

JOB DESCRIPTION

Job Title	Chief Schools Officer	Job Title Code	103147
Reports to	Deputy Superintendent Academics	Wage/Hour Status	Exempt
Dept/School	School Leadership	Pay Grade	111
		Date Revised	April 9, 2025

Primary Purpose

Articulate the vision for and provide leadership and oversight responsibilities for the district's academic programs and services, and school leadership. Responsible for helping principals increase their capacity to improve teaching and learning in their schools by providing coaching and training as well as through directing district resources.

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

JOB DESCRIPTION

Major Responsibilities and Duties

1. Foster a culture of innovation, collegiality, and ethical leadership by establishing a positive climate that values shared decision-making.
2. Provide strategic oversight and leadership to diverse clusters of schools.
3. Responsible for selecting, hiring, developing, supporting, evaluating, and retaining high quality school leaders.
4. Interact positively and collaboratively with other District leadership members to ensure standards of excellence throughout the district.
5. Provide leadership that assures quality implementation of district instructional programs, to include curriculum development and implementation based on best practices.
6. Stay current on instructional administration techniques and programs throughout the state and nation, incorporating findings into the local organization where appropriate.
7. Assume accountability for the implementation of the district's academic programs; hold principals responsible for performance of schools.
8. Lead departments and schools in continuous, overall student improvement, performance and outcomes through development, implementation and monitoring of district-wide strategic plans, policies, and programs/initiatives that support the district's mission.
9. Oversee the principals' development, implementation, and monitoring of long-range instructional goals to improve outcomes as measured by state and national standards.
10. Provide leadership to assigned personnel to ensure departments deliver educational services efficiently and effectively.
11. Implement and iterate effective systems for implementation, including standing meeting and communication systems.
12. Supervise assigned staff to facilitate communication and ensure implementation of the vision and mission of the district.
13. Keep the deputy superintendent informed of current critical issues within the district.
14. Assume operational management of the district in the absence of the superintendent when designated.
15. Recommend to the deputy superintendent specific policies, procedures, plans, and programs for attaining operating objectives and assist in resolving issues.
16. Work collaboratively with staff to ensure aligned support and services to schools, while focusing on improved teaching and learning.
17. Provide organizational leadership to ensure coordinated planning and consistent implementation of the district's strategic plan.
18. Responsible for timely, accurate, and quality information and accountability for all areas of responsibility.
19. Responsible for professional growth and current research, trends, and best practices relevant to areas of responsibility.
20. Communicate with the board in accordance with guidelines established by the Superintendent.
21. Maintain effective working relationships with staff and the school community.
22. Embrace and encourage diversity.
23. Promote positive community relations through effective communication and involvement of community members when applicable.
24. Assist with budget development, administration, and long-range financial planning for the district.
25. Use managerial practices that promote collegiality, teamwork, and collaborative decision-making.
26. Demonstrate a high level of independent, ethical, and professional conduct.
27. Provide technical information and assistance to the Superintendent regarding district programs, issues, needs, services, activities, and history.
28. Carry out supervisory responsibilities in accordance with district policies and applicable laws.
29. Make recommendations for employment action.
30. Work closely with the pertinent personnel to ensure quality leadership exists throughout the organization and there is a plan for campus succession.
31. Use professional judgment and discretion.

JOB DESCRIPTION

32. Perform other duties as assigned by supervisor.

Student Management

- 33. Ensure student management programs and procedures are effective in promoting acceptable student conduct and social growth.
- 34. Ensure systems and procedures are in place to provide for campus safety.

Policy, Reports and Law

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

Budget and Inventory

- 37. Oversee preparation and administration of department and assigned campus budgets.
- 38. Participate with other district leadership members in district budget development processes.

Personnel Management

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

Communication and Community Relations

- 45. 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.
- 46. Serve as a representative of the district as requested by the Superintendent.
- 47. Attend meetings of the board of trustees and prepare reports as requested by the deputy superintendent of academics and school leadership.

Professional Growth

- 48. Promote professional growth among staff.
- 49. Develop personal and professional growth plans to enhance performance of assigned duties and responsibilities.
- 50. Keep abreast of current research results, trends, and developments in public education.

Supervisory Responsibilities

Supervise assigned personnel

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: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

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.