

<b>Job Title:</b> Director Whole Learner	<b>Wage/Hour Status:</b> Exempt
<b>Reports to:</b> Executive Director Whole Learner Support and Intervention	<b>Pay Grade</b> 108
<b>Dept. /School:</b> Learner Support and Intervention	<b>Date Revised:</b> April 10, 2023

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**Primary Purpose**

Provide strategic and operational leadership to facilitate the systemic implementation of social-emotional learning and related programs at the campus and District level to support improved academic outcomes by meeting the social-emotional needs and development of at-risk students and the personnel that serve them.

**Qualifications****Education/Certification**

Master's Degree  
Valid Texas Principal Certificate

**Special Knowledge/Skills**

- Knowledge of effective school culture and climate practices
- Ability to coach for leadership and improved performance
- Ability to engage in evaluation, research, and/or planning processes.
- Ability to interpret data and identify root causes
- Strong communication, public relations and interpersonal skills
- Ability to employ collaborative decision-making processes, foster and promote team building
- Strong service orientation

**Experience**

Five (5) years teaching experience  
Five (5) years as a public school administrator

**Major Duties and Responsibilities****Program Management**

1. Provide operational leadership to support effective and consistent implementation of social-emotional and academic support structures throughout the district.
2. Lead the development of systemic frameworks to provide support and facilitate the monitoring of fidelity of program implementation.
3. Foster an organizational climate that is collaborative, informative, and responsive to campus needs.
4. Develop capacity of department staff to serve as coaches to facilitate effective District-wide implementation of SEL.
5. Coordinate development and implementation of departmental professional learning events and logistics, and incorporate best practices for adult learning theory.
6. Collaborate with other district departments and area universities to increase pre-service knowledge of social and emotional learning.
7. Consult with District leadership, principals and staff concerning the SEL needs of students and staff.
8. Provide support for the development of short and long-term campus implementation plans.
9. Keep informed of the latest research in Social-Emotional Learning and SEL-related professional learning, Positive Behavior Interventions and Supports, and Restorative Practices.
10. Provide leadership for procurement of contracted services to support department initiatives.
11. Develop and communicate schedules and agendas for site visits.
12. Liaises with outside providers and researchers on social and emotional learning work in El Paso ISD.
13. Present district programs and plans at national conferences.
14. Lead departmental annual needs assessment process and development of district improvement goals and strategies for inclusion in the District Improvement Plan.

- 15. Monitor and record progress of department goals and strategies in the District Improvement Plan.
- 16. Conduct short term and long-term planning in Social Emotional Learning and align planning to the District strategic plan.
- 17. Monitor and record progress of department goals and strategies in the District Improvement Plan.
- 18. Administer budgetary procedures, and systems of purchasing supplies and equipment as well as contracted services.
- 19. Ensure data reports, including project updates, are completed as scheduled and updates District leadership as requested.
- 20. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

Supervise assigned personnel

**Physical and Mental Job Requirements**

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

Maintain emotional control under stress. Frequent prolonged and irregular hours. Frequent Districtwide travel. Occasional out of town travel.

**Terms of Employment**

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

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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.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

*I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.*

*Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

*I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.*

*Supervisor Signature: \_\_\_\_\_ 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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.