manage funding for current and potential Region 10 services through competitive grants, partnerships, and applications.

***Communication:***

- Function as director for five program coordinators.
- Function on instructional leadership team for the Division of Instruction.
- Serve as a liaison to district superintendents and curriculum directors/assistant superintendents in promoting and implementing Region 10 services and meeting needs of districts.
- Coordinate program planning with directors from special education, pre-school services, and administrative services where appropriate.
- Participate in and make presentations to advisory committees and meetings of directors and assistant superintendents for general education and federal programs.
- Coordinate with directors and department staff to deliver staff meetings and monthly team meetings that focus on needs and create opportunities for collaboration.
- Keep the Divisional Director informed related to programs, personnel, and district needs.
- Maintain effective relationships with districts, political entities, vendors, and non-profit organizations that reflect positively on Region 10 and its personnel.

***Budget Oversight:***

- Actively monitor all budgets under general instruction.
- Meet quarterly with Divisional Director and Director for Finance on budget forecasting.
- Meet all requirements for federal and state programs.

***Personnel Supervision:***

- Maintain oversight of program coordinators and secretarial and support staff.
- Provide orientation and mentoring for new staff.
- Create, post, interview, hire, assign and retain appropriate high-level staff to implement Region 10 programs.
- Conduct formal personnel evaluations and on-going personnel assessment and support including creating professional development activities, creating and carrying out individual growth plans where necessary, observing and providing feedback to staff, and using data to give corrective feedback.
- Maintain personnel records as appropriate.
- Include consultants and other staff in decision-making and problem-solving.

***Other Duties:***

Other duties as assigned by the Divisional Director for Instruction

**Supervisory Responsibilities:**

Responsible for coordinators and team leaders of instructional teams to include budget oversight, coordination among teams for programs implementation, recruitment, hiring recommendations, and evaluations.

**Equipment Used:**

WINDOWS computer, computer projection devices

**Working Conditions:**

***Mental Demands/Physical Demands/Environmental Factors:***

- Ability to manage personnel, programs, and tasks
- Exceptional leadership and decision-making abilities
- Excellent interpersonal skills

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**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.**