
Job Title	Chief of Schools	Job Title Code	103147
Reports to	Deputy Superintendent Academics	Wage/Hour Status	Exempt
Dept/School	School Leadership	Pay Grade	111
		Date Revised	January 12, 2026

Primary Purpose

Provide executive leadership and oversight for campus-based instructional leadership and school performance to ensure high level of student achievement across the district. The Chief of Schools supervises, develops, and holds principals accountable for instructional quality and student outcomes by ensuring effective implementation of academic programs, aligned use of district resources, and execution of the district's strategic plan and board priorities.

Education/Certification

- Master's Degree
- Doctorate Degree (preferred)
- Valid Texas Principal Certificate or Valid Mid-Management Certification
- Valid Texas Principal Evaluation and Support System Certification (T-PESS) (preferred)
- Valid AEL or ILD Certificate (preferred)
- Must obtain TPESS and AEL certifications within 1 year

Special Knowledge/Skills

- Knowledge of school district academic systems
- Knowledge and understanding of all facets of public school district operations
- Knowledge of effective instructional programs and services
- Knowledge of organization and management theory and practice
- Knowledge and commitment to decentralized decision making and accountability
- Knowledge of school finance, budget development and implementation, and support services delivery systems
- Knowledge of strategic planning processes
- Knowledge of effective systems for learning organizations
- Knowledge of change management theory and processes
- Knowledge of data driven accountability performance models as they apply to school improvement
- Thorough knowledge of the various class scheduling options with ability to describe pros and cons to each option
- Thorough understanding of curriculum, instruction, and other student related services
- Ability to facilitate group processes in consensus building, conflict resolution, solution planning, and decision making
- Exceptional conception of analytical, organizational, and management skills
- Excellent oral and written communications, and human relations skills
- Ability to work collaboratively with multiple and diverse constituencies
- Ability to evaluate and supervise instructional programs and use data analysis to determine program effectiveness
- Working knowledge of the Texas Education Code, Texas Administrative Code, and State Board and Federal rules and regulations governing the operation of school districts
- Ability to delegate responsibilities effectively

Experience

- Minimum of three (3) years teaching experience
- Minimum of five (5) years in instructional leadership role

- Minimum of five (5) years at the district senior leadership levels as principal, director, or above

Major Responsibilities and Duties

Leadership & Accountability

1. Foster and sustain a culture of ethical leadership, innovation, collegiality, and accountability that drives continuous improvement in campus performance and student outcomes.
2. Provide executive oversight and direction to ensure consistent instructional quality, leadership effectiveness, and alignment with district expectations.
3. Assume direct accountability for campus academic performance and effective implementation of district academic programs; evaluate and hold principals accountable for measurable student achievement, growth, attendance, and school climate outcomes.
4. Responsible for timely, accurate, and quality information and accountability for all areas of responsibility.
5. Make recommendations for employment action.
6. Use professional judgment and discretion.

Principal Supervision & Development

7. Lead the selection, development, performance management, and retention of high-quality campus leaders.
8. Ensure leadership continuity through systematic succession planning, leadership pipeline development, and targeted support for emerging campus leaders.

Instructional Program Implementation

9. Ensure high-quality and consistent implementation of district instructional frameworks and programs at the campus level, in collaboration with the Chief Academics Officer.
10. Monitor state and national instructional leadership trends and integrate evidence-based practices that strengthen campus instruction and leadership effectiveness.

Strategic Planning & Systems Alignment

11. Lead campus implementation of the Board adopted strategic plan, ensuring coherent systems, progress monitoring, and continuous improvement aligned to district goals and accountability standards.
12. Design and maintain effective systems for communication, monitoring, and implementation fidelity to ensure district initiatives translate into improved campus outcomes.

Collaboration & Governance

13. Collaborate with district leadership to ensure campuses receive coordinated, timely, and aligned academic, operational, and student support services.
14. Support board communication through the Superintendent by providing accurate, timely updates on campus performance, school improvement efforts, and instructional outcomes.
15. Provide technical information and assistance to the Superintendent regarding district programs, issues, needs, services, activities, and history.
16. Performance will be evaluated based on campus academic outcomes, principal effectiveness, implementation fidelity of district instructional initiatives, successful execution of school improvement strategies, and alignment with district strategic goals.

Student Management

17. Lead and operationalize equitable practices to ensure all students have access to high-quality instruction, leadership, and resources across campuses.
18. Ensure campus systems effectively support student behavior, engagement, safety, and social-emotional development.

Policy, Reports and Law

19. Participate in regular dialogue with assigned staff and district leadership in development and support of district-wide policies, practices, and procedures.
20. Ensure assigned staff understand, communicate, and implement board policies and guidelines inherent in those policies.

Budget and Inventory

21. Oversee preparation and administration of department and assigned campus budgets.
22. Participate with other district leadership members in district budget development processes and long-range financial planning for the district.

Personnel Management

23. Ensure staff are evaluated as specified in board policy.
24. Assist staff with issues, problems, and concerns raised by District stakeholders.
25. Establish an environment that empowers staff to execute responsibilities as instructional leaders.
26. Encourage innovation among staff in pursuit of improved academic achievement.
27. Lead others in resolution of highly sensitive and confidential academic issues.
28. Promote organizational climate that fosters positive staff morale, openness, and collaboration.

Communication and Community Relations

29. Promote positive community relations through effective communication and involvement of community members when applicable.
30. Serve as a liaison to governmental agencies, business and civic organizations, and the community to provide information about district academic programs and initiatives as assigned by the Superintendent.
31. Communicate with the board in accordance with guidelines established by the Superintendent.
32. Serve as a representative of the district as requested by the Superintendent.
33. Attend meetings of the board of trustees and prepare reports as requested by the deputy superintendent of academics and school leadership.

Professional Growth

34. Promote professional growth among staff.
35. Develop personal and professional growth plans to enhance performance of assigned duties and responsibilities.
36. Research current trends and best practices relevant to areas of responsibility.
37. Keep abreast of current research results, trends, and developments in public education.

Supervisory Responsibilities

38. Carry out supervisory responsibilities in accordance with district policies and applicable laws.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress; frequent district-wide travel; frequent prolonged working hours. Work is non-standardized and widely varied, involving complex and significant variables. Significant time spent planning, evaluating, addressing, and negotiating issues. Strong analytic ability and inductive thinking are frequently required to devise new approaches to situations where previously accepted solutions have proven inadequate.

Terms of Employment

226 days; salary to be established by the Board of Trustees



JOB DESCRIPTION

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.

Approved: _____
Job Title: _____
Date: _____

Approved: _____
Job Title: _____
Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.