

ASSISTANT DIRECTOR, DCHS JOB DESCRIPTION [20XX-XX]



Employee Name	Reports To	Calendar
		220

MISSION STATEMENT

Through our **E3** model at Dallas Community School, we **ENGAGE** students by fostering curiosity, **EMPOWERING** them through meaningful, real-world learning experiences, and **EQUIP** them with the skills needed to make a positive impact in their communities.

POSITION OVERVIEW

The High School Assistant Director leads day-to-day operations, instructional support, and program development for Dallas Community High School's project-based learning (PBL) model. This role helps *engage* students through real-world projects and exhibitions, *empower* staff through coaching and collaborative leadership, and *equip* students with the academic, social-emotional, and career-readiness skills they need to thrive.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- **Organizational Leadership:**
 - **Engage:** Collaborate with the leadership team, Executive Director, families, and staff to shape the vision of a student-centered, PBL high school.
 - **Empower:** Facilitate inclusive planning, staff voice, and shared decision-making.
 - **Equip:** Manage school operations including scheduling, safety, compliance, facilities, and student records.
- **Project-Based Learning & Exhibition Oversight:**
 - **Engage:** Guide interdisciplinary, authentic learning experiences that connect students with real-world issues and community partners.
 - **Empower:** Support teachers in designing, implementing, and assessing high-quality projects and exhibitions.
 - **Equip:** Ensure students receive consistent coaching, feedback, and guidance on project timelines, deliverables, and public presentations.
- **Student Empowerment & Academic Progress:**
 - **Engage:** Foster relationships with students that promote agency, voice, and personalized learning.
 - **Empower:** Coordinate advisory, internships, and community-based learning opportunities.
 - **Equip:** Monitor graduation requirements, credit tracking, and transcripts to ensure student success.
- **Staff Development & Culture:**
 - **Engage:** Cultivate a collaborative staff culture through open communication and team-building.
 - **Empower:** Lead professional development around PBL, assessment, and student engagement strategies.
 - **Equip:** Provide instructional coaching and feedback aligned with student-centered practices.

REQUIRED QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor’s degree in Education or a related field (Master’s preferred).
- Maintains a valid TSPC license appropriate for the position.
- Minimum of two years of experience in a leadership role within an educational setting.
- Deep understanding of project-based learning, student exhibitions, and performance-based assessment.
- Strong collaboration, communication, and leadership skills.
- Demonstrated ability to coach and support instructional staff in a flexible learning environment.
- Experience supporting diverse learners in a secondary school setting.
- Familiarity with graduation requirements, transcripts, and credit systems.
- Commitment to equity, inclusion, and culturally responsive practices.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the specific functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee is occasionally required to stand, walk, sit, reach with hands and arms; climb or balance; stoop, kneel and/or crouch. The employee must occasionally lift and/or move up to 35 pounds.

Employee Signature:

Date:

Executive Director Signature:

Date:

Dallas Community School is an Equal Opportunity Employer and committed to maintaining a drug-free workplace. We comply with all applicable federal and state laws, including the Americans with Disabilities Act (ADA), and provide reasonable accommodations to qualified individuals with disabilities.