

JOB DESCRIPTION

Job Title	Coordinator Senior Executive	Job Title Code	127010
Reports to	Chief Financial, Chief Operations Officer and Deputy Superintendent Administration	Wage/Hour Status	Exempt
Dept/School	Business Services	Pay Grade	104
		Date Revised	December 17, 2025

Primary Purpose

Assist in the coordination of projects and major initiatives to ensure information flow to and from the Business Services, Operations and Administration Divisions. Direct and coordinate administrative services to ensure efficient operation of the offices. Provide strategic and administrative support to these Divisions.

Education/Certification

- Bachelor's Degree

Special Knowledge/Skills

- Strong organizational, communication and interpersonal skills
- Strong ability to analyze and interpret reports
- Knowledge of word processing, spreadsheets, and presentation software
- Knowledge of strategic planning processes

Experience

- Three (3) years' experience in project management, evaluation, research, and/or planning

Major Responsibilities and Duties

1. Assist in the development and monitoring of the District Strategic Plan & Financial Plan.
2. Assist with planning key committee meetings, to include tracking, monitoring, and follow-up on progress of projects, action items that come from the Superintendent's Cabinet.
3. Prepare and develop agendas, memos, communication, and correspondence; identify meeting participants; collect, prepare, and distribute appropriate briefing materials.
4. Assist in the preparation of comprehensive, accurate, and timely data analysis for decision making.
5. Monitor the District's Legislative agenda, provide briefs on legislative issues, and ensure the Chief Financial Officer, Chief Operations Officer & Deputy Superintendent Administration are up to date with any legislative concerns.
6. Participate on various committees, as necessary, to ensure effective strategic planning and alignment with the district's strategic priorities.
7. Gather data and conduct data analysis in consultation with clients and other users to provide information to the Chief Financial Officer, Chief Operations Officer & Deputy Superintendent Administration regarding issues affecting the district.
8. Assist in the assessment of the financial implications of both short and long-range decisions of the district.
9. Support District-wide decision-making by gathering, analyzing, and reporting data on an on-going basis.
10. Manage and coordinate the submission of agenda items for Grants and Personnel Committee Meetings.
11. Manage and coordinate Policy review and change and Administrative Reference Guides as applicable on Leadership Meetings.
12. Work closely with the Superintendent's staff in ensuring accuracy of calendar and determining staff appointments for external District meetings and events.
13. Conduct research to ensure the Chief Financial Officer, Chief Operations Officer & Deputy Superintendent Administration are informed of all key issues in the media.

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14. Maintain knowledge of District policies & education trends.
15. Assist with District's transformation processes and support teams to undertake process mapping activities and identify existing efficiencies.
16. Coordinate and manage the Executive Summary forms with assigned departments of the Chief Financial Officer, Chief Operations Officer & Deputy Superintendent Administration and ensure that all appropriate documentation is submitted on a timely basis to the Executive Assistant to the Superintendent for all District Board of Trustees Meetings.
17. Manage and coordinate meetings to include the logistics of venue, itineraries, agendas etc. for the Business Services, Operations & Administration Divisions meetings and conferences.
18. Management of the budget for the departments.
19. Organize, plan, and manage work activity in Business Services, Operations & Administration Offices.
20. Perform other duties as assigned by supervisors.

Policies, Reports and Law

21. Adhere to District policy, Federal and State guidelines in all areas of responsibility.
22. Assist in developing and administering procedures and policies related to the Business Services, Operations & Administration Divisions.

Communication

23. Assist in preparing reports from district departments and campuses to provide the Chief Financial Officer, Chief Operations Office, & Deputy Superintendent Administration updated information on strategic plan implementation progress, program evaluations, and state and federal accountability systems.
24. Assist in facilitating communication and ensure implementation of major initiatives in a timely and efficient manner.
25. Initiate subsequent follow-up meetings and communication for key stakeholders, as directed, anticipating, and identifying issues for discussion at key management meetings while coordinating with Executive Cabinet and Leadership Teams.
26. In supervisor's absence, ensure that requests for action or information are relayed to the appropriate person. Review and distribute incoming correspondence. Receive requests for information, assistance, etc. and provide service or direct inquiry.
27. Represent the supervisor at designated meetings.

Professional Growth and Development

28. Participate in professional growth activities and stay current with local, state, and federal regulations as they relate to the Business Services, Operations & Administration Divisions.
29. Attend required staff development.
30. Assist in the creation of the Professional Development Plan for the Business Services, Operations & Administration Divisions.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress, frequent prolonged and irregular hours. Require prolonged use of the computer, and repetitive hand motions; ability to 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: _____

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.